



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**20 September 2023**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**20 September 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 September 2023 at 5:30 pm.

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

Yours faithfully



**Chadd Hunt**  
**Temporary Chief Executive Officer**

**8 September 2023**

## **DISCLAIMER**

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

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

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

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

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

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

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

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

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## 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

M P Ryan

D J Galloway

R W Tinetti

A J Mencshelyi

M I Girak

J E G Williams

D A Hughes

H J Appleton

L C Biglin

#### **Staff:**

Temporary Chief Executive Officer

Executive Manager Engineering Services

Acting Executive Manager Development Services

Executive Manager Corporate Services

Acting Executive Manager Community Services

Governance Coordinator

Governance Officer

C B Hunt

P D Devcic

J Jurmann

C J Young

D A Emery

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
Lease of Reserve 41081 to Grass Valley Progress Association	13.1.1	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Grass Valley Progress Association.
		Cr M I Girak	Impartiality	Members of the Grass Valley Progress Association are known to Cr Girak.
Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine	13.3.2	Cr C R Antonio	Impartiality	As the applicant is well known to Cr Antonio as a building contractor and a prior employee now working for Akron is known to Cr Antonio

		Cr D A Hughes	Impartiality	Jacobus was previously employed by the Shire and therefore is known to Cr Hughes.
		Cr R W Tinetti	Impartiality	The applicant from Akron Pty Ltd is known to Cr Tinetti as a previous Shire employee.
		Cr A J Mencshelyi	Impartiality	The consultant (Akron) owner is known to Cr Mencshelyi.



## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<b>Visitations and Consultations</b>	
18/08/2023	Northam RSL Vietnam Veterans Day memorial
20/08/2023	The Rec Hotel Official Opening
22/08/2023	Triple M Weekly Radio Interview
22/08/2023	Moort Mereny Fresh Food Avonvale Education Support Official Opening
23/08/2023	Briefing for World Women's Ballooning Championships - Northam
24/08/2023	Regional Capitals WA Meeting and events - Perth
25/08/2023	Avon-Midland Local Government Zone Meeting - Moora
26/08/2023	Bakers Hill Fire Brigade Open Day
26/08/2023	Northam Netball Association Grand Final Luncheon and games
26/08/2023	Grass Valley Bush Fire Brigade Open Day
27/08/2023	Buckland Estate Wedding Open Day
29/08/2023	Triple M Weekly Radio Interview
29/08/2023	Dowerin Field Days Official Launch event - Perth
30/08/2023	Dowerin Machinery Field Days - Dowerin
30/08/2023	Triple M News Radio Interview on upcoming ballooning championships
01/09/2023	Triple M Radio interview on road closures for ballooning festival
02/09/2023	Lions Community Markets - Northam
02/09/2023	Spudshed Family Fun Day – Northam and Triple M Radio Interview
02/09/2023	World Women's Rock Festival Official Opening and VIP function - Northam
03/09/2023	ABC Midwest and Wheatbelt Radio interview on Ballooning Festival
04/09/2023	Triple M radio Interview covering off on Ballooning Festival
04/09/2023	World Women's Ballooning Championships to 08/09/2023 - Northam
04/09/2023	AROC Governance Group Meeting - Northam
05/09/2023	Northam Women in Business Breakfast Meeting and Talk
05/09/2023	Triple M Weekly Radio Interview
06/09/2023	Online Meeting – Wheatbelt Interagency Health & Wellbeing Plan
06/09/2023	Star Gazing Official Opening - Northam
08/09/2023	Northam Agricultural Show Official Opening

09/09/2023	5 <sup>th</sup> FAI Women's World Hot Air Ballooning Championship Closing Ceremony
12/09/2023	Triple M Weekly Radio Interview
14/09/2023	Water Wise Awards - Perth
15/09/2023	Northam Residential College 2023 Awards Night
16/09/2023	Wundowie Iron Festival and Official Opening
17/09/2023	Mayors and Presidents Forum - Perth
17/09/2023	Western Australian Local Government Association (WALGA) starts
18/09/2023	WALGA Annual conference and official opening - Perth
19/09/2023	Triple M Weekly Radio Interview
19/09/2023	WALGA Annual Conference Day final day - Perth
<b><u>Upcoming Events</u></b>	
26/09/2023	Triple M Weekly Radio Interview
27/09/2023	Online Meeting – Wheatbelt Interagency Health & Wellbeing Plan
29/09/2023	Police Remembrance Day Ceremony - Northam
30/09/2023	Inkpen Bushfire Brigade – Service Medals Presentation
03/10/2023	Triple M Weekly Radio Interview
03/10/2023	Regional Capitals WA Meeting and events - Perth
05/10/2023	Local Emergency Management Committee Meeting - Northam
07/10/2023	Lions Community Markets - Northam
10/10/2023	Triple M Weekly Radio Interview
13/10/2023	Northam Senior High School Year 12 Presentation Night
17/10/2023	Triple M Weekly Radio Interview
18/10/2023	Wheatbelt District Local Emergency Committee Pre-Season Forum - Northam

**Operational Matters:**

The Shire of Northam is again supporting concession card and pensioners to register their cats and dogs for a LIFETIME for free.

If you have your animal microchipped and desexed the Shire of Northam can offer you free lifetime registration. By taking all your supporting paperwork to the Shire administration, it will be able to be processed.

Having your pet micro chipped allows Rangers to return them home safely. A microchip is NOT Local Government registration of your pet so please register your pets to the Shire of Northam as is legislatively required.

**Events Calendar:**

The Northam Ballooning Festival and the 5<sup>th</sup> FAI Women's World Hot Air Ballooning Championship hosted by the Northam Ballooning Events Committee have been a fantastic success.

Well done to everyone involved with these events, and a special mention to all volunteers who helped successfully showcase the Shire of Northam onto the world stage.

## 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 16 AUGUST 2023**

#### **RECOMMENDATION**

**That the minutes of the Ordinary Council meeting held on Wednesday, 16 August 2023 be confirmed as a true and correct record of that meeting.**

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

#### **RECOMMENDATION**

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



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Notes

### Council Forum Meeting

13 September 2023

Council Forum Meeting Notes  
13 September 2023



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**Council Forum Meeting Notes  
13 September 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 September 2023.



**CHADD HUNT  
TEMPORARY CHIEF EXECUTIVE OFFICER**

**Received Notes**

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



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13 September 2023



## 1 DECLARATION OF OPENING

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

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

**Council:**

Shire President  
Councillors

C R Antonio  
D J Galloway  
R W Tinetti  
A J Mencshelyi  
M I Girak  
D A Hughes  
H J Appleton  
L C Biglin

**Staff:**

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

C B Hunt  
P D Devcic  
J Jurmann (entered  
meeting at 5:44pm)  
C J Young  
D A Emery  
B Hadlow  
T P Van Beek

**Gallery:**

Public

S Hart  
K Nieuwoudt  
D Owczarski  
M Owczarski

### 3.2 APOLOGIES

**Council:**

Deputy Shire President  
Councillors

M P Ryan  
J E G Williams

Council Forum Meeting Notes  
13 September 2023

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Council Forum Meeting Notes  
13 September 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.

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
Lease of Reserve 41081 to Grass Vally Progress Association	13.1.1	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Grass Valley Progress Association.
		Cr M I Girak	Impartiality	Members of the Grass Valley Progress



Council Forum Meeting Notes  
13 September 2023

				Association are known to Cr Girak.
Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine	13.3.2	Cr C R Antonio	Impartiality	The applicant is well known to Cr Antonio as a building contractor. Prior employee now working for Akron is known to Cr Antonio.
		Cr D A Hughes	Impartiality	Jacobus was previously employed by the Shire of Northam and therefore is known to Cr Hughes.
		Cr R W Tinetti	Impartiality	The applicant from Akron Pty Ltd is known to Cr Tinetti as a previous Shire employee.
		Cr A J Mencshelyi	Impartiality	The consultant (Akron) owner is known to Cr Mencshelyi.

Council Forum Meeting Notes  
13 September 2023



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

Nil.

**6 PUBLIC QUESTIONS**

**Name:** Kobus Nieuwoudt – Akron Pty Ltd

**Item Name:** 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine

**Summary of Question:** Why does the Council believe it is necessary to include a requirement to reduce the floor area of the ancillary dwelling?

**Summary of Response:** The Shire President advised that the recommendation is made my staff inline with Council policies, however Council can put forward an alternative motion at the Ordinary Council Meeting if they feel it is necessary.

**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**

Nil.

Council Forum Meeting Notes  
13 September 2023



**9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**10 CONFIRMATION OF MINUTES**

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD  
16 AUGUST 2023**

Nil.

**10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 SEPTEMBER 2023**

Nil.

**10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 AUGUST 2023**

Clarification was sought in relation to:

- Has the RFT in relation to the disability parking bay outside of Centrelink been issued yet?

*The Executive Manager Engineering Services advised that this has not occurred yet but will keep Council updated.*

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

The Shire President, Cr C R Antonio, advised that the following agenda item would be brought forward:

- 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine.

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 AUGUST 2023**

Nil.



**Council Forum Meeting Notes  
13 September 2023**



Acting Executive Manager Development Services, Mrs J Jurmann, entered the meeting at 5:44pm.

**12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 22 AUGUST 2023**

Clarification was sought in relation to:

- In relation to the non-compliances in the Monthly Compliance Report, how did this happen?

*The Executive Manager Corporate Services advised that the procedure was followed, however was not signed off by the CEO within the timeline.*

- Did this affect the project budget?

*The Executive Manager Corporate Services advised that it did not affect the project budget.*

- In relation to the Fraud and Corruption Plan, is this a new plan or is it revised?

*The Temporary Chief Executive Officer advised that it is a revised plan and confirmed that Council can receive a marked copy of changes.*

- Can Council receive access to the Promapp system?

*The Executive Manager Corporate Services noted that they cannot as it is a complex system for staff management of risks and processes. Staff provide a report to the Audit Committee for the Council to review.*

- Are we on schedule to complete the required findings to be reported back to the committee, as noted in recommendation 15?

*The Executive Manager Corporate Services confirmed that we are on track to complete.*

Council Forum Meeting Notes  
13 September 2023



## 13 OFFICERS REPORTS

### 13.1 CEO'S OFFICE

*Cr C R Antonio declared an "Impartiality" interest in item 13.1.1 – Lease of Reserve 41081 to Grass Valley Progress Association, as Cr Antonio is a member of the Grass Valley Progress Association.*

*Cr M I Girak declared an "Impartiality" interest in item 13.1.1 – Lease of Reserve 41081 to Grass Valley Progress Association, as members of the Grass Valley Progress Association are known to Cr Girak.*

#### 13.1.1 Lease of Reserve 41081 to Grass Valley Progress Association

Clarification was sought in relation to:

- Is the reserve owned by the Shire or just managed by them?

*The Temporary Chief Executive Officer advised that all reserves are Crown land managed by the Shire. This agenda item is to change the reserve type to allow a lease.*

- Someone has also approached the Shire who wants to purchase the land, would this be an issue?

*The Temporary Chief Executive Officer clarified that they also want to lease the land. Further information will be provided for the Ordinary Council Meeting.*

- Is the sale being contemplated or would it be too difficult?

*The Temporary Chief Executive Officer advised that the Shire would not be involved in any sale of the land as it is Crown land.*

- Would the Shire receive any money from the sale of the land?

*The Temporary Chief Executive Officer advised that this was not likely.*

- Is the land currently leased to the Progress Association?

*The Temporary Chief Executive Officer advised that it was believed so, however recent investigation has indicated that it was an informal agreement rather than a formal lease agreement.*

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- What risk mitigations would the Shire require the Progress Association to put in place if they are given the lease and they then lease the land to the Taven for use during their events, i.e., insurances etc.?

*The Temporary Chief Executive Officer advised that this would be looked at when developing the lease document.*

- Would this be written in the contract?

*The Temporary Chief Executive Officer advised that we could certainly consider it.*

- Just to clarify, is it possible for the land to be sold?

*The Temporary Chief Executive Officer advised that it is rare, but it could happen.*

- If there was another muster type program, would there be a risk to the owner/lessee of the land? Should we stipulate the types of events that can occur (i.e., bull riding/horse riding that could damage the land)?

*The Temporary Chief Executive Officer advised that at the moment they are still required to go through the public event approval process through the Shire and we can regulate it that way.*

## 13.2 ENGINEERING SERVICES

Nil.

## 13.3 DEVELOPMENT SERVICES

### 13.3.1 Proposed Scheme Amendment 17 – Avon Logistics Hub

Clarification was sought in relation to:

- The report states that there are no public submissions, have any been received since the report was made?

*The Acting Executive Manager Development Services confirmed that we have not received any submissions.*

- If this is approved will the process commence straight away?

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*The Acting Executive Manager Development Services advised it would still need to go to the WA commission for approval. We would be looking at turn around towards the end of the year.*

*Cr C R Antonio declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the applicant is well known to Cr Antonio as a building contractor and a prior employee now working for Akron is known to Cr Antonio.*

*Cr D A Hughes declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as Jacobus was previously employed by the Shire and therefore is known to Cr Hughes.*

*Cr R W Tinetti declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the applicant from Akron Pty Ltd is known to Cr Tinetti as a previous Shire employee.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the consultant (Akron) owner is known to Cr Mencshelyi.*

**13.3.2 Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine**

Clarification was sought in relation to:

- Is there any flexibility in planning to vary the requirements?

*The Temporary Chief Executive Officer advised that it is up to Council to make that decision. The policy is in place as a guideline and staff make the recommendations in line with the policy. Council can recommend an alternative motion.*

- The report indicates that the issues are in relation to the zoning of the land, if it is re-zoned can they have both houses without amendments being required?

*The Temporary Chief Executive Officer advised that they could if it was zoned as residential, however this is not feasible at this stage.*

- The report also notes that it may set a precedent, aren't Council assessing each application on its own merits?

*The Temporary Chief Executive Officer advised that the comment was more in relation to a precedent for future appeals from refused applicants, if they look at what had been approved in the past.*

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- What is the problem with having 2 dwellings on that sized property?

*The Temporary Chief Executive Officer advised that it could lead to potential subdivision in the future and the lots were not developed for that purpose.*

*Three (3) members of the public gallery, Mr K Nieuwoudt, Mr D Owczarski and Ms M Owczarski, left the meeting at 5:43pm.*

### 13.3.3 RFT 06 of 2023 – Green Waste Processing Services

Clarification was sought in relation to:

- Regarding the two tenderers who applied, the recommended tenderer has put forward a cost that is substantially lower than the competitor. Have we put in exemptions regarding them coming back to seek variation later?

*The Temporary Chief Executive Officer advised that there was no initial variation put in either tender. We have approached the recommended tenderer to clarify the costing because of the large difference.*

- Who processed green waste for the Shire previously?

*The Temporary Chief Executive Officer advised that the recommended tenderer has been processing the green waste for us for a number of years. However, they have had some issues in conforming with time frames, which is why we have gone down this path.*

- Will the general public still receive free mulch, as has been offered in the past?

*The Acting Executive Manager Development Services advised that there is a small percentage of the mulch that we will keep, but it was not a popular incentive with the general public as we are not able to guarantee that there are no weeds mixed through the mulch.*

- Do we know how much green waste we have processed annually?

*The Acting Executive Manager Development Services advised that the annual data was used to estimate how much we receive on average.*

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- If they exceed that volume, can they request more money?

*The Acting Executive Manager Development Services advised that there is a 10% variation, but we can come back and review it as it is seasonal.*

- Does all green waste need to be processed?

*The Temporary Chief Executive Officer advised that generally we would process all green waste. If we were to send it to the tip, we would just be wasting the limited space available there.*

- In regard to the 10% variation, just to clarify, is this for if the amount is exceeded, as the report reads differently?

*The Temporary Chief Executive Officer advised that generally the 10% variation is over the total amount, but we will look in to and correct in the report.*

- Is the amount budgeted in line with previous years?

*The Acting Executive Manager Development Services confirmed this as correct.*

- The report refers to 2 hours of grinding at Inkpen and 4 hours at old quarry, what is this?

*The Acting Executive Manager Development Services advised that this refers to stump grinding to make large waste more manageable for the other machines.*

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – 1 August 2023 to 31 August 2023

Clarification was sought in relation to:

- In regard to the Hisense TV purchased from Betta Electrical for the depot, didn't we also purchase another TV for the depot from JB Hi Fi?

*The Executive Manager Engineering Services advised that the TV's perform different functions. One is for meetings, and another has rolling announcements and notifications for staff who do not have*

Council Forum Meeting Notes  
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*regular access to computers. We saved money but only purchased one smart TV and one general TV.*

- Can a tour be arranged for Councillors to visit the Depot?

*The Executive Manager Engineering Services advised that there are still some minor issues in completing some cosmetic finishes. Once all Shire events have finished, we will have the landscaping completed and a tour can be arranged.*

- In relation to the stock agistment, do we claim this money back from the stock owner?

*The Temporary Chief Executive Officer advised that in this instance we have reached an agreement with the owner and will be claiming it back.*

- Where the cattle out on purpose?

*The Temporary Chief Executive Officer advised that they were not.*

- Did we come in on budget for the Women's' World Ballooning Championship and the Avon Decent?

*The Acting Executive Manager Community Services took this question on notice and a response will be provided once all the information is available.*

- The following queries were raised and responded to outside on the Council Forum Meeting.

Reference	Date	Details Reference	Question	Answer
EFT48070	4/08/23	How Ya Going Now PTY LTD	Cattle Agistment \$5,141.00 - Who and what is this for?	Cattle transport business - Agistment for impounding of stock on road.
EFT48296	24/08/23	Verlinden's Electrical Service	Northam depot \$52,800.00 - Is this included in the \$836,546.00 for schedule 12 of the 2023/2024 budget?	Part of the Depot redevelopment - Carry forward for GL 141201140 - BC12109



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EFT48287	24/08/23	Stone & Garden Earthworks	Bakers Hill Rec Precinct \$7,249.00 - Can you please provide me with the project that requires this? I have revisited the 23/24 budget but can't seem to locate it.	New skate park at Bakers Hill schedule 11 page 112, Job 6456
EFT48205	18/08/23	Northam Betta Electrical	Hisense Smart TV \$2,127.85 - Where is this for?	New Depot, conference room

**13.4.2 Financial Statements for the period ending 31 August 2023**

Nil.

**13.5 COMMUNITY SERVICES**

Nil.

**14 MATTERS BEHIND CLOSED DOORS**

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, Cr C R Antonio, declared the meeting closed at 6:15pm.



### 10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 AUGUST 2023

#### RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 23 August 2023.

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

### 12 REPORTS OF COMMITTEE MEETINGS

#### 12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 AUGUST 2023

#### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 15 August 2023.

#### Adoption of Recommendations:

#### RECOMMENDATION

#### That Council:

1. Accepts the minutes of the Community Safety Committee meeting held on Tuesday, 20 June 2023 be confirmed as a true and correct record of that meeting.
2. Accepts the update of the Community Safety & Crime Prevention Plan update.
3. Accepts the updates of the working groups of the Community Safety Committee.
4. Receives the agency updates as provided.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Community Safety  
Committee

15 August 2023

Community Safety Committee Minutes  
15 August 2023



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## 1 DECLARATION OF OPENING

The Presiding Member, Councillor Julie Williams declared the meeting open at 11.04am

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member invited Attila Mencshelyi, Shire of Northam Councillor 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.

## 3 ATTENDANCE

### 3.1 ATTENDEES

#### Committee Members:

Presiding Member

Councillor

Northam Police Station

Department of Education

DLGSC

Youth Agency Representative – PCYC

Northam Youth Wellbeing Plan

Northam Chamber of Commerce

Community Representative

Community Representative

Cr Julie Williams

Cr Attila Mencshelyi

SSGT Ross Eastman

Amanda Marshall

Kim Sharpe

Jane Atterby

Jessica Daniels

Theresa Lee

Elizabeth Hoek

Ulo Rumjantsev

#### Committee Ex-Officio Members

Manager Community Development & Tourism

Senior Ranger

Jaime Hawkins

Kellee Walters

#### Staff

Community Development Administration Officer

Alison Quin

#### Guests

WA Country Health Service – Wheatbelt

WA Country Health Service

WA Police Force – Wheatbelt District Office

WA Police Force – Wheatbelt District Office

Danielle Mactaggart

Dianne Rifici

SSGT Kym Mead

SSGT Martin Glynn

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**3.2 APOLOGIES**

Bridgeley Church of Christ  
Northam Roadwise Committee  
Nyoongar Cultural Representative  
Wundowie Police Station

Kym Edwards  
Cliff Simpson  
Elizabeth Benning  
SGT Aaron Honey

**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

Chief Executive Officer  
Local Drug Action Group  
Department of Communities – Housing Authority  
Department of Communities – Child Protection  
WA Country Health

Jason Whiteaker  
Rose Power  
Christine Frank  
Kirsten Arthur  
Shani Toki

**4 DISCLOSURE OF INTERESTS**

Nil.

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

**5.1 PETITIONS**

Nil.

**5.2 PRESENTATIONS**

Nil.

*Senior Ranger, Mrs Kellee Walters, entered the meeting at 11.15am*

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### 5.3 DEPUTATIONS

#### Di Rifici Clinical Nurse Manager Public Health Unit

Dianne Rifici, Clinical Nurse Manager – Communicable Disease for the Wheatbelt Public Health Unit will make a deputation on the Needle Syringe Program.

- Needle and Syringe Programmes WA provide sterile needles and syringes to people who inject drugs.
- Free fit pack/Fit Stick. Five needle and five syringes can go in general rubbish.
- Helps prevent people who inject drugs from getting blood-borne viruses such as HIV/Aids, Hepatitis C, Hepatitis B & Syphilis.
- Reducing harm, need for hospital and disease transmission.
- All 24-hour Emergency Departments are required to have them available and are supposed to give out as many as the person asks for.
- There is a dispensing machine at the Northam Hospital, but the Wheatbelt does not have a needle & syringe exchange program, where people bring back used needles & syringes in exchange for clean needles & syringes. Needle & syringe exchange programs are beneficial because it gives hospital staff the opportunity to engage with users and provide a brief intervention, talk about health info and give out information pamphlets.
- Would like to see more disposable unit bins available and create a map of units. Current one is in full view of public and not being used.
- App available – Access Power and Empowerment (ACEAPP) info where to find help and dispose discarded needles.

### DISCUSSION

Question, Cr Attila Mencshelyi: Wouldn't minimising use of drugs be money better spent?

Response Di Rifici: That is bigger than health department resources.

Jessica Daniels: There are 3 pillars for drug & alcohol use interventions,

- Prevention
- Reduce Harm
- Reduce Supply

Question, Kellee Walters: Has it been mapped with number of Fitpack supplied leading to increased/decreased drugs incidents with police/public figures?

Response Di Rifici: It has been proven that providing free Fitpacks lowers disease. Do not have Police stats.

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6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE  
MEETING HELD 20 JUNE 2023

COMMITTEE DECISION

Minute No: CSC.105

Moved: Jane Atterby

Seconded: Ulo Rumjantsen

That the minutes of the Community Safety Committee meeting held on Tuesday, 20 June 2023 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

**For:** Cr J Williams, Cr A Mencshelyi, SSGT R Eastman, A Marshall, K Sharpe, J Atterby, J Daniels, T Lee, E Hoek, U Rumjantsev

**Against:** Nil

*WA Country Health Service, Ms Di Rifici, left the meeting at 11.25am.*

*Northam Chamber of Commerce, Ms Theresa Lee, entered the meeting at 11.25am.*



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**7 COMMITTEE REPORTS**

**7.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

1. 2022.23 Crime Statistics [7.1.1 - 1 page]
2. 2021.22 - 2022.23 Percentage Change [7.1.2 - 1 page]

**A. BACKGROUND / DETAILS**

This Committee Report aligns with the four (4) 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: Nil.

**B.2 Financial / Resource Implications**

There is a budget allocation of \$10,000 for Community Safety Plan Initiatives.

**B.3 Legislative Compliance**

Nil

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**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.

**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.

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Senior Ranger, Mrs Kellee Walters, left the meeting at 11.28am.

Senior Ranger, Mrs Kellee Walters, returned to the meeting at 11.29am.

### C. OFFICER'S COMMENT

#### Focus Area 1: Building Partnerships & Internal Capacity

Annual Shire of Northam Crime Statistics (July 2022 – June 2023) presented in the attachments along with a comparison of offences by crime category with 2021/2022.

- Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by WALGA based on the figures they receive from the WA Police Force. Data excludes family and domestic assaults.
- The most significant percentage increase was in arson, however the main areas of concern are the increases to burglary and stealing offences, while drug offences and property damage remains high.
- An update is to provided in Item 7.3 from the Northam & Wundowie Police Stations

#### Focus Area 2: Safer Places & Spaces

- Objective 2.1 Action 3 'Embed CPTED principles within the planning & development process' – New Northam Streetscape concept plan is being developed. Council have engaged landscape architects who are in the very early stages of consultation and have been briefed for the concept designs to apply CPTED principles.

#### Focus Area 3: Community Education & Awareness

- Objective 3.1, Action 5 'Promote positive perceptions of minority groups within the community to improve social cohesion' – Northam Community NAIDOC Celebration was held on 4 July at the grounds of the Bilya Koort Boodja Centre. The event was a successful collaboration between the Shire of Northam, State Government and non-government agencies. The event celebrated Aboriginal culture and was inclusive of all of community, but in particular recognised our Elders as per the NAIDOC theme. The event was well attended by at least 200 people and included traditional entertainment from Daniel & Jonathon Garlett, kangaroo stew & damper, information stalls and giveaways.
- Action 10 'Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety & crime prevention' – A mapping of services and programs offered within the Shire of Northam that aid in community safety & crime prevention is yet to occur. Officers will be making contact

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with agencies, in particular Smyl & the Youth Wellbeing Plan Committee who have recently conducted some mapping work.

Focus Area 4: Antisocial Behaviour

- Objective 4.1, Action 5 'Interagency coordination of school holiday activity program for children and youth each school holidays – Summary of July school holiday activities to be provided by PCYC in Item 7.3. Coordination of October school holiday activities are currently being planned.
- 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 to be held Thursday 12 October, 10am – 12pm Bernard Park Northam.
- Request received from the Wheatbelt Mental Health Consumer and Carer Advisory Group to install a Blue Tree in Northam. Their proposed locations are the park opposite Aldi at the old St John's site; Beavis Place or along the Dorntij Koorliny Track, along the river behind the flour mill. No decision on the installation has been made by Council, and relevant parties will be consulted as part of the decision making process.
- Action 2 '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)' - reports of community concern about the disposal of syringes in and around the Northam Agricultural Society Sheds resulting in investigation by Holyoake's Alcohol & Other Drug Prevention Coordinator in liaison with Shire Officers. Information on the WA Public Health Unit's Needle Syringe Program will be provided as a deputation to assist the Committee to make an informed decision of future action.

**COMMITTEE DECISION**

**Minute No: CSC.106**

**Moved: Attila Mencshelyi**

**Seconded: Theresa Lee**

**That Council accepts the update of the Community Safety & Crime Prevention Plan update.**

**CARRIED 10/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT R Eastman, A Marshall, K Sharpe, J Atterby, J Daniels, T Lee, E Hoek, U Rumjantsev

**Against:** Nil

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**DISCUSSION**

Senior Sergeant (SSGT) Ross Eastman, Northam Police OIC, discussed the crime statistics

- Significant increase in Arson due to an individual perpetrator. They were charged and the rise in this crime category is not of concern.
- Increased drug offences means apprehension, this is good and shows Police are proactive.
- Burglary slight increase but downturn in last few months.
- Large increase in shoplifting with most apprehended.
- Assault down. Last year increase with kids fighting has dropped 40%.

Cr Attila Mencshelyi asked, what is the driver for shoplifting?

Response, Matin Glynn: Hard times, but largely they just want things.

Discussion around request for installation of a Blue Tree.

Beavis Place not favoured due to proximity Purslowe Tinetti Funerals.

Burlong has cultural significance considerations.

Amanda Marshall commented that some Shire's are taking trees down.

Elizabeth Hoek, suggested St Johns possibly relevant due to their work.

Kellee Walters responded that the RSL has memorials so is not appropriate and suggested the River Town Pool opposite side to the BKB, as this is a peaceful location.

Cr. Attila Mencshelyi highlighted that if there are no existing dead trees there would be considerable costs and considerations to install one.

*Senior Sergeant, Mr Ross Eastman, left the meeting at 11.55am.*

*Senior Sergeant, Ms Kym Mead, left the meeting at 11.57am.*

*Senior Sergeant, Ms Kym Mead, returned to the meeting at 11.59am.*

*Senior Sergeant, Mr Ross Eastman, returned to the meeting at 12.00pm.*

Crime Category	Crime Type	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	
Arson	Cause bushfire	0	0	2	2	10	0	0	0	0	0	0	0	14	
Arson	Cause damage by fire	0	0	3	0	2	0	0	0	0	0	1	1	9	
Arson	Other fire related offences	0	0	0	0	0	0	0	1	0	0	0	0	1	
Assault	Non-Family	3	18	13	10	9	9	12	7	5	7	5	5	103	
Burglary	Dwelling	9	10	2	8	9	2	6	8	10	11	4	9	88	
Burglary	Non-Dwelling	2	4	2	3	5	1	3	4	7	4	4	0	39	
Deprivation of Liberty	Deprivation of Liberty	1	0	0	0	0	0	0	1	0	0	0	0	2	
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0	0	0	0	0	0	0	0	0	0	0	
Disorderly Conduct	Disorderly behaviour	5	4	16	0	5	0	3	2	4	1	5	4	49	
Disorderly Conduct	Disorderly gathering	0	0	0	0	0	0	0	2	0	0	0	0	2	
Drug Offences	Cultivate or manufacture drugs	0	2	0	0	1	2	0	2	1	1	0	0	9	
Drug Offences	Drug dealing	2	5	0	2	0	1	3	2	2	3	1	3	24	
Drug Offences	Drug possession	16	14	17	5	6	12	7	13	11	13	7	5	126	
Drug Offences	Possession of drug paraphernalia	13	7	12	3	3	8	7	15	7	3	11	4	98	
Drug Offences	Other drug offences	1	0	1	0	0	4	0	2	2	2	3	1	16	
Graffiti	Graffiti	1	1	0	0	1	1	3	0	0	1	1	0	9	
Homicide	Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0	0	0	0	0	2	0	0	0	2	
Liquor Offences	Liquor Offences (other)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Offences Against Animals	Offences Against Animals	1	0	0	0	0	0	0	2	0	0	0	0	3	
Property Damage	Property Damage	7	8	6	6	7	7	10	7	8	4	9	3	82	
Property Damage	Damage	7	17	9	14	13	4	10	7	12	8	13	8	122	
Robbery	Business	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	Non-business	0	0	1	0	0	0	1	1	1	0	2	1	6	
Sexual Offences	Historical sexual offences	1	0	0	0	0	0	0	0	0	1	0	0	2	
Sexual Offences	Recent sexual offences	0	2	0	0	1	1	2	7	3	1	4	0	22	
Stealing	From dwelling	3	1	3	5	8	4	13	5	0	5	5	4	56	
Stealing	From motor vehicle (contents or parts)	2	0	4	3	4	0	3	3	3	3	1	2	25	
Stealing	From retail premises or place (shoplift)	10	12	22	17	20	5	15	17	20	19	25	30	212	
Stealing	From other premises or place	11	10	10	12	15	7	4	4	8	10	15	1	8	111
Stealing of Motor Vehicle	Stealing of Motor Vehicle	2	0	0	1	1	2	1	6	2	6	6	4	31	
Transport Offences	Driving Causing Bodily Harm	1	1	0	0	0	0	0	0	2	4	0	1	9	
Transport Offences	Drunk/Drug Driving	0	1	1	3	0	1	0	1	0	2	1	1	11	
Transport Offences	Driver's Licence Offences	0	4	3	1	1	1	5	4	1	9	1	1	31	
Transport Offences	Fail to stop or give way	0	1	0	0	1	0	2	0	0	0	1	0	5	
Transport Offences	Unsafe Driving	3	1	0	4	0	6	2	3	0	3	1	4	27	
Transport Offences	Vehicle licence offences	0	0	0	0	0	1	0	2	1	1	1	0	6	
Transport Offences	Seatbelt/Helmet Offences	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transport Offences	Non-vehicle Offences	0	0	0	0	0	0	0	0	0	1	0	0	1	
TOTAL (No. of counts)		101	123	125	100	114	89	110	131	114	129	112	100	1348	

OFFENCE CATEGORY	2021/2022	2022/2023	PERCENTAGE CHANGE
Arson	4	24	500.0%
Assault (excludes family)	134	103	-23.1%
Burglary	87	177	103.4%
Deprivation of Liberty	2	2	0.0%
Disorderly Conduct	51	51	0.0%
Drug Offences	206	268	30.1%
Graffiti	14	9	-35.7%
Homicide	1	0	-100.0%
Liquor Offences	6	2	-66.7%
Offences Against Animals	#N/A	3	#N/A
Property Damage	193	204	5.7%
Robbery	3	6	100.0%
Sexual Offences	20	24	20.0%
Stealing	284	404	42.3%
Stealing of Motor Vehicle	22	31	40.9%
Transport Offences	85	90	5.9%

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**7.2 COMMUNITY SAFETY WORKING GROUPS UPDATES**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Committee to be provided with updates from the Community Safety Working Groups.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

Objective 1.1 of the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 is to “work with WA Police Force & key stakeholder to share knowledge, resources, plan & implement community safety & crime prevention initiatives”

Actions 4 & 5 of this objective are to:

- Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
- 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.

The currently endorsed working groups of the community safety committee are the Youth Engagement Working Group & the Wheatbelt Road Safety Alliance, with outcome of the review of the Northam Youth Wellbeing Plan to determine the focus of the next wellbeing plan.

**B. CONSIDERATIONS**

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



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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.

**B.2 Financial / Resource Implications**

There is a budget allocation of \$10,000 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
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.



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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

**C. OFFICER'S COMMENT**

Northam Youth Engagement Working Group

The last meeting of the Northam Youth Engagement Working Group was held on Thursday 3 August 2023, where the evolving issue of organised fights among youth being filmed and uploaded to social media was discussed.

A further update is to be provided by representatives.

Wheatbelt Road Safety Alliance

There have been no further meetings or developments of the Wheatbelt Road Safety Alliance.

WALGA Road Safety Advisor, Cliff Simpson has requested the Wheatbelt Road Safety Alliance be removed as the working group to the committee and be replaced with the Northam Roadwise Committee.

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**COMMITTEE DECISION**

**Minute No: CSC.107**

**Moved: Attila Mencshelyi**

**Seconded: Elizabeth Hoek**

**That Council Accept the updates of the working groups of the Community Safety Committee.**

**CARRIED 10/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT R Eastman, A Marshall, K Sharpe, J Atterby, J Daniels, T Lee, E Hoek, U Rumjantsev

**Against:** Nil

**DISCUSSION**

Youth Engagement

Jane Atterby:

- Youth are dropping in at PCYC after school, which is challenging and underfunded.
- Agencies to help on Wednesdays as this is a bigger drop-in day.
- Only teenagers. Approx 25 kids. Not organized or funded.
- Applied for funding for Night Hoops.
- Social media discussed with youth being filmed and uploaded.
- Blue Light disco 27th October.

Kym Mead:

- Police are being proactive with parents & families. Bilya Festival proactive in speaking to youth & families before the festival, resulting in no incidents.

Kellee Walters:

- Northam Senior High School not reporting criminal incidents at school to Police. Engage with new Principal.

Cr. Attila Mencshelyi:

- Questioned is there a relationship with Avon Community Services & PCYC. Suggested inviting ACS new CEO Brendan Parker to Community Safety Committee meetings.
- Presiding Member, Cr. Julie Williams responded that she has no objectives to inviting them as a guest or ex-officio member.

Elizabeth Hoek:

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- Can there be more advertising of best Police phone number for suspicious activity.?
- Kym Mead responded, use Facebook Northam Community Board.
- Jaime Hawkins responded, there is a box of How to Report Crime magnets still left and there is Community Safety Budget to have more printed.

Jess Daniels:

- Replaced Jo Woodruff on the Committee as the Northam Youth Wellbeing Plan representative.
- Process planning alliteration held up with waiting for WACHS data for 6 months.
- Northam Community Wellbeing Plan will go ahead, it's just on pause.
- Holyoake taken over Northam Drug Action Team. Needs a committee. Expressions of interest to be distributed by email by Jaime Hawkins if you would like to be involved.
- Jess thanked Ranger Kellee Walters for actioning Agricultural Shed clean up.

Wheatbelt Road Safety Alliance

No discussion. On hold as there maybe changes in that space.

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**7.3 AGENCY UPDATES**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

**ATTACHMENTS**

Nil

**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, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety & 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.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**



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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**

N/A

**COMMITTEE DECISION**

**Minute No. CSC.108**

**Moved: Atilla Mencshelyi**  
**Seconded: Ulo Rumjantsen**

**That Council Receives the agency updates as provided.**

**CARRIED 10/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT R Eastman, A Marshall, K Sharpe, J Atterby, J Daniels, T Lee, E Hoek, U Rumjantsev

**Against:** Nil

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**DISCUSSION**

WA Police Force Wheatbelt District Office, SSGT Martin Glynn:

- Burglary down due to CCTV in homes.
- Same people. 60 – 70% is clothing & sunglasses.
- Hardship not a factor.
- Fraud – Credit cards stolen tap & go.
- Northam trends same as rest of the state.
- Requested a timeframe on implementation of CCTV from the CCTV Need Analysis & whether a copy of the needs analysis document is available. Jaime Hawkins to follow up, as this work has been conducted by ICT staff.
- Police continue to battle new reports. Many people are reporting for domestic violence for the first time.
- Blue Light for Northam. 60<sup>th</sup> Blue Light in the state. Support and engage PCYC in events.
- Moorditj Foundation keen to support with additional workers at PCYC. Aboriginal kids at risk. Have received two years funding.
- Traffic – Wheatbelt Road Safety Alliance ceased to function. Dedicated road safety staff committed on road and more breath testing.
- Hotel 190. Surprised to see an outdoor pub on street/footpath with pedestrians walking through. Believes this is a breach of permit to trade and is not appropriate. Believes this was an error on hotel or the Shire. Will be following this up with the liquor unit.
- New Magistrate in five weeks.

Cr. Attila Mencshelyi asked regarding slow moving vehicles on Great Eastern Hwy travelling 40kms hour, are they overloaded? Are heavy haulage inspectors around?

Response, Martin Glynn: Yes, heavy haulage inspectors are around. It is not illegal on highways to travel this slow.

Department of Education, Amanda Marshall

- District High Schools transitioning to Year 11 & 12.
- Thirty days until Year 12's finish.
- Please bring youth at risk to the attention of Education. Contact Amanda.

WA Country Health Service – Wheatbelt Danielle McTaggart

The new Senior Health Promotions Officer will attend future meetings.

Northam Chamber of Commerce Theresa Lee

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First meeting. Feedback from Bilya Festival noted how it was a happy family events. Many events coming up.

Shire of Northam Senior Ranger Kellee Walters

- Huge increase in prosecutions. Over 100 dogs in pound. 90% not returned to owners. Due to hardship and adoption during Covid.
- Over 80 cats trapped.
- Dog attacks up and incoming tasks up.
- Social media promoting free dog leads.
- Dog attacks in Bakers Hill. Solar powered cameras linked to phones identifying dogs.
- ABC interviews what to do if you hit animals on roads.
- Schools – giveaways of colouring books and pencils.
- Avon Swan Group. Mens Shed have been making new swan feeding boxes with help decorating them from schools.
- New RV Park popular organising signs and rules.
- Attending Bunnings info session registration, microchipping, desexing.
- Dog Act – Central database legislated and approved.
- SON Rangers available for emergencies on weekends – injured animal or dog attack.

Community Representative Ulo Rumjantsev

Asked the Police about the number of cars driving straight through intersection Newcastle/Gairdner Street.

Response, Martin Glynn: People break road rules. Main roads and Shire of Northam to make decision regarding that intersection. Will mention to traffic staff.

Kym Mead suggested education through Roadwise.

Shire of Northam, Community Development & Tourism Jaime Hawkins

Local Government elections take place in October this year, this may affect the scheduled meeting date for November. Following the elections there will be a process of Councillors being appointed to the committee and community representatives will have to renominate and be appointed by Council.

The Terms of Reference will need to be updated.

Councillor Julie Williams, Presiding Member

Thanked the Committee, explaining that this could be her last meeting as her position on Council has been made redundant, and she may not be returning in another ward.

Councillor Williams stated that she has been a part of the Community Safety Committee since its inception and believes it has been one of the most worthwhile and productive committees of Council.



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**8 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9 DATE OF NEXT MEETING**

14 November 2023.

**10 DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr Julie Williams declared the meeting closed at 12.41pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday 15 August 2023 have been confirmed as true and correct record."

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

\_\_\_\_\_ Date

UNCONFIRMED

## 12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 22 AUGUST 2023

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 22 August 2023.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Accepts that the minutes of the Audit and Risk Management Committee Meeting held on 19 April 2023 be confirmed as a true and correct record of that meeting.
2. Receive the update as provided in the monthly Compliance Report.
3. Endorse the revised Fraud and Corruption Control Plan as presented in attachment 6.2.1.
4. Adopt the Shire of Northam Work Health and Safety Action Plan as provided in Attachment 6.3.1.
5. Request the Chief Executive Officer to report progress towards the Work Health and Safety Action Plan to future Audit and Risk Management Committee Meetings.
6. Receive the Work Health and Safety Committee Meeting Minutes from the meeting held on 01 August 2023 as provided in Attachment 6.3.3.
7. Receive the update as provided in Attachment 6.4.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.
8. Request the Chief Executive Officer to report progress towards the PRIS Action Plan to future Audit and Risk Management Committee meetings.
9. Receive the August 2023 Shire of Northam Risk Register update.
10. Confirms the 'Financial Operational' risk register as presented with the following amendments:
  - a. Archiving risk category Aquatic Facility – Grant partners milestones not met – as project is completed.
  - b. Adding the following mitigation action to Inadequate Project Management:
    - i. Review the project management framework to ensure it remains appropriate/relevant.
  - c. Adding the following mitigation action to Inadequate Supplier / Contract Management:

- i. Have an external legal review of standard contract documents every three years.
    - ii. Internal audit of one major contract for compliance every twelve months.
11. Confirms the 'Financial Strategic' risk register as presented with the following amendments:
  - a. Archiving risk category Pandemic – as it is no longer considered relevant.
  - b. Archiving risk category Aquatic Facility – Grant partners milestones not met – as project is completed.
  - c. Archiving risk category Capital projects cannot be prioritised against the strategic community plan and its associated mitigation actions.
  - d. Adjusting the Financial performance indicators not met category name to Financial sustainability performance indicators not met.
12. Receive the update as provided in Attachment 6.7.1 in relation to the progress made towards the Regulation 17 Action Plan.
13. Receive the update as provided in Attachment 6.8.1 in relation to the progress made towards the Financial Management Systems Review Action Plan.
14. Incorporate a risk treatment into the corporate risk register to review employee IT security access on a quarterly basis.
15. Require findings 15, 18 & 23 be reported back to the next Audit and Risk Management Committee meeting completed, with a recommendation to close or an explanation as to why it has not been completed.
16. Receive the update as provided in Attachment 6.9.1 in relation to the progress made towards the ICT strategic Plan.
17. Require finding 7 be reported back next Audit and Risk Management Committee meeting completed, with a recommendation to close or an explanation as to why it has not been completed.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Audit & Risk Management  
Committee

22 August 2023

**Audit & Risk Management Committee Minutes  
22 August 2023**



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**1 DECLARATION OF OPENING**

The Presiding Member, Cr C R Antonio, declared the meeting open at 5:00 pm.

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 ATTENDANCE**

**3.1 ATTENDEES**

**Committee**

Presiding Member / Shire President

C R Antonio

Councillors

H J Appleton

A J Mencshelyi

**Staff:**

Chief Executive Officer

J B Whiteaker

Executive Manager Corporate Services

C J Young

Governance Coordinator

A C McCall

Governance Officer

T P Van Beek

**3.2 APOLOGIES**

Nil.

**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

**Committee:**

Councillors

M P Ryan

**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.*

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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.

**5 CONFIRMATION OF MINUTES**

**5.1 CONFIRMATION OF MINUTES FROM THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD 19 APRIL 2023**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.255**

**Moved: Cr Appleton**

**Seconded: Cr Antonio**

**That the minutes of the Audit and Risk Management Committee Meeting held on 19 April 2023 be confirmed as a true and correct record of that meeting.**

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.



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**6 COMMITTEE REPORTS**

**6.1 Monthly Compliance Report**

<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Alysha McCall (Governance Coordinator)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

1. Compliance Audit - April 2023 [6.1.1 - 6 pages]
2. Procurement Audit - April 2023 [6.1.2 - 1 page]
3. Compliance Audit - May 2023 [6.1.3 - 6 pages]
4. Procurement Audit - May 2023 [6.1.4 - 1 page]
5. Compliance Audit - June 2023 [6.1.5 - 7 pages]
6. Procurement Audit - June 2023 [6.1.6 - 1 page]
7. Compliance Audit - July 2023 [6.1.7 - 7 pages]
8. Procurement Audit - July 2023 [6.1.8 - 1 page]
9. Major Project Audit 2022 23 - Northam RV Construct [6.1.9 - 2 pages]
10. Project Audit 2022 23 - Aerodrome Toilets [6.1.10 - 2 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.

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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**

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 and Corruption Control Plan risk treatments which do not have a rating of high or extreme have been incorporated into the compliance audit on a rotational cycle. 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	Nil.		
Reputation	Nil.		



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Service Interruption	Nil.		
Compliance	Staff not following legislative requirements	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Property	Nil.		
Environment	Nil.		

**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*.

This Compliance Report incorporates the annual internal audit of a project and a major project as required by risk treatment R00024 – Inadequate Project Management. The current Manage Projects process is currently under review and is proposed to incorporate the audit items to ensure greater compliance.

A summary of the compliance is provided below:

<b>Audit</b>	<b>Audit Month</b>	<b>Percentage Compliant</b>	<b>Non-Compliances</b>
Compliance Audit	April 2023	95%	<ul style="list-style-type: none"> <li>Delegated authority register not being updated for PR02 and O02.</li> <li>BCTF payment being made 2 days late. - Unsuccessful tenderer for RFT 02 of 2023 not being notified.</li> </ul>
Procurement Audit	April 2023	95%	<ul style="list-style-type: none"> <li>1 purchase order was raised after the invoice date.</li> </ul>
Compliance Audit	May 2023	97%	<ul style="list-style-type: none"> <li>Several delegations not updated in the Delegated Authority Register. - Tender Register not updated for RFT 03 of 2023.</li> </ul>
Procurement Audit	May 2023	95%	<ul style="list-style-type: none"> <li>1 purchase order was raised after the invoice date.</li> </ul>
Compliance Audit	June 2023	92%	<ul style="list-style-type: none"> <li>Delegated Authority Register, reference E04 - Crossovers was not updated.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Other classes of assets not re-valued by June 2023.</li> <li>• BCTF payment not made by 10 July.</li> <li>• 2023/24 Council Plan and some confirmed committee minutes not yet listed on Shire website.</li> <li>• Non-compliances with procurement policy, refer to procurement audit.</li> <li>• Tender register not updated on Shire website. Suggested to Procurement Coordinator moving this to Smartsheet to assist in ensuring compliance.</li> </ul>
Procurement Audit	June 2023	85%	<ul style="list-style-type: none"> <li>• 2 purchase orders were raised after the invoice date.</li> <li>• Written quote was not obtained as required by policy.</li> </ul>
Compliance Audit	July 2023	90%	<ul style="list-style-type: none"> <li>• Delegated Authority Register not updated for E02 Road closure Bilya Festival / Avon Descent and A05 for infringements issued.</li> <li>• Building approval information was not provided to the Valuer General by 14th August.</li> <li>• BSL payment was not made by 14th August.</li> <li>• BCITF payment was not made by 10th August.</li> <li>• 4 purchases identified as not having a purchase order raised prior to the invoice date.</li> <li>• Entertainment expenses on CEO credit card not co-signed.</li> <li>• Vehicle and Plant Management Policy not signed by employee provided with Shire vehicle.</li> </ul>
Procurement Audit	July 2023	80%	<ul style="list-style-type: none"> <li>• 4 purchases identified as not having a purchase order raised prior to the invoice date.</li> </ul>
Major Project Audit	2022/23	50%	<ul style="list-style-type: none"> <li>• Detailed working or engineering designs and plans were not signed off prior to</li> </ul>



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			<p>commencement by Chief Executive Officer.</p> <ul style="list-style-type: none"> <li>• All risks and treatments were not put into 'Promapp' Risk Module.</li> <li>• Project Development Engineer was the project manager as detailed in the Letter of Award. This is required to be the Executive Manager Project team was not operational.</li> <li>• Monthly reporting occurred through Elected Member Monthly Report and Financial Statements however fortnightly reporting required.</li> <li>• Project file was not created. File was created for the contract.</li> </ul>
Project Audit	2022/23	58%	<ul style="list-style-type: none"> <li>• Floor plan provided as part of RFQ, RFQ was for a design and construct, no detailed plans were developed.</li> <li>• Detailed working or engineering designs and plans were not signed off prior to commencement by Executive Manager.</li> <li>• Risk assessment and associated actions were not completed.</li> <li>• Limited internal records were registered in the CRM.</li> </ul>

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.256**

**Moved: Cr Mencshelyi**

**Seconded: Cr Appleton**

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

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

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Clarification was sought in relation to:

- The Major Project Audit had the lowest percentage, was this tied to staffing resources?

*The Chief Executive Officer advised that this was not the major consideration. In previous years project management requirements were outlined in the Corporate Business Plan (CBP), however in 2022/23 with the change to the CBP the structure and requirements were not specified. This was cause for some of the noncompliance (uncertainty), however this was dealt with through the manage projects process. Some of the noncompliance was for staff members failing to document some of the requirements, for example where the project was not signed off by the Chief Executive Officer - which was approved, however the documentation was not completed correctly. Project management is an area which requires some attention to requirements and ensuring compliance.*

- Will this be tied back into the risk management system?

*The Chief Executive Officer advised that this is correct.*

*The Governance Coordinator advised that staff have recently reviewed the process structure to identify the critical businesses processes. Manage projects has been identified as a critical business process and auditing will continue for these.*

- In regards to the Building Service Levy and the Building Construction Industry Training Fund payments not being made by the deadline, this seems to be a reoccurring issue, is there a way we could fix this - i.e. extend the deadline?

*The Executive Manager Corporate Services advised that staff are not receiving the relevant information from the Building Commission in time to process the payment. Staff can not change the timeline as this is legislated, however the audit could be modified to confirm the payment is made within 14 days of receiving the information.*

- Why was the unsuccessful tenderer not notified?

*The Governance Coordinator advised that this was an officer oversight and has been rectified.*

- What is the rationale for not completing a purchase order before an invoice?

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*The Executive Manager Corporate Services advised that there are certain instances, like in the case of subscriptions, where the invoice just arrives and you do not know until after it has already been received. Also, there are occasions where purchases are urgent or relate to an emergency. From an audit prospective a purchase order should be completed before the invoice is received, however as long as a purchase order is created, even after the event, and someone assigns their name to it, you know that it was an appropriate purchase and a file note would be created to explain why it was not completed prior to the invoice being received.*

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Attachment 6.1.1

Internal Audit 2023

April

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
Code of Conduct	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)	Local Government Act 1995	s5.104(1)	April	Governance Coordinator	Yes	
Code of Conduct	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995	Local Government Act 1995	s5.104(3) & (4)	April	Governance Coordinator	Not applicable	
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.59(2)(a) F&G Regs 7,9,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt	Local Government Act 1995	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.59(2)(c) F&G Regs 7,8A, 8,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995	s3.59(4)	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.59(5)	Monthly	CEO / Executive Managers	Not applicable	
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, Regulation 19 Was the Delegated Authority Register updated?	Local Government Act 1995	s5.46(3) Admin Reg 19	Monthly	Governance Coordinator	No	PR02 not updated with s39 certificate (O80506). O02 not updated with variation to prohibited burning period.
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	Governance Coordinator	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	Governance Officer	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	



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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	
Disposal of Property	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s3.58(3)	Monthly	Governance Coordinator	Yes	
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s3.58(4)	Monthly	Governance Coordinator	Not applicable	
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	Senior Accountant	Yes	
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s5.89A(5) & (5A)	Monthly	Governance Officer	Yes	
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995	s5.89A(6)	Monthly	Governance Officer	Yes	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Governance Officer	Yes	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act	Local Government Act 1995	s5.87C	Monthly	Governance Officer	Not applicable	
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A	Local Government Act 1995	s5.36(4) & s5.37(3) Admin Reg 18A	Monthly	People & Culture Coordinator	Yes	CEO position advertised in West Australian on 22 April 2023.
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	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	People & Culture Coordinator	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s5.120	Monthly	Executive Manager Corporate Services	Yes	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995	Local Government Act 1995	s5.121(1) & (2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s5.121(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s5.121(3)	Monthly	Governance Officer	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	Development Services Support Officer	Yes	
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	Yes	
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	No	Payment made on 12th day. Request was completed for payment on 4th day.
Other	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995	Local Government Act 1995	s5.96A(1), (2), (3) & (4)	Monthly	Governance Officer	Yes	
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	April	Governance Coordinator	Yes	
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s5.75 Admin Reg 22, Form 2	Monthly	Governance Officer	Not applicable	2 returns due in June 2023.
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s5.77	Monthly	Governance Officer	Not applicable	Nil received.
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995	s5.88(1) & (2)(a)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995	s5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995	s5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and 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	Procurement Coordinator	Yes	1 RFT was advertised and 1 RFQ using a PSP.

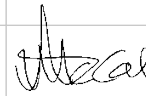
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
<b>Tenders for Providing Goods &amp; Services</b>	Subject to Local Government (Functions and General) 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	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	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	Procurement Coordinator	Yes	1 RFT advertised in the West Australian on 26/04/2023.
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	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(5)	Monthly	Procurement Coordinator	Yes	Managed through Vendor Panel.
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Not applicable	Nil opened.
<b>Tenders for Providing Goods &amp; Services</b>	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	No	Unsuccessful tenderer for RFT 02 of 2023 was not notified.
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
<b>Tenders for Providing Goods &amp; Services</b>	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	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	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	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	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	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
						<b>Compliance Items</b>	66
						<b>Items Compliant</b>	63
						<b>Items Non-Compliant</b>	3
						<b>Percentage Compliant</b>	95%
						Auditor:	Alysha McCall
						Auditor Signature:	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	April	April Comments
						Date Completed:	16/05/2023

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Attachment 6.1.2

Procurement Audit - April 2023

EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT47094	PAMELA SUE RICHIES	HOT AIR BALLOON MAGNETS	A\$145.00	11/04/23	70643	A\$145.00	05/04/23	J HAWKINS	Yes	Yes
EFT46979	PROFESSIONAL LOCKSERVICE	REC CENTRE. REPLACE LOCKS TO LIGHTTOWERS DUE TO WATER ENTERING LOCK.	A\$2,123.00	28/03/23	70547	A\$2,123.00	11/04/23	S MOORHEAD	No	Yes
EFT46998	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL YELLOW BOLLARDS AT SOUTHERN BROOK FIRE SHED/IRISHTOWN FIRESHED AND INKFN FIRE SHED	A\$4,915.90	21/03/23	68678	A\$4,915.90	24/10/22	A ESPEY	Yes	Yes
EFT47032	SPORT AND RECREATION SURFACES	MAINTENANCE SERVICE TO BURT HAWKE HOCKEY TURF (TO BE COMPLETED MARCH 2023)	A\$990.00	30/03/23	67778	A\$990.00	19/08/22	K BOASE	Yes	Yes
EFT46983	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS	BINDING COIL 20MM BLACK	A\$40.00	21/03/23	70174	A\$100.80	24/02/23	K HOPKINS	Yes	Yes
EFT47052	CBDA WA BRANCH (INC)	INSTITUTIONAL MEMBERSHIP CHILDREN'S BOOK COUNCIL OF AUSTRALIA	A\$75.00	23/02/23	70169	A\$75.00	23/02/23	L DYER	Yes	Yes
EFT47041	WHEATBELT PRECISION SERVICES - JEFFERY ROBERTS	DECANTING CRADLE	A\$390.00	01/04/23	68721	A\$390.00	20/10/22	K BOASE	Yes	Yes
EFT47059	COUNTRY COMFORT STYLE NORTHAM	3X VOYAGER OFFICE CHAIR - WUNDOWIE DEPT	A\$1,107.00	22/02/23	70140	A\$1,107.00	22/02/23	K HOPKINS	Yes	Yes
EFT47075	HAVE A GO CONCEPT MEDIA	HAVE A GO NEWS APRIL AVON VALLEY FEATURE	A\$2,027.72	11/04/23	70552	A\$2,027.72	28/03/23	J HAWKINS	Yes	Yes
EFT47118	ABOUT BUNTING	20 X 15M PLASTIC PENNENT BUNTING. CHEQUERED	A\$610.50	08/03/23	70306	A\$610.50	08/03/23	I KIELY	Yes	Yes
	<b>COMPLIANCE</b>		95%							
	<b>COMPLETED BY:</b>	Tamika Van Beek								
	<b>SIGNED:</b>									

Audit & Risk Management Committee Minutes  
22 August 2023

Internal Audit - May 2023

Attachment 6.1.3

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.59(2)(a) F&G Regs 7,9,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt	Local Government Act 1995	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.59(2)(c) F&G Regs 7,8A, 8,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995	s3.59(4)	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.59(5)	Monthly	CEO / Executive Managers	Not applicable	
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, Regulation 19 Was the Delegated Authority Register updated?	Local Government Act 1995	s5.46(3) Admin Reg 19	Monthly	Governance Coordinator	No	Delegations not updated: - Contract executed under A01 - Crossover determinations under E04 - Tender advertised under F04 - s39 & s40 certificates under PR02 - Vary the prohibited burning period under O02
Delegation of Power / Duty	Has the authorised persons been reviewed to ensure authorisations are accurate, valid and the correct certificates of authorisation and / or identity cards have been issued	Various	Various	May	Governance Coordinator	Yes	Ongoing - new register developed to capture all authorisations.
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	Governance Coordinator	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	Governance Officer	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	

Audit & Risk Management Committee Minutes  
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May Comments
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	
Disposal of Property	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s3.58(3)	Monthly	Governance Coordinator	Yes	
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s3.58(4)	Monthly	Governance Coordinator	Not applicable	
Elections	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Local Government Act 1995	s.4.35, Elections Regs.14 and 15 Form 6 and 7	December May	Governance Coordinator	Yes	In progress.
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	Senior Accountant	Yes	
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s5.89A(5) & (5A)	Monthly	Governance Officer	Yes	
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995	s5.89A(6)	Monthly	Governance Officer	Yes	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Governance Officer	Yes	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act	Local Government Act 1995	s5.87C	Monthly	Governance Officer	Not applicable	
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A	Local Government Act 1995	s5.36(4) & s5.37(3) Admin Reg 18A	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	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	People & Culture Coordinator	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s5.120	Monthly	Executive Manager Corporate Services	Yes	



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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May Comments
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995	Local Government Act 1995	s5.121(1) & (2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s5.121(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s5.121(3)	Monthly	Governance Officer	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	Development Services Support Officer	Yes	
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	Yes	
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	Yes	
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	Governance Officer	Yes	
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s5.75 Admin Reg 22, Form 2	Monthly	Governance Officer	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	Governance Officer	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	Governance Officer	Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995	s5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995	s5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and 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	Procurement Coordinator	Yes	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May 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	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be 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	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation	Local Government Act 1995	F&G Reg 14(5)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	No	Tender register not updated for RFT 03 of 2023
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	


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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May Comments
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation	Local Government Act 1995	F&G Reg 24AD(6)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (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	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG	Local Government Act 1995	F&G Reg 24AG	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F	Local Government Act 1995	F&G Regs 24E & 24F	May	Procurement Coordinator	Yes	
						<b>Compliance Items</b>	66
						<b>Items Compliant</b>	64
						<b>Items Non-Compliant</b>	2
						<b>Percentage Compliant</b>	97%
						Auditor:	Alysha McCall

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Attachment 6.1.3

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	May	May Comments
						Auditor Signature:	
						Date Completed:	14/06/2023

UNCONFIRMED

Audit & Risk Management Committee Minutes  
22 August 2023

Attachment 6.1.4

Procurement Audit - May 2023

EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT47304	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS 05052023	AS\$1.00	02/05/23	70138	AS\$2,000.00	22/02/23	K HOPKINS	Yes	Yes
EFT47521	WAY SIGNS	TO SUPPLY HEALTH & SAFETY SIGNS 600x450 x6 OF PLUS ART WORK	AS\$770.00	24/05/23	70981	AS\$770.00	02/05/23	G TESTER	Yes	Yes
EFT47513	READSPEAKER PTY LTD	READSPEAK WEB READER - ANNUAL WEBSITE SERVICE 12 MONTHS	AS\$847.00	31/03/23	70430	AS\$847.00	17/03/23	A MCCALL	Yes	Yes
EFT47364	NORTHAM DISTRICTS GLASS PTY LTD	REPAIR BROKEN WINDOW AT END OF VIEWING GALLERY IN REC CENTRE	AS\$620.00	11/05/23	70732	AS\$620.00	13/04/23	D EMERY	Yes	Yes
EFT47396	AVON SKIP BINS	SKIP BIN DELIVERY	AS\$550.00	19/05/23	71117	AS\$550.00	11/05/23	S LEOTTA	Yes	Yes
EFT47182	DAMIAN'S PLUMBING	JUBILEE PARK REUSE MAINS REPAIRS INCLUDING SLICKER TRUCK	AS\$4,279.00	23/04/23	70847	AS\$4,279.00	20/04/23	K BOASE	Yes	Yes
EFT47516	SUNNY SIGN COMPANY PTY LTD	RURAL ADDRESSING PLATES - GREEN	AS\$378.13	27/10/22	68933	AS\$343.75	09/11/22	J JURMANN	No	Yes
EFT47502	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF HINO WATER TRUCK & OFF HIRE FUEL CHARGE	AS\$3,135.00	08/05/23	70895	AS\$4,620.00	28/04/23	S LEOTTA	Yes	Yes
EFT47287	GRAFTON ELECTRICS	REPAIR LIGHTS AND POWER POINT AT REC CENTRE AND REPAIR SIREN	AS\$1,711.60	02/05/23	70950	AS\$1,711.60	01/05/23	D EMERY	Yes	Yes
EFT47279	DMC CLEANING	CLEANING OF NORTHAM FACILITIES	AS\$8,694.41	30/04/23	67074	AS\$141,561.08	01/07/22	S PATTERSON	Yes	Yes
	<b>COMPLIANCE</b>		95%							
	<b>COMPLETED BY:</b>	ALYSHA MCCALL								
	<b>SIGNED:</b>	<i>Alysha McCall</i>								

UNCONFIRMED

Audit & Risk Management Committee Minutes  
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Attachment 6.1.5

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.59(2)(a) F&G Regs 7,9,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt	Local Government Act 1995	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.59(2)(c) F&G Regs 7,8A, 8,10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995	s3.59(4)	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.59(5)	Monthly	CEO / Executive Managers	Not applicable	
Delegation of Power / Duty	Were all delegations to committees resolved by absolute majority	Local Government Act 1995	s5.16	June	Governance Coordinator	Yes	2023/24 register was adopted on 21/06/2023.
Delegation of Power / Duty	Were all delegations to committees in writing	Local Government Act 1995	s5.16	June	Governance Officer	Yes	See N20907.
Delegation of Power / Duty	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995	Local Government Act 1995	s5.17	June	Governance Coordinator	Yes	
Delegation of Power / Duty	Were all delegations to committees recorded in a register of delegations	Local Government Act 1995	s5.18	June	Governance Officer	Yes	2023/24 register was adopted on 21/06/2023.
Delegation of Power / Duty	Has council reviewed delegations to its committees in the financial year	Local Government Act 1995	s5.18	June	Governance Coordinator	Yes	2023/24 register was adopted on 21/06/2023.
Delegation of Power / Duty	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995	Local Government Act 1995	s5.42(1) & s5.43 Admin Reg 18G	June	Governance Coordinator	Yes	
Delegation of Power / Duty	Were all delegations to the CEO resolved by an absolute majority	Local Government Act 1995	s5.42(1)	June	Governance Coordinator	Yes	2023/24 register was adopted on 21/06/2023.
Delegation of Power / Duty	Were all delegations to the CEO in writing	Local Government Act 1995	s5.42(2)	June	Governance Officer	Yes	See record N20815 / 28/06/2023.
Delegation of Power / Duty	Were all delegations by the CEO to any employee in writing	Local Government Act 1995	s5.44(2)	June	Governance Officer	Yes	See record N20815 / 28/06/2023.
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
Delegation of Power / Duty	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees	Local Government Act 1995	s5.46(1)	June	Governance Coordinator	Yes	
Delegation of Power / Duty	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the financial year	Local Government Act 1995	s5.46(2)	June	Governance Coordinator	Yes	2023/24 register was adopted on 21/06/2023.
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	s5.46(3) Admin Reg 19	Monthly	Governance Coordinator	No	Register not updated for delegation E04 - Crossovers.
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	Governance Coordinator	Not applicable	

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Attachment 6.1.5

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
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	Governance Officer	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	
Disposal of Property	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s3.58(3)	Monthly	Governance Coordinator	Yes	
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s3.58(4)	Monthly	Governance Coordinator	Not applicable	
Elections	Council Report required determine if Electoral Commission will conduct the Election. Electoral Commission agreement to conduct the election required by: 80th day before Election Day	Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	June	Governance Coordinator	Yes	Council meeting 15/03/2023, decision number C.4687.
Finance	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority	Local Government Act 1995	s7.1B	June	Governance Coordinator	Yes	2023/24 register was adopted on 21/06/2023.
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	Senior Accountant	Yes	
Finance	Were all assets within the Land Building Infrastructure Class revalued by the expiry of each 3-yearly interval Next due: June 2027	Local Government Act 1995	FM.Reg.17A(4)	June	Executive Manager Corporate Services	Not applicable	
Finance	Were all other classes of assets (other than Plant and Equipment and Land Building and Infrastructure classes) by the expiry of each 3-yearly interval after 30 June 2020 Next due: June 2023	Local Government Act 1995	FM.Reg.17A(4)	June	Executive Manager Corporate Services	No	Not yet complete. Executive Manager Corporate Services is awaiting information from Engineering Services.
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 1996, regulation 28A	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s5.89A(5) & (5A)	Monthly	Governance Officer	Yes	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
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	Governance Officer	Yes	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Governance Officer	Yes	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act	Local Government Act 1995	s5.87C	Monthly	Governance Officer	Not applicable	
Integrated Planning & Reporting	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section	Local Government Act 1995	Admin Reg 19C	June	Chief Executive Officer	Yes	15/06/2022
Integrated Planning & Reporting	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section	Local Government Act 1995	Admin Reg 19DA(1) & (4)	June	Chief Executive Officer	Yes	Adopted 21/06/2023.
Integrated Planning & Reporting	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)	Local Government Act 1995	Admin Reg 19DA(2) & (3)	June	Chief Executive Officer	Yes	
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	People & Culture Coordinator	Not applicable	
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	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	People & Culture Coordinator	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s5.120	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995	Local Government Act 1995	s5.121(1) & (2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s5.121(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s5.121(3)	Monthly	Governance Officer	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	Development Services Support Officer	No	
Other	Have Elected Members not been absent for 3 consecutive ordinary meetings with Leave of Absence being granted	Local Government Act 1995	s.2.25	August June December March	Governance Coordinator	Yes	



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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	Yes	
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	No	Payment made on 13 July 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	Governance Officer	No	Documents not yet listed on the website: - 2023/24 Council Plan - Confirmed committee minutes for BFAC, Community Safety Committee and CEO Review Committee.
Other	Emergency Services Levy payment made by 21 day	DFES - ESL Manual of Operating Procedures	2.2.12	December - June March - September	Creditors Officer	Yes	
Other	FOI Annual Statistical Data - Response to Information Commissioner Due by: 30 June	Freedom of Information Act 1992	s.111(3)	June	Governance Coordinator	Yes	
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s.5.75 Admin Reg 22, Form 2	Monthly	Governance Officer	Not applicable	Next due by 1 August 2023 (P Devic)
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s.5.77	Monthly	Governance Officer	Not applicable	None received in June.
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995	s.5.88(1) & (2)(a)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995	s.5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s.5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995	s.5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, 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	Procurement Coordinator	No	Random audit undertaken of 10 purchases. Non-compliances include: - 2 purchase orders were raised after the invoice date; and - Written quote was not obtained as required by policy.
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	Procurement Coordinator	Yes	RFT 05 of 2023 - Footpath & Kerbing Program advertised

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
<b>Tenders for Providing Goods &amp; Services</b>	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	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	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(5)	Monthly	Procurement Coordinator	Yes	Managed through Vendor Panel.
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	No	Tender register not up to date on Shire website for RFT 03 of 2023 - Provision of Tree Management Services and RFT 05 of 2023 - Footpath & Kerbing Program.
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Yes	Two assessments currently in progress for RFT 03 of 2023 - Provision of Tree Management Services and RFT 05 of 2023 - Footpath & Kerbing Program.
<b>Tenders for Providing Goods &amp; Services</b>	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	Yes	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
<b>Tenders for Providing Goods &amp; Services</b>	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation	Local Government Act 1995	F&G Reg 24AD(6)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (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	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government Functions and General) Regulations 1996, Regulation 24AG	Local Government Act 1995	F&G Reg 24AG	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
						<b>Compliance Items</b>	84
						<b>Items Compliant</b>	77
						<b>Items Non-Compliant</b>	7
						<b>Percentage Compliant</b>	92%
						Auditor:	ALYSHA MCCALL
						Auditor Signature:	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	June	June Comments
						Date Completed:	21/07/2023

UNCONFIRMED

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Attachment 6.1.6

EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT47525	MURESK INSTITUTE - DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT	MURESK COURSE ENROLLMENT FEES - TANYA TURNER ANIMAL WELFARE IN EMERGENCIES PROGRAM 2023 7 - 9 JUNE 2023	A\$2,891.00	29/05/23	71390	A\$2,891.00	31/05/23	K WALTERS	No	No
EFT47556	COUNTRYWIDE GROUP	HUSQVARNA POLE SAW	A\$1,439.10	24/05/23	71123	A\$1,439.10	11/05/23	K BOASE	Yes	Yes
EFT47567	J & A BUILDING PTY LTD	NORTHAM DEPOT REDEVELOPMENT, TEMP FENCE HIRE FROM NOV 2022 TO MAY 2023	A\$5,369.10	08/06/23	71403	A\$5,369.10	01/06/23	S MOORHEAD	Yes	Yes
EFT47585	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	400 TONNE 19MM MRD SPECS GRAVEL	A\$8,266.91	31/05/23	71135	A\$7,920.00	12/05/23	S LEOTTA	Yes	Yes
EFT47618	KLEENHEAT GAS	LPG BULK GAS FOR KILLARA	A\$4,146.05	27/02/23	70325	A\$4,146.05	23/03/23	N HAMPTON	No	Yes
EFT47647	SPECIALISED TREE SERVICE	11 DOCTORS DRIVE NORTHAM - AS PER QUOTE 1114. DISMANTLE VERY LARGE IRONBARK TREE TO GROUND LEVEL	A\$3,317.50	09/06/23	71181	A\$3,317.50	17/05/23	K BOASE	Yes	Yes
EFT47811	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL 3.4U - PARTS ONLY FOR DAMAGED COMPONENTS OF APPLIANCE AFTER SEVER BROOK STRIKE AT INCIDENT	A\$3,014.69	29/06/23	71733	A\$3,014.70	29/06/23	C HUNT	Yes	Yes
EFT47668	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	ANZAC DAY ROAD CLOSURES 2023 - GORDON ST (MINSON AVE & WELLINGTON ST)	A\$7,156.60	31/05/23	70345	A\$6,121.30	10/03/23	J METCALF	Yes	Yes
EFT47679	CADD'S FASHIONS	STAFF UNIFORM	A\$157.25	27/04/23	69933	A\$157.25	06/02/23	C HUNT	Yes	Yes
EFT47694	GROWISE PTY LTD	TREE GUARDS, STAKES & PLANT INCUBATORS	A\$4,763.00	15/05/23	71009	A\$4,330.00	04/05/23	J JURMANN	Yes	Yes
EFT47757	CLIVE SMITH	17X BALLARDONG BOOKS	A\$595.00	21/06/23	71600	A\$595.00	19/06/23	J HAWKINS	Yes	Yes
	<b>COMPLIANCE</b>		85%							
	<b>COMPLETED BY:</b>	ALYSA MCCALL								
	<b>SIGNED:</b>	<i>Alysa McCall</i>								

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Attachment 6.1.7

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	Approved by CEO on 29 December 2021.
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	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt	Local Government Act 1995	s3.59(2)(b) F&G Regs 7, 8A, 8, 10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.59(2)(c) F&G Regs 7, 8A, 8, 10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995	s3.59(4)	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.59(5)	Monthly	CEO / Executive Managers	Not applicable	
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, Regulation 19 Was the Delegated Authority Register updated?	Local Government Act 1995	s5.46(3) Admin Reg 19	Monthly	Governance Coordinator	No	E02 not updated for the Bilya Festival / Avon Descent. A05 not updated with infringements issues.
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	Governance Coordinator	Yes	Refer to Council and Committee minutes where council/committee members left the meeting. Also noted on interest register.
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	Governance Officer	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
<b>Disclosure of Interest</b>	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  Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	s.5.71	Monthly	Governance Coordinator	Not applicable	Nil identified
<b>Disposal of Property</b>	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s.3.58(3)	Monthly	Governance Coordinator	Yes	Disposal of a portion of 1 Withers Street disposed of and advertised in accordance with 3.58(3)
<b>Disposal of Property</b>	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s.3.58(4)	Monthly	Governance Coordinator	Yes	Disposal of a portion of 1 Withers Street advertised in West Australian 2 March 2023, website, website subscribers via email, notice boards.
<b>Finance</b>	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	Senior Accountant	Yes	OCM on 19 July 2023.
<b>Finance</b>	Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. (adopt and apply in the following Financial Year)	Local Government Act 1995	s.6.4, FM.Reg.34(5)	July	Executive Manager Corporate Services	Yes	Agenda item being presented to Council meeting on 16 August 2023.
<b>Gifts</b>	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 1996, regulation 28A	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
<b>Gifts</b>	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	Governance Officer	Yes	
<b>Gifts</b>	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	Governance Officer	Not applicable	Nil required to be removed.
<b>Gifts</b>	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Governance Officer	Yes	
<b>Gifts</b>	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	Governance Officer	Not applicable	
<b>Local Government Employees</b>	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	People & Culture Coordinator	Not applicable	

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Yes	Record S114 dated 20 July 2023 is the executed CEO employment contract as endorsed by council and in accordance with the advert.
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	Only senior employee is the CEO, see policy G 1.7
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	People & Culture Coordinator	Not applicable	Only senior employee is the CEO, see policy G 1.7
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s5.120	Monthly	Executive Manager Corporate Services	Yes	Designation made on 18/05/16, decision no. C.2693 for Colin Young, Executive Manager Corporate Services to be the Complaints Officer.
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	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s5.121(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s5.121(3)	Monthly	Governance Officer	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	Development Services Support Officer	No	
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	No	
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	No	
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	Governance Officer	No	- BFAC confirmed minutes not listed.
Other	Did the local government prepare a report on the training completed by council members in the financial year and publish it on the local government's official website by 31 July	Local Government Act 1995	s5.127	July	Governance Officer	Yes	
Other	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income	Local Government Act 1995	s.6.2(3)	July	Executive Manager Corporate Services	Yes	Budget adopted on 9/08/2023.
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	Governance Officer	Not applicable	



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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s5.77	Monthly	Governance Officer	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	Governance Officer	Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995	s5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995	s5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and 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	Procurement Coordinator	No	80% compliant. Non-compliances include: - 4 purchases not having a purchase order raised prior to the invoice date.
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	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be 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	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation	Local Government Act 1995	F&G Reg 14(5)	Monthly	Procurement Coordinator	Yes	Managed through VendorPanel.
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Yes	RFT 06 of 2023 - Green Waste Processing Services was opened.
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Yes	Managed through VendorPanel.

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
Tenders for Providing Goods & Services	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	
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	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (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	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG	Local Government Act 1995	F&G Reg 24AG	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
Fraud & Corruption Control Plan - Financial Risks	Payroll – use of fictitious employees. • Fortnightly payroll reviewed and signed off by Accountant	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Governance Coordinator	Yes	Signed off 20/07/2023 at 10:32am and 3/08/2023 12:11pm.
Fraud & Corruption Control Plan - Financial Risks	Payroll – delayed terminations: • All termination pays calculations reviewed and signed off by Accountant	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	Signed off by Acting Snr Accountant 18/05/2023 at 2:42pm and 7/06/2023 at 3:36pm.


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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
Fraud & Corruption Control Plan - Financial Risks	Payroll - Consistently recording incorrect hours of work on timesheets: • All timesheets reviewed by line manager and officially approved • Budgets monitored by Executive Manager, Chief Executive Officer and Accountant	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	Five timesheets randomly selected and checked.
Fraud & Corruption Control Plan - Financial Risks	Payment systems – incorrect bank details: • 100% of system changes reported on at end of month and signed off by Senior Finance Officer	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	Signed off by Senior Accountant
Fraud & Corruption Control Plan - Financial Risks	Receipting of money: • End of day receipting and processing checked by two staff. • Surveillance cameras record receipting process and end of day count	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	
Fraud & Corruption Control Plan - Financial Risks	Receipting of money – remote sites: • Checked by remote site staff and checked by Admin Staff	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	
Fraud & Corruption Control Plan - Financial Risks	Entertainment expenses – incorrectly claiming: • Cross check by second staff and co-signed	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	No	Occurs for Executive Manager credit card expenditure or expenditure via a purchase order however there is no second sign off for CEO credit cards statements/receipts.
Fraud & Corruption Control Plan - Financial Risks	Corporate card misuse, such as payment for personal expenses: • All credit card statements supported by receipts • Monthly credit card statements reviewed by Executive Manager or Chief Executive Officer • Monthly credit card statements presented to Full Council • Maximum limit of \$5,000, on credit cards	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	Receipts or statutory declaration required.
Fraud & Corruption Control Plan - Financial Risks	Submitting false travel claims: • Travel claims require independent sign off and supporting documentation	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	
Fraud & Corruption Control Plan - Financial Risks	Fuel card misuse: • Random checks of fuel card usage • Policy viewed and understood and signed by staff at induction	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	No	P Devic has not signed the Vehicle and Plant Management Policy who is the most recent employee onboarded with a Shire vehicle.
Fraud & Corruption Control Plan - Financial Risks	External providers making claims for services that were not provided: • Checklist of services to be provided • Visual sighting of services provided	Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Not applicable	January July March May November September	Senior Finance Officer / Accountant	Yes	Officers required to sign goods received on all invoices.
						<b>Compliance Items</b>	78
						<b>Items Compliant</b>	70

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	July	July Comments
						Items Non-Compliant	8
						Percentage Compliant	90%
						Auditor:	Alysha McCall
						Auditor Signature:	
						Date Completed:	16/08/2023

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Attachment 6.1.8

EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT47815	ABBOTTS FORGE	FABRICATION OF 25M HANDRAIL FOR FRONT OF 1 RECREATION CENTRE AND INSTALLATION	A\$4,725.00							
EFT47852	MORRIS PEST & WEED CONTROL	SHIRE OF NORTHAM BRIDGES - TREATMENT OF ACTIVE TERMITES FROM ANNUAL INSPECTIONS.	A\$4,946.54	28/06/23	68364	A\$4,725.00	30/09/22	M DOUGLAS	Yes	Yes
EFT47872	TYRECYCLE PTY LTD	COLLECT TYRES FROM OLD QUARRY TIP FACE AND TRANSFER STATION	A\$1,590.59	23/06/23	71648	A\$3,200.00	22/06/23	J JURMANN	Yes	Yes
EFT47920	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - JUNE 1 2023 - INVOICE 4255	A\$12,749.36	30/06/23		Nil, payment request completed	Nil, payment request completed	C YOUNG	No	Yes
EFT47934	JONATHON GARLETT	NORTHAM COMMUNITY NAIDOC CELEBRATION 4 JULY 2023 - WELCOME TO COUNTRY, SMOKING CEREMONY, DIDGERIDOO PERFORMANCE & CULTURAL DANCE PERFORMANCE	A\$2,000.00	04/07/23	71940	A\$2,000.00	11/07/23	J HAWKINS	No	Yes
EFT47940	LANDMARK ENGINEERING & DESIGN T/A EXTERIA & MODUS AUSTRALIA	VINYL GRAPHICS APPLIED TO FOUR STREET BINS INCLUDING PICK UP AND DELIVERY OF BINS	A\$10,795.40	29/06/23	69757	A\$10,795.40	23/01/23	P DEVCIC	Yes	Yes
EFT47949	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL OF A RT-200 (197,134 LITRE) COLOURBOND TANK AND INFRASTRUCTURE.	A\$33,158.55	30/06/23	70355	A\$142,879.00	13/03/23	P DEVCIC	Yes	Yes
EFT47956	REGIONAL CONCRETE & LANDSCAPE	PREP WORK FOR PLAYGROUND 1 & 2	A\$10,923.00	27/06/23	70010	A\$10,923.00	10/02/23	P DEVCIC	Yes	Yes
EFT48008	OXTER SERVICES	NEW BURIAL FOR HARROLD KEITH JOLLEY / GRAVE CERTIFICATE	A\$1,639.00	01/06/23	71481	A\$1,490.00	09/06/23	P DEVCIC	No	Yes
EFT48012	RAC BUSINESSWISE	RENEWAL - BUSINESSWISE ABSOLUTE - KILLARA BUS'S / WAGONS / COMMUNITY BUS	A\$1,470.00	27/05/23	72024	A\$1,470.00	17/07/23	K HOPKINS	No	Yes
	<b>COMPLIANCE</b>		80%							
	<b>COMPLETED BY:</b>	ALYSHA MCCALL								
	<b>SIGNED:</b>									

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Attachment 6.1.9

Major Project Audit 2022/23 - Northam RV Construct



Item No.	Description	Period Date	Date Completed	Compliant	Auditor Notes
1	<b>NORTHAM RV CONSTRUCTION - MITCHELL AVE</b>				
2					
3	Audit Year (FY)	2022/23			
4	Date Audit Completed	25/07/2023			
5	Auditor	ALYSHA MCCALL			
6	Complaint Items	6			
7	Non-Compliant Items	6			
8	Percentage Compliant	50%			
9					
10	<b>A PROJECT PLANNING</b>				
11	1 Detailed Gantt chart required utilizing MS-Project (or similar).		01/07/21	✓	See Engineering Services Annual Delivery Plan 2021/22.
12	2 Detailed working or engineering designs and plans developed.		15/12/21	✓	The detailed engineering plans were prepared by McDowall Affleck. Refer to drawings within contract.
13	3 Detailed working or engineering designs and plans signed off prior to commencement by Chief Executive Officer.			✗	Architectural plans prepared by Tim Davies Landscaping, staging options were discussed with Council however unable to locate CEO signoff in CRM for the detailed engineering plans prepared by McDowall Affleck.
14	<b>B RISK MANAGEMENT</b>				
15	1 Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Coordinator.		19/01/21	✓	Refer to record N14236.
16	2 All risks and treatments to be input into 'Promapp' Risk Module.			✗	Risk treatments not put in Promapp.
17	<b>C RANGE OF PERSONNEL, INCLUDING SUB-CONTRACTORS</b>				
18	1 High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.			✗	Project Development Engineer was the project manager as detailed in the Letter of Award. Project team was not operational.
19	<b>D LEVEL OF COMMUNICATIONS</b>				
20	1 High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against budget.			✗	Monthly reporting occurred through Elected Member Monthly Report, Financial Statements actions Annual Delivery Plan.
21	<b>E CONTRACT</b>				
22	1 Standard Contracts in accordance with WALGA template. Consideration to be given to contract development or vetted by legal representative.		29/11/22	✓	Refer to record A115.
23	<b>F AUTHORISATION</b>				
24	1 Formal CEO sign off to commence required after presentation of project planning, may require common seal.		29/11/22	✓	General authorisation provided through execution of A115.
25	<b>G DATA MANAGEMENT</b>				
26	1 All documents, including planning and internal documents required to be registered on file created specifically for project in question.			✗	Project file not created. File was created for the contract.
27	2 At completion of project, summary of financial outcomes required.				
28	<b>H FINANCIAL</b>				
29	1 Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.		01/07/22	✓	Job 6442 created.
30	<b>I COMPLIANCE &amp; QUALITY CONTROL</b>				

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Item No.	Description	Period Date	Date Completed	Compliant	Auditor Notes
31 1	Detailed management plans to be developed identifying HOLD points through various stages of the project in accordance with contract specifics.			✘	Limited detail around testing recorded on project timeline, see record I119936.

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Project Audit 2022/23 - Aerodrome Toilets



Item No.	Description	Period Date	Date Completed	Compliant	Auditor Notes
1	<b>AERODROME TOILETS</b>				
2					
3	Audit Year (FY)	2022/23			
4	Date Audit Completed	25/07/2023			
5	Auditor	ALYSHA MCCALL			
6	Complaint Items	7			
7	Non-Compliant Items	6			
8	Percentage Compliant	58%			
9					
10	<b>A - PROJECT PLANNING</b>				
11	1 Schedule of timeframes required.		01/07/22	✓	Refer to Engineering Services Annual Delivery Plan 2022/23.
12	2 Detailed working or engineering designs and plans developed			✗	Floor plan provided as part of RFQ. RFQ was for a design and construct so no detailed plans were developed.
13	3 Detailed working or engineering designs and plans signed off prior to commencement by Executive Manager.			✗	No detailed plans to enable sign off.
14	<b>B - RISK MANAGEMENT</b>				
15	1 Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Coordinator at discretion of Executive Manager.			✗	Not completed.
16	2 All risks identified as being High or Extreme and their treatments to be input into 'Promapp' Risk Module.			✗	Not completed.
17	3 Risk assessment signed off by Executive Manager			✗	Not completed.
18	<b>C - RANGE OF PERSONNEL, INCLUDING SUB-CONTRACTORS</b>				
19	1 Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.		15/02/23	✓	Project managed by Building and Project Supervisor. See letter of award (O79701).
20	<b>D - LEVEL OF COMMUNICATIONS</b>				
21	1 Weekly reporting to Executive Manager.		01/07/22	✓	Provided through Annual Delivery Plan reporting.
22	<b>E - CONTRACT</b>				
23	1 Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.		21/02/23	✓	See record A151.
24	<b>F - AUTHORISATION</b>				
25	1 Executive Manager authorisation to commence required (may require Council approval for tenders).		21/02/23	✓	Authorised generally through execution of contract, see record A151.
26	<b>G - DATA MANAGEMENT</b>				
27	1 All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.			✗	Limited internal records registered.
28	<b>H - FINANCIAL</b>				
29	1 Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.		01/07/22	✓	Job 3508 created.
30	<b>I - COMPLIANCE &amp; QUALITY CONTROL</b>				



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Attachment 6.1.10

Item No.	Description	Period Date	Date Completed	Compliant	Auditor Notes
31 1	Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications.		21/02/23		Included within contract.

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**6.2 Fraud and Corruption Control Plan**

<b>File Reference:</b>	1.4.4.15
<b>Reporting Officer:</b>	Alysha McCall (Governance Coordinator)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to endorse the revised Fraud and Corruption Control Plan as a result of the bi-annual review identified in Council's Risk Register and recent Regulation 17 review.

**ATTACHMENTS**

1. OR G- P L-07 Fraud and Corruption Control Plan [**6.2.1** - 22 pages]

**A. BACKGROUND / DETAILS**

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

**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**

Nil.



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**B.3 Legislative Compliance**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Regulation 5:

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

Local Government (Audit) Regulations 1996

Regulation 17 (1):

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

The Plan and proposed updates have been reviewed by the Chief Executive Officer, Executive Managers and Governance Coordinator.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action



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Financial	Loss of finances as a result of fraudulent activity.	Possible (3) x Major (12) = High (12)	Adopt and implement a Fraud and Misconduct Plan.
Health & Safety	Nil.		
Reputation	Damage to reputation as a result of fraudulent activity.	Possible (3) x Major (12) = High (12)	Adopt and implement a Fraud and Misconduct Plan.
Service Interruption	Nil.		
Compliance	The potential risk for fraud and misconduct to occur.	Possible (3) x Major (12) = High (12)	Adopt and implement a Fraud and Misconduct Plan.
Property	Nil.		
Environment	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

No major changes are proposed to the Fraud and Corruption Control Plan due to the review concluding that the plan addresses the current risks and controls for fraud and corruption. Minor adjustments which have been made relate to terminology, standards / position titles and references to current process.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.257**

**Moved: Cr Appleton  
Seconded: Cr Mencshelyi**

**That Council endorse the revised Fraud and Corruption Control Plan as presented in attachment 6.2.1.**

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

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- A minor correction in the attachment under the definition of corruption. This should say "associated" not "association".

*The Chief Executive Officer advised that this would be corrected in the minutes.*

- In Section 5(b) it states that the Chief Executive Officer is to be kept informed of all fraud and corruption investigations and their outcomes, what happens in the event that the CEO is the one under investigation?

*The Executive Manager Corporate Services advised that the Complaints Officer (currently the Executive Manager Corporate Services) would be the one to undertake the investigation and if anything serious is found it would be reported to the Shire President, Council and the Department of Local Government.*

- Does the amount that the Shire of Northam is covered for under the LGIS insurance seem standard?

*The Executive Manager Corporate Services confirmed that the amounts are standard.*

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Shire of Northam  
*Heritage, Commerce and Lifestyle*

## FRAUD AND MISCONDUCT PLAN

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Attachment 6.2.1

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Ref	Version	Date	Description	Approved by
ORG-PL-07	Draft V1	02/03/2021	Draft plan	CEO
ORG-PL-07	Draft V1	08/03/2021	Draft plan	EMCS
ORG-PL-07	V1	16/06/2021	Endorsed	Council

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## 1. EXECUTIVE SUMMARY

### a. Introduction

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

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

### b. Definition of fraud

**Fraud** is defined by Australian Standard AS8001-2021 as: "Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and where deception is used at the time, immediately before or immediately following the activity".

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

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

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

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

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

### c. Definition of corruption

Corruption is defined by Australian Standard AS8001-2021 as –

**Corruption** is dishonest activity in which a person associated with an organisation (e.g. director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the

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interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.

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

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

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

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

The Shire has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Plan is based on the Australian Standards for Fraud and Corruption Control (AS8001-2021) and has been endorsed by the Executive Management Team. The desired outcome of this commitment is to ensure fraud and corruption do not occur, or be associated with, in any element of the Shire of Northam.

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

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

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

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**e. Code of Conduct**

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

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

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

**f. Roles and accountabilities for fraud control**

**Council**

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

**Audit and Risk Management Committee**

The Audit and Risk Management Committee's responsibilities include:

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

**Chief Executive Officer (CEO)**

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

**Leadership Team (Executive, Managers, Coordinators/Supervisors)**

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

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- Provide leadership, guidance, training, and support to employees in preventing fraud and corruption,
- Identify high fraud risk areas,
- Participate in fraud and corruption risk assessment reviews,
- Monitor the continued operation of controls,
- Report suspected fraud and corruption promptly, maintaining confidentiality; and
- Ensure the protection of complainants who report fraudulent and corrupt activities.

**Public Interest Disclosure (PID) Officer**

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

**People and Culture Coordinator**

The People and Culture Coordinator is responsible for managing the grievance and discipline process.

**Governance Coordinator**

The Governance Coordinator is responsible for:

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

**All Employees**

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

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**2. PLANNING AND RESOURCING**

**a. Program for fraud control planning and review**

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

**b. Appointment of a Fraud Control Officer and associated resources**

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

**c. External assistance to Fraud Control Officer**

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

**d. Fraud and corruption control & Internal audit activity responsibilities**

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

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

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### 3. FRAUD AND CORRUPTION PREVENTION

#### a. Implementing and maintaining an integrity framework

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

#### b. Senior management commitment to controlling the risk of fraud and corruption

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

Fraud control non compliances will be discussed at Executive Manager Meetings

#### c. Maintaining strong internal control systems and internal control culture

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

#### d. Fraud and corruption risk assessment

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

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

#### e. Communication and awareness of fraud and corruption

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

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

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

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- A dedicated page on fraud and corruption will be provide on the Shire of Northam intranet.

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

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

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

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

**g. Taking of leave and job rotation position**

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

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

**h. Supplier and customer vetting**

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

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

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

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

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

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

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**4. FRAUD AND CORRUPTION DETECTION**

**a. Fraud control and corruption detection program**

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

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

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

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

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

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

**b. Role of External Auditor defined**

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

**c. Mechanisms for reporting suspected fraud and corruption incidents**

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

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

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

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

**d. Whistle-blower protection program**

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

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

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

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

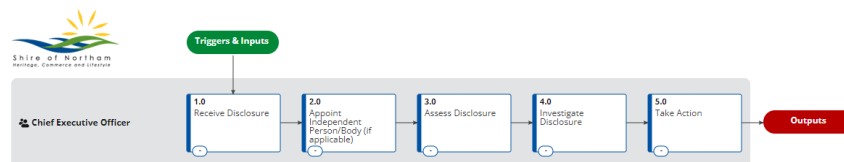
**5. RESPONDING to detected fraud and corruption incidents**

**a. Procedure for the investigation of detected or suspected incidents**

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

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

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



### b. Internal reporting and escalation

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

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

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

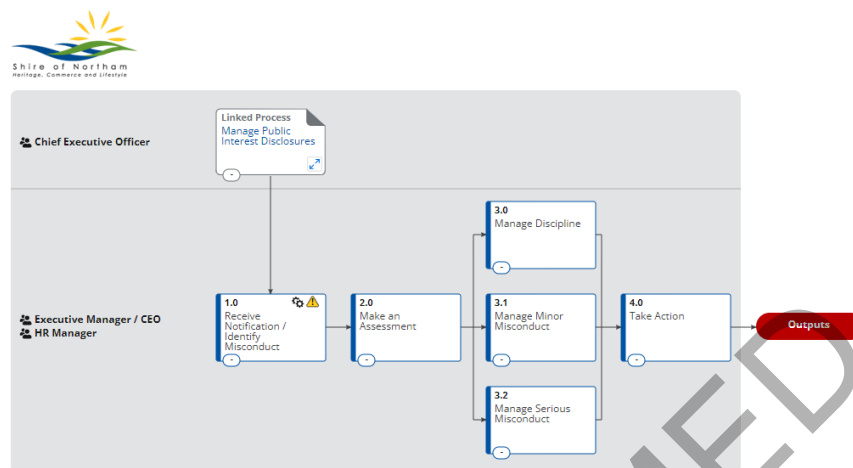
The Chief Executive Officer is to be kept informed of all fraud and corruption investigations and their outcomes.

### c. Disciplinary procedures

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

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**d. External reporting**

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

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

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

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

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

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

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**f. Internal control review following discovery of fraud**

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

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

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

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

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

6. APPENDIX 1 – CORRUPTION AND FRAUD RISK ASSESSMENT

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action	Residual Rating (likelihood x consequence)
Financial	Payroll – use of fictitious employees	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Fortnightly payroll reviewed and signed off by Accountant</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Payroll – delayed terminations	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>All termination pays calculations reviewed and signed off by Accountant</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Payroll - Consistently recording incorrect hours of work on timesheets	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>All timesheets reviewed by line manager and officially approved</li> <li>Budgets monitored by Executive Manager, Chief Executive Officer and Accountant</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Payment systems – incorrect bank details	Possible (3) x High (4) = High (12)	<ul style="list-style-type: none"> <li>100% of system changes reported on at end of month and signed off by Senior Finance Officer</li> </ul>	Unlikely (2) x High (4) = High (8)
	Receipting of money	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>end of day receipting and processing checked by two staff.</li> <li>Surveillance cameras record receipting process and end of day count</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Receipting of money – remote sites	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Checked by remote site staff and checked by Admin Staff</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Entertainment expenses – incorrectly claiming	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Cross check by second staff and co-signed</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Debt write off – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and not be involved in the relevant write-off</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Grant applications & use – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and not be involved in the relevant Grant</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Granting of subsidies & waivers – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and not be</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)

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			involved in granting the relevant subsidies	
	Granting of concessions & other relief – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and not be involved in granting the relevant concessions</li> </ul>	Unlikely (2) x medium (3) = Moderate (6)
	Tendering – conflict of interest	Possible (3) x Major (4) = High (12)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and remove themselves from process if possible</li> <li>Documented purchasing process in place</li> <li>Random audit of 2 tendered works/projects at end of financial year checking overall compliance with process</li> </ul>	Unlikely (2) x Major (4) = Moderate (8)
	Purchasing – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing</li> <li>Documented purchasing process in place</li> <li>Internal audit of 10 creditor transactions per month</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Corporate card misuse, such as payment for personal expenses	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>All credit card statements supported by receipts</li> <li>Monthly credit card statements reviewed by Executive Manager or Chief Executive Officer</li> <li>Monthly credit card statements presented to Full Council</li> <li>Maximum limit of \$5,000, on credit cards</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Submitting false travel claims	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Travel claims require independent sign off and supporting documentation</li> </ul>	Unlikely (2) x Minor (2) = Low (4)

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	Fuel card misuse	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Random checks of fuel card usage</li> <li>• Policy viewed and understood and signed by staff at induction</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	External providers making claims for services that were not provided	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Checklist of services to be provided</li> <li>• Visual sighting of services provided</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
Health & Safety	Fraudulent workers compensation claims	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• 100% of workers compensation claims resulting in lost time injury to be investigated</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
Reputation	No Fraud and Corruption Control Plan in place	Possible (3) x Major (4) = High (12)	<ul style="list-style-type: none"> <li>• Fraud and Corruption Control Plan reviewed by Shire of Northam Audit &amp; Risk Committee and adopted by Council every two years.</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Planning approvals	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Employees required to declare interest in writing and recuse themselves from process. If unable to recuse, decision must be counter authorised by Executive Manager</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Building approvals	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Employees required to declare interest in writing and recuse themselves from process. If unable to recuse, decision must be counter authorised by Executive Manager</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Pool inspections	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Employees required to declare interest in writing and recuse themselves from process. If unable to recuse, decision must be counter authorised by Executive Manager</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Health inspections	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>• Employees required to declare interest in writing and recuse themselves from</li> </ul>	Unlikely (2) x Minor (2) = Low (4)



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			process. If unable to recuse, decision must be counter authorised by Executive Manager	
	Conflicts of Interest Inappropriate influence over grants and funding applications	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and recuse themselves from process</li> <li>All waiving of fines and prosecutions require CEO approval</li> <li>CEO required to declare any interest and delegate decision to Executive Manager</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Issuing and waiving of fines and prosecutions	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing and recuse themselves from process</li> <li>All waiving of fines and prosecutions require CEO approval</li> <li>CEO required to declare any interest and delegate decision to Executive Manager</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Employment - Nepotism	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Employees required to declare interest in writing</li> <li>All vacancies required to be advertised (either officially internally, or externally)</li> <li>Multiple staff required to sit on interview panel</li> <li>Executive Manager sign off and CEO sign off required on all recruitment</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Unauthorised use of Shire vehicles	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>GPS tracking on 19 Shire vehicles (excluding full private use vehicles)</li> </ul>	Unlikely (2) x Minor (2) = Low (4)

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	Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Awareness of Code of Conduct to be provided at induction</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Purchasing – receipt of gifts	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Code of conduct in place and available for all staff</li> <li>Code of conduct forms part of new employee induction</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
Records Management	Changing official Council records without approval (e.g. rating or approval records)	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>100% of system changes reported on at end of month and signed off by Senior Finance Officer</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
Service Interruption	Systemic taking of sick leave	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Process in place to reiterate that Managers are required to meet with all staff on day following return from sick leave</li> <li>Monthly leave taken reports provided to Chief Executive Officer and Executive Manager</li> <li>Medical certificates or statutory declarations required after two days sick leave in any one calendar year</li> <li>Certificate may be requested for every absence if there are concerns in relation to attendance</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
	Not attending training when required to do so	Possible (3) x Minor (2) = Moderate (6)	<ul style="list-style-type: none"> <li>Ensure staff are aware of the importance of training</li> <li>Code of Conduct – Refusal of duties clause addresses this risk</li> </ul>	Unlikely (2) x Minor (2) = Low (4)
Compliance	Purchasing – invoice or project splitting to avoid tender requirements	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>Compliance with legislative requirements of the Act and subsidiary legislation</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)

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			<ul style="list-style-type: none"> <li>• Random audit of 3 tendered projects at end of financial year</li> </ul>	
Property	Leasing - Nepotism	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>• Follow the process in Promapp and in S.3.58 of the LG Act</li> <li>• Employees required to declare interest in writing</li> <li>• Documented process to manage leases.</li> </ul>	Unlikely (2) x Medium (3) = Moderate (6)
	Sale – Conflict of Interest and inappropriate use of position	Possible (3) x Medium (3) = Moderate (9)	<ul style="list-style-type: none"> <li>• Follow the process in Promapp and in S.3.58 of the LG Act</li> <li>• Employees required to declare interest in writing</li> </ul>	Possible (3) x Medium (3) = Moderate (9)

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**6.3 WHS Committee Meeting**

<b>File Reference:</b>	1.1.9.21
<b>Reporting Officer:</b>	Joanne Griffiths (Safety Officer)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to adopt the Work Health and Safety Action Plan and receive the minutes from the Work Health and Safety Committee Meeting held on 1 August 2023.

**ATTACHMENTS**

1. Step 3 Tier 2 WHS Action Plan June 2023 [6.3.1 - 12 pages]
2. 2023 Shire of Northam Tier 3 Report [6.3.2 - 31 pages]
3. WHS Committee Minutes 1 August 2023 [6.3.3 - 3 pages]

**A. BACKGROUND / DETAILS**

A safety assessment was undertaken by LGIS between the 29<sup>th</sup> of May to the 31<sup>st</sup> of May 2023, as part of the 3 steps to safety program. The assessment report has been received and an Action Plan developed.

The 3 steps to safety program is conducted on a Bi-annual basis by LGIS. This program outlines the actions to be taken to address areas for improvement.

Due to covid, the last assessment was conducted in 2019. There may have been a gap in the years that the assessment took place, however the assessor made a remark, "if there was a way to score culture, the Shire of Northam would do very well there".

The current overall score was 68%.

**B. CONSIDERATIONS**

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

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.



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Objective 12.4: Have a happy, competent and committed workforce that lives local.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

WHS ACT 2020.

WHS Regulations 2022.

**B.4 Policy Implications**

Work Health and Safety Policy.

**B.5 Stakeholder Engagement / Consultation**

LGIS conducted the assessment and provided a report, from which an Action Plan was developed and adopted by the Work Health and Safety (WHS) Committee Tuesday 1 August 2023.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Heavy penalties may apply to the organisation and the individual person if the Act and regulations are not adhered to or a Death or permanent disability occurs to a worker.	Possible (3) x Major (4) = High (12)	Adopt the Action Plan, developed from the LGIS safety assessment. Adhere to the WHS Act, Regulations and other Codes of Practice, as far as reasonably practicable, to mitigate the risk.
Health & Safety	Not following compliance and being exposed to risks and injuries to workers.	Unlikely (2) x Medium (3) = Moderate (6)	As far as reasonably practicable, adhere to the WHS ACT and Regulations to mitigate the risk to any worker.
Reputation	Moral amongst workers, potentially	Possible (3) x Insignificant (1) = Low (3)	Training and communication to workers, to mitigate



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	resulting in injuries and low esteem.		risk to the organization.
Service Interruption	Machinery break downs, injured workers	Possible (3) x Insignificant (1) = Low (3)	Ensure that equipment is inspected, fit for purpose and serviced as required, to mitigate breakdowns and interruptions to production.
Compliance	Not having policies or procedures in place to keep the workers and the organization safe from risks.	Unlikely (2) x Medium (3) = Moderate (6)	As far as reasonably practicable, adhere to the WHS ACT and Regulations to mitigate the risk to the organization and workers.
Property	Nil.		
Environment	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The result from the LGIS assessment also highlighted, satisfactory scores with recommendations. All these findings have been adopted in the Action Plan, for further improvement and succession in the future to achieving as far as reasonably practicable the exemplary score of "4", in these areas.

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**RECOMMENDATION / COUNCIL DECISION**

**Minute No: AU.258**

**Moved: Cr Mencshelyi**

**Seconded: Cr Appleton**

**That Council:**

- 1. Adopt the Shire of Northam Work Health and Safety Action Plan as provided in Attachment 6.3.1.**
- 2. Request the Chief Executive Officer to report progress towards the Work Health and Safety Action Plan to future Audit and Risk Management Committee Meetings.**
- 3. Receive the Work Health and Safety Committee Meeting Minutes from the meeting held on 1 August 2023 as provided in Attachment 6.3.3.**

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- The timeline for completion of identified actions in the audit.

*The Chief Executive Officer advised that every time the audit is conducted it changes. The main area of improvement in this audit was around psycho-social aspects of OHS, staff were aware this would be the case as it had not been a priority focus in the past twelve months, given other focuses, however it is now being focused on (coincidentally some introductory training was provided to staff this week.)*

*The action plan progress will be reported to future meetings.*

- The Work Health & Safety Committee being short on members.

*The Executive Manager Corporate Services advised that the committee is made up of one person from each services area. The membership is volunteer based and membership cannot be mandated.*

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Shire of Northam  
*Heritage, Commerce and Lifestyle*

## 3 Steps to Safety

### Step 2: WHS Action Plan

July 2023

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Shire of Northam WHS Action Plan 2023  
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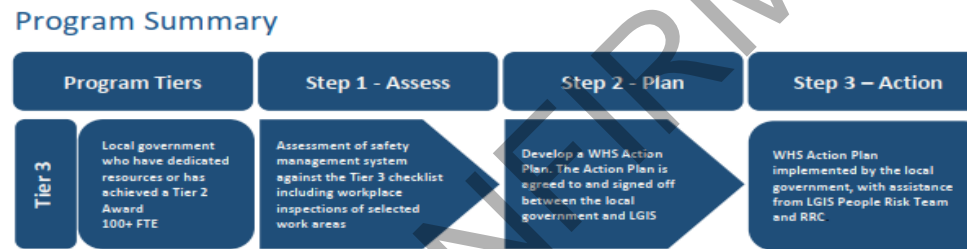
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### WHS Action Plan

**Purpose:** This plan has been developed in response to step 1 of the 3 Steps to Safety program that was undertaken in May 2023 and outlines the actions to be taken to address areas for improvement. This plan should be read in conjunction with the Verification Report.

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

Tier 2 Program Summary



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

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

**Scoring methodology:** All evidence for the assessment was examined and verified on site through examination of documents, workplace inspection and interviews with representatives from the Shire of Northam. The assessment was undertaken by LGIS based upon the scoring methodology below.

Scoring Methodology

Finding	Score	Definition
<b>Exemplary</b>	4	The organisation has sustained performance requirements for the criteria. Strong supporting documentation and other applicable evidence is in place and is updated regularly. Consistent application for the criteria is in place over a considerable period of time. Some minor problems may occur from time to time
<b>Satisfactory</b>	3	The organisation satisfies the requirements of the criterion and has not gone significantly beyond it. Evaluation and review processes as part of continuous improvement is evident with strong supporting documentation
<b>Insufficient</b>	2	Documentation exists however there are gaps in the WHS Management System documentation, their implementation and/or the evidence that shows the criteria hasn't quite been met
<b>Ad Hoc</b>	1	The organisation has not met the criteria due to evidence being sporadic and ad hoc. Early drafts of documentation and/or processes are available
<b>Unsatisfactory</b>	0	The organisation cannot provide any evidence to support compliance with the criteria. No awareness or intention to implement

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Overall Scores

Category	Member Score	Available Score	Section Achievement
Management Commitment	21	32	66%
Planning	21	36	58%
Consultation and Reporting	20	28	71%
Hazard Management	25	32	78%
Training and Supervision	22	28	79%
Volunteer Management	22	36	61%
<b>Overall Score</b>	<b>131</b>	<b>192</b>	<b>68%</b>

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WHS Action Plan 2023/2024

Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Management Commitment</b>						
1	1.1	2 insufficient	<i>There is a documented health and safety policy that is reviewed on a regular basis, that includes commitment to prevent ill health or injuries related to psychosocial risk and promote wellbeing at work.</i>	<p>The Shire should look to fully endorse and implement the WHS Policy.</p> <p>Display the WHS policy in high visible areas such as noticeboards and all reception areas.</p> <p>A process should be developed to ensure legislative changes are discussed as part of the WHS Committee / Reps meetings.</p>		<p>July 2023</p> <p>July 2023</p>
2	1.4	2 insufficient	<i>There is a process that makes all parties aware of and accountable for identifying, monitoring, and managing their health, safety and psychological risks and responsibilities.</i>	<p>Ensure WHS responsibilities are documented tender documentation current</p> <p>WHS legislation should be referenced within all documentation such as performance reviews.</p>		December 2023
3	1.7	3 Satisfactory	<i>All workers have sufficient time to complete health and safety related tasks.</i>	<p>Review workplace inspections to include psychosocial risk identification.</p>		January 2024

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4	1.8	2 Insufficient	<i>Recommendations to improve health, safety and psychological risk management are acted upon.</i>	Implement process to ensure workers receive feedback after being consulted on purchasing safety equipment.	December 2023
				Implement a process where internal assessments are conducted on the health and safety management plan on an annual basis, so that outcomes can contribute towards future health and safety planning.	2025
				Ensure the psychosocial risk project takes place where risks can be identified, assessed and suitable controls identified.	December 2023

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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Planning</b>						
5	2.1	3 Satisfactory	<i>The organisation approach to health and safety management is planned and reviewed in consultation with senior management at least annually.</i>	<p>Develop a WHS plan with Executives and the WHS committee for the organisation that includes accountability from other departments.</p> <p>Review the WHS plan to ensure that objectives are being measured, monitored, and reviewed at executive level.</p> <p>Identify an assessment tool to be utilised when reviewing the WHS management system framework to ensure it can be consistently measured and performance monitored on a regular basis (at least annually).</p> <p>Develop a process where the WHS Plan is reviewed in consultation with workers at their representatives at least annually.</p>		<p>July 2024</p> <p>November 2023</p>
6	2.2	0 Unsatisfactory	<i>Specific health, safety and psychosocial objectives and measurable targets have been established for relevant functions and levels within the organisation.</i>	<p>Identify health and safety objectives and measurable targets for the organisation as well as relevant functions and levels within. These should include both lead and lag indicators for effective performance management.</p> <p>Health and safety objectives should centre on consultation hazard management, supervision and training and include both lead and lag indicators of measurement.</p>		September 2023

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7	2.3	2 Insufficient	<i>Arrangements are in place for people with special needs</i>	Develop a procedure to ensure work tasks are assessed for workers with special needs and reasonable adjustments are made.	Safety HR	December 2023
8	2.4	3 Satisfactory	<i>Arrangements for visitors to the workplace are in place</i>	Develop a system to ensure the procedure is being followed in all areas.	Safety	July 2024
9	2.6	2 Insufficient	<i>Potential emergency situations have been identified and relevant emergency procedures are in place.</i>	Review the evacuation diagrams and their placement to ensure they are orientated correctly and send a clear and consistent message across the various workplaces.	Building Safety	December 2023
				Develop a schedule for drills to be regularly conducted (at least annually for evacuations) as well as other identified emergency situations relevant to the workplace.	Safety Safety Reps	September 2024
10	2.9	2 Insufficient	<i>The organisation and individuals satisfy legal requirements to undertake specific activities, perform work or operate equipment.</i>	Ensure a training matrix is developed.	HR Admin	December 2023

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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Consultation and Reporting</b>						
11	3.1	3 Satisfactory	<i>There are agreed procedures for involvement and consultation with workers on health and safety issues, both physical and psychological risks</i>	Ensure the process for the feedback during purchasing safety equipment is assessed and consulted back to workers.	HR Safety	July 2024
12	3.6	2 Insufficient	<i>Workers or their representatives are consulted regarding management of physical and psychosocial hazards in the workplace.</i>	Develop a procedure to ensure the shire requirements for managing contractors are documented and followed.  Revise request for tender documentation to include WHS requirements.	Safety Procurement Safety Procurement	December 2023



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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Hazard Management</b>						
13	4.2	3 Satisfactory	<i>Work environments are regularly inspected, and physical and psychosocial hazards are identified.</i>	Develop a process to document safety observations by the executives and managers.		July 2024
14	4.3	3 Satisfactory	<i>Work activities are analysed, and physical and psychosocial hazards identified.</i>	Ensure all high-risk tasks have been approved, accessed and communicated to the workers involved.	HR Safety Employee	December 2024
15	4.4	2 Insufficient	<i>Risk assessments are undertaken on identified physical and psychosocial hazards</i>	Ensure risk assessments for all high-risk activities have been completed by the workers.  Consider using safe operating procedures and risk assessments where necessary and using SWMS for high-risk construction work only.	Safety Reps Managers Safety Safety Reps Managers Workers	December 2023
16	4.7	3 Satisfactory	<i>Physical and psychosocial incidents, injuries and diseases are reported and investigated.</i>	Consider reviewing the procedure where the WHS officer investigates all incidents as this is currently not being achieved successfully with some incident's investigations overdue.	Safety	July 2024

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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Training and Supervision</b>						
17	5.3	2 insufficient	<i>The organisation has identified the training needs of all workers</i>	As per 2.9 develop a training matrix.	HR Safety HR Admin	December 2023

Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility (determined by SON)	Due date (determined by SON)
<b>Volunteer Management</b>						
18	6.1	2 Insufficient	<i>There are policies and procedures in place for managing volunteers</i>	Ensure processes are in place for managing volunteers including the shires WHS responsibilities.	Safety	December 2023
19	6.4	3 Satisfactory	<i>The organisation conducts ongoing training and verification of competency for volunteers</i>	Develop a process where volunteer supervisors can document volunteer observation to verify competencies.	HR Safety HR Admin	July 2024

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Identified issues during the assessment.

**SHIRE DEPOT**

Large amount of waste / recyclable equipment on site such as dismantled skate park and fencing.

- Carry out some housekeeping of the yard and remove the waste.

**NORTHAM AQUATIC CENTRE**

Large storage area contains equipment for local sporting clubs. The area was clean well maintained although there was an old trailer with significant damage which could cause harm to those that use it.

- The shire should provide feedback to the sporting club that the equipment is in a poor state of repair and is a hazard to those using the equipment and accessing the shed. It should be assessed if fit for purpose and action taken.

**SUMMARY**

The step 2 of the assessment is to develop an action plan.

This will be developed in smart sheets, with concise and clear indication of projects tasks, responsibilities, and timelines.

In order of urgency and the scoring system sent by LGIS. I recommend that the unsatisfactory and insufficient items are prioritised accordingly to high risk to the Shire of Northam.

Satisfactory scores have been added to the action plan as further recommendations were added, this will help us succeed further in the future to achieving as far as reasonably practicable the exemplary score of "4", in these areas.

Dates and timelines to be discussed during the Safety Assessment meeting.



# 3 Steps to Safety

Step One – Assessment Report

Shire of Northam

May 2023

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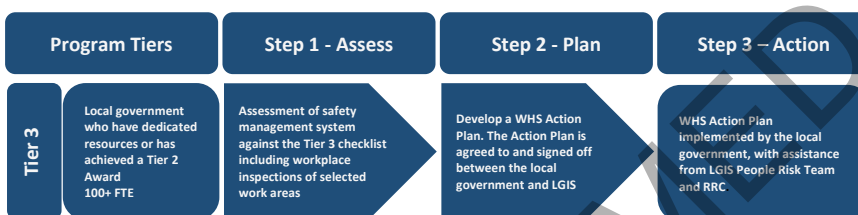
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## INTRODUCTION

The 3 Steps to Safety program was established to recognise and meet the needs of local government with the aim of driving safety performance and minimising claim exposure. This report is the outcome of Step 1 of that program. The next steps are included at the end of this report.

### Program Summary



### Verification Report

The purpose of this report is to provide the Shire of Northam with a summary of the assessment findings.

### Verification Details

The verification activity was undertaken by Rhys Vaughan (Senior Risk Consultant). The Shire of Northam was represented by Joanne Griffiths (Work Health and Safety Officer) for the duration of the verification activity. This report has been peer reviewed by Emma Horsefield (People Risk Manager) at LGIS.

The assessment was undertaken on 29<sup>th</sup> May 2023. The sites visited as part of the activity were Administration Building, Library & Community Services, Bilya Koort Boodja Centre, Killara Adult Day Care & Respite, Depot and Recreation Centre.

### Assessment Methodology

All evidence for this assessment was examined and verified on site through examination of documents, workplace inspections and interviews with representatives from the Shire of Northam. The assessment was undertaken based upon the LGIS scoring methodology below.



Finding	Score	Definition
<b>Exemplary</b>	4	The organisation has sustained performance requirements for the criteria. Strong supporting documentation and other applicable evidence is in place and is updated regularly. Consistent application for the criteria is in place over a considerable period of time. Some minor problems may occur from time to time
<b>Satisfactory</b>	3	The organisation satisfies the requirements of the criterion and has not gone significantly beyond it. Evaluation and review processes as part of continuous improvement is evident with strong supporting documentation
<b>Insufficient</b>	2	Documentation exists however there are gaps in the WHS Management System documentation, their implementation and/or the evidence that shows the criteria hasn't quite been met
<b>Ad Hoc</b>	1	The organisation has not met the criteria due to evidence being sporadic and ad hoc. Early drafts of documentation and/or processes are available
<b>Unsatisfactory</b>	0	The organisation cannot provide any evidence to support compliance with the criteria. No awareness or intention to implement

### Limitations

This assessment was undertaken as part of the LGIS *3 Steps to Safety* program. It should not be relied upon for any assurance of legislative compliance. This assessment does not protect against enforcement action against the Shire of Northam by any regulatory authority.

### Disclaimer

This verification report was produced in good faith by LGIS to assist Local Governments and reflects information that was considered accurate and reliable at the time of its publication. The employees of LGIS shall accept no liability or responsibility for any statutory enforcement or legal action against any Local Governments for reliance or use of the information contained herein.



### Overall Scores

Category	Member Score	Available Score	Section Achievement
Management Commitment	21	32	66%
Planning	21	36	58%
Consultation and Reporting	20	28	71%
Hazard Management	25	32	78%
Training and Supervision	22	28	79%
Volunteer Management	22	36	61%
<b>Overall Score</b>	<b>131</b>	<b>192</b>	<b>68%</b>

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## ASSESSMENT FINDINGS

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### 1.0 Management Commitment

<b>Element 1.1</b>	<b>There is a documented health and safety policy that is reviewed on a regular basis, that includes a commitment to prevent ill health or injuries related to psychosocial risk, and promote wellbeing at work</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The Shire has a Work Health and Safety Policy - WHS in place to demonstrate the organisations commitment to high standards of health and safety.</li><li>• The WHS Policy identifies the Shires understanding regarding their responsibilities in accordance with health and safety legislative requirements.</li><li>• The WHS policy has been endorsed with the CEO's signature and was due for review in March 2023.</li><li>• The revised Policy is awaiting approval by council on 5<sup>th</sup> June and is not currently on display within the buildings.</li><li>• The WHS policy is reviewed on an annual basis and a schedule has been established for this to continue.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• The Shire should look to fully endorse and implement the WHS Policy</li></ul>

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<b>Element 1.2</b>	<b>The health and safety policy is available to workers, suppliers, contractors, customers and visitors to the workplace</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The Operational Policy - WHS is the primary document that the Shire uses to communicate health and safety standards to workers and others.</li><li>• The WHS Policy is displayed throughout most of the Shire's workplaces inclusive of front entrance areas and staff noticeboards, explained to workers and contractors during safety inductions</li><li>• The WHS Policy is circulated and displayed for all.</li><li>• The WHS Policy is explained within health and safety induction and safety management plans.</li><li>• Drafts are circulated within the WHS Committee, Executive Leadership Team (ELT) and other team meetings for feedback.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Display the WHS Policy in high visible areas such as noticeboards and all reception areas.</li></ul>

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Element 1.3	<b>The organisation identifies and monitors health and safety legislation, psychological standards, codes of practice, guidance notes, agreements and guidelines relevant to its operations</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The Shire monitors health and safety legislation and industry standards in a variety of ways such as, but not limited to, WorkSafe WA and LGIS newsletters.</li><li>• The WHS Improvement Plan/Action Plan 2023/2024 referenced the legislation identified for the work tasks performed.</li><li>• Safety documentation is distributed on staff noticeboards as well as saved electronically on ProMaps and identifies changes in legislation.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• A process should be developed to ensure legislative changes are discussed as part of the WHS Committee/Reps meetings</li></ul>

Element 1.4	<b>There is a process that makes all parties aware of and accountable for identifying, monitoring and managing their health, safety and psychological risks and responsibilities</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Position descriptions include health and safety responsibility at all levels.</li><li>• WHS responsibilities is reinforced through health and safety inductions for workers and contractors</li><li>• Current legislation not referenced in tender documentation</li><li>• WHS Committee terms of reference, various health and safety training for managers and supervisors.</li><li>• The CEO chairs the WHS Committee meetings and carries out regular workplace inspections to be visibly supporting safety.</li><li>• The CEO reviews WHS data weekly and is provided a monthly report for analysis and communication to elected members</li><li>• Senior management regularly attend the WHS Committee and WHS is an agenda item for all internal meetings including within regular executive meetings.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Ensure WHS responsibilities are documented tender documentation</li><li>• Current WHS legislation should be referenced within all documentation such as performance reviews</li></ul>



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Element 1.5      **The organisation coordinates safety management activities**

**Findings:**                      Satisfactory

**Observation:**

- The Shire has recently introduced a new WHS role who coordinates health and safety activities on behalf of the organisation to support the WHS management system. The WHS Team includes a coordinator and a WHS Officer.
- Position descriptions for each member include performance objectives, responsibilities and duties, accountabilities and lines of reporting
- Job development planning is discussed within the mid-year performance reviews and annual performance review process for action depending on the organisations and worker's needs.

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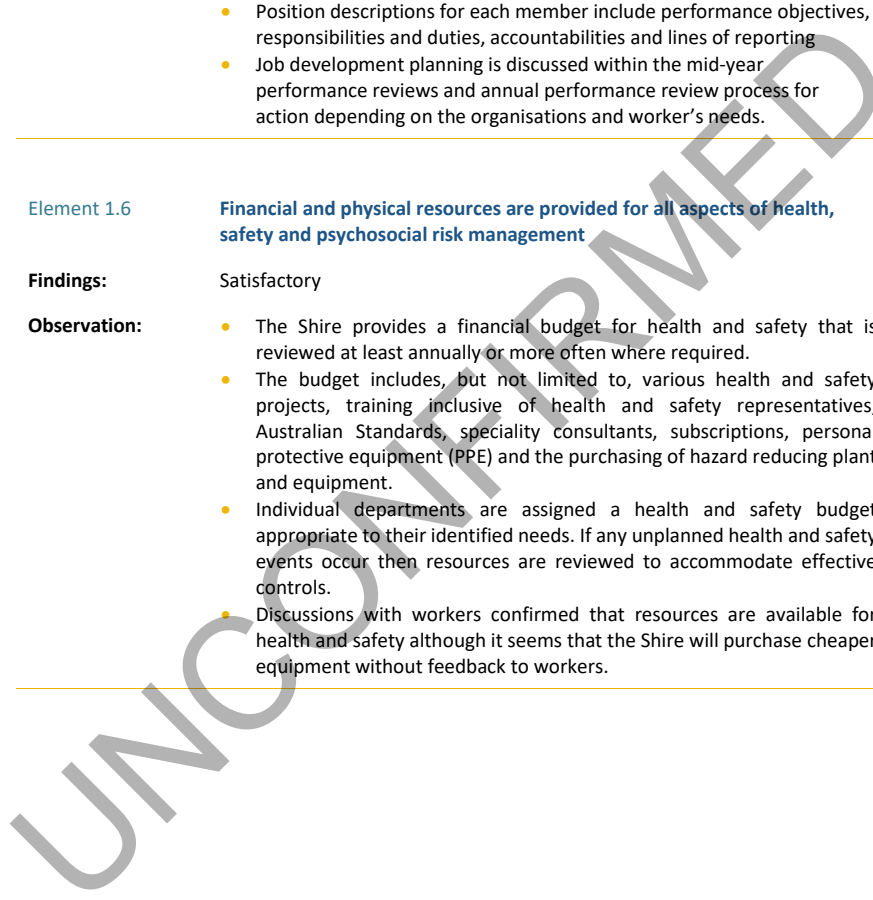
Element 1.6      **Financial and physical resources are provided for all aspects of health, safety and psychosocial risk management**

**Findings:**                      Satisfactory

**Observation:**

- The Shire provides a financial budget for health and safety that is reviewed at least annually or more often where required.
- The budget includes, but not limited to, various health and safety projects, training inclusive of health and safety representatives, Australian Standards, speciality consultants, subscriptions, personal protective equipment (PPE) and the purchasing of hazard reducing plant and equipment.
- Individual departments are assigned a health and safety budget appropriate to their identified needs. If any unplanned health and safety events occur then resources are reviewed to accommodate effective controls.
- Discussions with workers confirmed that resources are available for health and safety although it seems that the Shire will purchase cheaper equipment without feedback to workers.

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Element 1.7	<b>All workers have sufficient time to complete health and safety related tasks</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Discussions had with senior management, workers and health and safety representatives confirmed that they have sufficient time to perform health and safety related tasks.</li><li>• Time is allocated for various meetings including, but not limited to, pre-start, toolbox and staff, WHS Committee and ELT as well as other health and safety specific projects.</li><li>• Health and safety training is provided and records are maintained within workers personal files as well as electronically within Human Resources.</li><li>• Workplace inspections are regularly performed by health and safety representatives with the support of managers and supervisors.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Review workplace inspections to include psychosocial risks identification.</li></ul>

Element 1.8	<b>Recommendations to improve health, safety and psychological risk management are acted upon</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Health and safety recommendations are identified through a range of sources such as SWMS, Take 5 and workplace inspections.</li><li>• Recommendations for improvement are actioned depending on the level of risk and the type of control measure required.</li><li>• Discussions with workers confirmed that they are consulted prior to purchasing new equipment although their suggestions/recommendations are not acted upon and equipment is purchased on lowest cost instead of most effective</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Implement process to ensure workers receive feedback after being consulted on purchasing safety equipment</li><li>• Implement a process where internal assessments are conducted on the health and safety management plan on an annual basis, so that outcomes can contribute towards future health and safety planning.</li><li>• Ensure the psychosocial risk project takes place where risks can be identified, assessed and suitable controls identified.</li></ul>



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## 2.0 Planning

Element 2.1 **The organisations approach to health and safety management is planned and reviewed in consultation with senior management at least annually**

**Findings:** Satisfactory

**Observation:**

- There is a current WHS Management Plan outlining the Shire's commitment to safety and how it will be implemented.
- The plan is reviewed and discussed at WHS Committee Meetings.
- The plan does not include measurable objectives to monitor the effectiveness of the objectives within the plan

**Recommendations:**

- Develop a WHS Plan with ELT and the WHS Committee for the organisation that includes accountability from other departments.
- Review the WHS Plan to ensure that objectives are being measured, monitored and reviewed at Exec level.
- Identify an assessment tool to be utilised when reviewing the WHS management system framework to ensure it can be consistently measured and performance monitored on a regular basis (at least annually).
- Develop a process where the WHS Plan is reviewed in consultation with workers or their representatives at least annually.

Element 2.2 **Specific health, safety and psychosocial objectives and measurable targets have been established for relevant functions and levels within the organisation**

**Findings:** Unsatisfactory

**Observation:**

- Although WHS data such as but not limited to; hazard, injury and workplace inspection statistics are being collected and monitored, there are no health, safety or psychosocial objectives and measureable targets identified within the plan to be effectively monitored.

**Recommendations:**

- Identify health and safety objectives and measureable targets for the organisation as well as for relevant functions and levels within. These should include both lead and lag indicators for effective performance management.
- Health and safety objectives should centre on consultation hazard management, supervision and training and include both lead and lag indicators of measurement.



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<b>Element 2.3</b>	<b>Arrangements are in place for people with special needs</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The Shire engages a health questionnaire to identify if further arrangements can be made to ensure workers with special needs can perform their work tasks in a healthy and safe manner prior to employment.</li><li>• Discussions with workers and managers confirmed that supervisors are adequately skilled.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Develop a procedure to ensure work tasks are assessed for workers with special needs and reasonable adjustments are made.</li></ul>

<b>Element 2.4</b>	<b>Arrangements for visitors to the workplace are in place</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Processes are in place for visitors to be provided with an onsite induction regarding known and potential hazards, sign in to the visitor log book, depending on the location be provided with visitor identification tags and supervised in relation to the tasks being performed.</li><li>• Workers understood and provided a suitable visitor induction at most areas visited.</li><li>• Emergency diagrams and procedures are prominent within the workplace however, it was noted at a few workplaces that the evacuation diagram was not orientated correctly to enable the reader to clearly identify an emergency evacuation as well as diagrams have been produced by many different providers with differing layouts and identification icons.</li><li>• Where required PPE was available for visitors and workers ensured visitors were wearing appropriate PPE.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Develop a system to ensure the procedure is being followed in all areas.</li></ul>



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Element 2.5	<b>Policies and procedures for engaging and managing contractors are in place</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The Shire has implemented the contractor management process based on the Contractor Safety Management Procedure that define how the works are risk assessed, how contractors are sourced, assessed, engaged and evaluated.</li><li>• The Shire has developed an online contractor induction, a Contractor Handbook and a Golden Safety Book to assist contractors with understanding the Shire's health and safety requirements. The online induction is also supported by an onsite induction.</li><li>• Samples of completed contractor site inspections were cited as part of this assessment that showed contractor inspections included a review of required health and safety risk is being controlled.</li><li>• The intranet page has a specific page for Contractor WHS Management that is accessible for all workers and includes internal processes and references to legislative requirements.</li><li>• The Contractor Safety Management Flowchart identifies accountabilities for the management of contractors and their performance.</li><li>• Contractors are included in health and safety meetings, reviews and investigations.</li></ul>

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Element 2.6	<b>Potential emergency situations have been identified and relevant emergency procedures are in place</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Emergency response plans and evacuation diagrams are in place for all building facilities however it was observed that not all evacuation diagrams were orientated correctly.</li><li>• Emergency wardens and first aid officers have been identified within the organisation, lists are displayed on noticeboards and the intranet. Training regularly provided to nominated emergency personnel.</li><li>• There were some recent examples of emergency evacuation drills being carried out although there were no drills to provide prior to those recently carried out.</li></ul>

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- Recommendations:**
- Review the evacuation diagrams and their placement to ensure they are orientated correctly and send a clear and consistent message across the various workplaces.
  - Develop a schedule for drills to be regularly conducted (at least annually for evacuation) as well as other identified emergency situations relevant to the workplace.
- 

Element 2.7 **The organisation's procedures, work instructions and work practices reflect current health and safety legislation, psychological standards, standards, codes of practice, guidance materials, agreements and guidelines**

**Findings:** Satisfactory

- Observation:**
- Documents sighted reflected current health and safety legislation, standards, codes of practices and other relevant guidance materials.
  - SWMS have been adopted for all safety tasks which are sighted and signed monthly by the workers
  - Discussions had with workers confirmed that they understood the legislative requirements of their roles and were provided with appropriate instructions to complete their work tasks in a safe manner.
- 

Element 2.8 **All workers have access to current legislation, standards, codes of practice, guidance notes, agreements and guidelines that impact upon their activities**

**Findings:** Satisfactory

- Observation:**
- Discussions had with workers confirmed that they were aware of the legislative requirements for the work tasks performed as well as where they could readily obtain further information.
  - Information regarding health hazards relevant to the work task being performed are accessible within the workplace and risk assessments via the SWMS process have been completed on identified hazardous substances.
  - Health and safety information is readily available on staff noticeboards and the intranet.
- 

Element 2.9 **The organisation and individuals satisfy legal requirements to undertake specific activities, perform work or operate equipment**

**Findings:** Insufficient

- Observation:**
- Plant and equipment is regularly maintained and plant and equipment registrations obtain in accordance with WorkSafe WA and other government agency requirements.
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- The People and Culture team are currently developing a Qualifications register and Training Matrix that will record all workers qualifications including qualifications required by legislation. Supervisors and managers have ready access to this information.

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**Recommendations:** • Ensure Training Matrix is developed.

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### 3.0 Consultation and Reporting

Element 3.1	<b>There are agreed procedures for involvement and consultation with workers on health and safety issues, including both physical and psychological risks</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• The WHS Consultation and Communication Procedure communicates the consultation process for the involvement of workers on health and safety matters.</li><li>• There is a Consultation and Communication tab available on the intranet where consultation and communication materials are available such as, but not limited to, toolbox and WHS Committee minutes, safety alerts and reports and legislation updates.</li><li>• There is a Terms of Reference for the WHS Committee and minutes are regularly maintained.</li><li>• A resolution of issues procedure and flow chart has been developed and readily available through the intranet and staff noticeboards.</li><li>• Staff surveys regarding the consultation process have been conducted and feedback obtained and considered.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Ensure the process for feedback during purchasing safety equipment is assessed and consulted back to workers.</li></ul>

Element 3.2	<b>Consultative arrangements are communicated to workers and are well understood</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Consultation arrangements are communicated within the health and safety inductions and regularly reinforced within various training.</li><li>• Health and safety information is communicated via the staff notice boards.</li><li>• Consultative methods are further reinforced by managers and supervisors who regularly conduct pre-start, toolbox and team meetings where attendance and participation is encouraged.</li><li>• Discussions had with workers confirmed that communication and consultation methods were enacted and understood.</li></ul>



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Element 3.3 **Workers or their representatives are involved in planning processes for the management of health, safety and psychosocial risk at the workplace**

**Findings:** Satisfactory

**Observation:**

- Discussions had with workers and their health and safety representatives confirmed that they are involved in the planning, development and implementation of safety processes and systems within their areas.
- Minutes were sighted to demonstrate consultation with workers within toolbox, staff and other committees/workshops.
- Discussions held with Exec confirmed that they are aware of the legislative requirements for psychosocial risk and there is an action plan to address although, in consultation with workers it has been assessed as relatively low risk.

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Element 3.4 **Workers or their representatives are consulted regarding proposed changes to the work environment, processes or procedures and purchasing decisions that could affect their physical and psychological health and safety**

**Findings:** Satisfactory

**Observation:**

- Workers and their health and safety representatives confirmed they are consulted with regarding proposed changes to the work environment, procedures, processes, and purchasing decisions to be made.
- WHS Committee meeting minutes, team and toolbox meeting minutes support the consultation process.
- Although the workers were consulted prior to the Shire purchasing relevant safety equipment, workers felt their feedback was not considered as the cheapest option was purchased.

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**Recommendations:**

- As per recommendation at 3.2

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Element 3.5 **Workers or their representatives are consulted regarding management of physical and psychosocial hazards in the workplace**

**Findings:** Satisfactory

**Observation:**

- Discussions had with workers and their representatives confirmed that they are consulted with regarding the management of hazards within their workplace.
- Meeting minutes sighted from WHS Committee, toolbox and staff meetings confirm workers or their representatives are consulted regarding hazards within the workplace.
- The induction process as well as training records viewed confirmed workers, including managers and supervisors, have been trained in hazard management principles.

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Element 3.6 **There are arrangements in place for the acquisition, provision and exchange of health, safety and psychosocial information with external parties, including customers, suppliers, contractors and relevant public authorities**

**Findings:** Insufficient

**Observation:**

- The Shire collects relevant safety documentation from suppliers and third parties.
- There was no evidence of procedures to follow during
- The tendering documentation had very little relevant information for safety requirements

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**Recommendations:**

- Develop a procedure to ensure the Shire requirements for managing contractors are documented and followed.
- Revise Request for Tender documentation to include WHS requirements

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Element 3.7 **Consultative and reporting arrangements are regularly evaluated and modified where required**

**Findings:** Satisfactory

**Observation:**

- Discussions had with workers and their representatives confirmed that they contribute to the evaluation of the consultation and reporting arrangements within the organisation.
- The WHS Committee and ELT review feedback from workers and make modifications to processes where required.

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## 4.0 Hazard Management

Element 4.1	<b>Requirements for reducing risks are understood by management and workers</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>Discussions had with workers confirmed that they have been provided with information, instruction and resources to identify and reduce risks within their workplace.</li><li>Workers, visitors and contractors are required to take part in a WHS induction which includes risk management process and requirements.</li><li>Discussion with ELT, managers, supervisors confirmed they were aware of their WHS roles and responsibilities including recently updated WHS legislative changes and requirements.</li></ul>
Element 4.2	<b>Work environments are regularly inspected and physical and psychosocial hazards are identified</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>Workplace inspection checklists have been developed and implemented and the findings are actioned within the ProMapps system</li><li>ELT and Management carry out regular workplace inspections although there is no formal process to document an onsite safety observation.</li><li>There are no other forms to inspect work environments</li><li>Discussions had with workers confirmed that regular inspections are taking place by ELT with an opportunity for workers to discuss safety concerns.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>Develop process to document safety observations by ELT and Managers</li></ul>
Element 4.3	<b>Work activities are analysed and physical and psychosocial hazards identified</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>Discussions had with workers confirmed that they have been actively involved in the analysis of hazards and further supported through documentation.</li><li>Work activities are assessed via SWMS and it was identified during the site walk through that a high risk task had not been assessed.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>Ensure all high risk tasks have been appropriately assessed and communicated to the workers involved.</li></ul>
Element 4.4	<b>Risk assessments are undertaken on identified physical and psychosocial hazards</b>
<b>Findings:</b>	Insufficient



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- Observation:**
- Risk assessments are carried out in the form of Take 5's and SWMS, hazardous substance risk assessments, hazard/incident/near miss reports, workplace inspections and pre-start checks.
  - The Shire uses a formalised risk matrix to define the likelihood and consequence level of the hazard and any controls implemented.
  - Workers confirmed they are aware of the risk assessment process and the relevant tools to use as part of the risk assessment process.

- Recommendations:**
- Ensure risk assessments for all high risk activities have been completed by the workers.
  - Consider using safe operating procedures and risk assessments where necessary and using SWMS for high risk construction work only.

Element 4.5 **Hazards are prioritised and controlled using the hierarchy of controls and having regard to the identified level of risk**

**Findings:** Satisfactory

- Observation:**
- Workers and contractors are provided with training on the hierarchy of control methodology and practices through health and safety induction process
  - Workplace inspections confirm the application of risk control.
  - Management actively seek confirmation that appropriate controls have been applied following inspections/incidents and subsequently close off.
  - Discussions had with workers confirmed that they understood the hierarchy of control and its importance to effectively control hazards within the workplace.

Element 4.6 **The effectiveness of the physical and psychosocial hazard identification, risk assessment and risk control process is periodically reviewed and documented**

**Findings:** Satisfactory

- Observation:**
- SWMS, management workplace inspections and job observations regularly review the workplace and tasks performed.
  - Discussions had with workers and their representatives confirmed that they take part in evaluation and review of risk control measures.



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Element 4.7 **Physical and psychosocial incidents, injuries and diseases are reported and investigated**

**Findings:** Satisfactory

**Observation:**

- A WHS Incident Reporting and Investigation Procedure identifies the process for hazards and incident reporting and investigation requirements at the Shire. This is inclusive of reporting for work and non-work related incidents.
- A process has been implemented that clearly identifies the level of risk and the appropriate action for escalation and that the WHS Officer investigates all incidents.

**Recommendations:**

- Consider reviewing the procedure where the WHS Officer investigates all incidents as this is currently not being achieved successfully with some incident investigations overdue.
- Ensure the process outlines the requirement for reporting notifiable incidents and that those responsible are aware.

Element 4.8 **Is there a process in place for identifying and measuring worker fitness for work that includes both physical and psychosocial capacities**

**Findings:** Satisfactory

**Observation:**

- A process is in place for managing any fitness to work issues raised as well as any actions regarding failure to meet requirements.
- Pre-employment assessments include function and capacity assessments for identified workers.
- Discussions had with workers and their representatives confirmed that there are arrangements in place to assess fitness to work requirements.



## 5.0 Training and Supervision

Element 5.1 **An induction program is in place for all workers and contractors, providing relevant health and safety information and instruction**

**Findings:** Satisfactory

**Observation:**

- Health and safety induction program is in place for all workers, contractors, volunteers and visitors that provides relevant instruction and information regarding potential health and safety risks within the organisation and applicable workplace/area. The induction process also includes information on the Shire's Employee Assistance Program (EAP).
- Health and safety training objectives are identified and included within training materials.
- Discussions had with workers and their representatives confirmed that they undertook health and safety induction training.

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Element 5.2 **All management and supervisory personnel have received training in health, safety and psychosocial management principles and practices appropriate to their roles and responsibilities**

**Findings:** Satisfactory

**Observation:**

- Senior management and supervisory personnel have been provided with and undertaken various health and safety related training applicable to their WHS role and responsibility.
- The TNA has not yet been completed although the Shire were able to evidence the training provided.
- The performance review process enables managers and supervisors to discuss any training needs.

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Element 5.3 **The organisation has identified the training needs of all workers**

**Findings:** Insufficient

**Observation:**

- Position Descriptions (PD's) for each role has been implemented and the PD includes the relevant training requirements for the position.
- A training matrix is in the process of being developed for the recording and reporting of the PD's training requirements.
- A training needs analysis is in the process of being developed to identify what training is actually required for all roles and if this training has been provided.
- The Performance Review Process identifies any specific training requirements that a worker would benefit from.
- Training is annually budgeted for and further reviewed where required to ensure it is sufficient.
- Discussions had with workers and their representatives confirmed that they are consulted regarding their training needs and they are also provided health and safety training applicable to their role.

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**Recommendations:** • As per recommendation at 2.9

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**Element 5.4**      **Tasks are allocated according to capability, level of training and supervision of workers**

**Findings:**                      Satisfactory

**Observation:**

- Position descriptions define the competency, capability and experience required for the role.
- The Shire incorporates a pre-employment medical assessment as part of the recruitment process to ensure that workers have the capabilities required for the role.
- Discussions had with workers and their representatives confirmed that they felt the level of supervision and training received was appropriate for their work activities and they would feel comfortable raising concerns around training being inadequate.

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**Element 5.5**      **Training is delivered by people with appropriate knowledge skills and experience**

**Findings:**                      Satisfactory

**Observation:**

- The organisation assesses trainers before training is provided which includes, but not limited to, obtaining internal or external trainer qualifications skills and experience and evaluating course materials, outlines and objectives. However records are not effectively maintained.
- Discussions had with workers and their representatives confirmed that training undertaken was of a good standard and any concerns are raised immediately for further action.

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**Element 5.6**      **The training program is evaluated and reviewed**

**Findings:**                      Satisfactory

**Observation:**

- Discussions had with workers and their representatives confirmed that health and safety training relevant to their role is evaluated. They also confirmed that they feel comfortable raising issues with trainers and that appropriate action would be taken.
- Injury statistics are regularly monitored by the WHS Committee and ELT for training improvements.
- Training is reviewed at least annually by the WHS Team, ELT and WHS Committee.

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**Element 5.7**      **Supervision is undertaken by people with appropriate health, safety and psychosocial knowledge, skills and experience**

**Findings:**                      Satisfactory



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**Observation:**

- Management and supervisors have undertaken health and safety training relevant to their roles and responsibilities.
  - Safety and health performance criteria has been developed for managers and supervisors that is relevant to their role.
  - Discussions had with workers and their representatives confirmed that supervision was appropriate to the work activities being performed. Workers were comfortable with the level of skill and knowledge of their supervisors.
- 

UNCONFIRMED



## 6.0 Volunteer Management

<b>Element 6.1</b>	<b>There are policies and procedures in place for managing volunteers</b>
<b>Findings:</b>	Insufficient
<b>Observation:</b>	<ul style="list-style-type: none"><li>• There's no policies and procedures in place for managing volunteers.</li><li>• Volunteers are provided with a Shire and on site induction and records are maintained in accordance with the Volunteer Checklist.</li><li>• Volunteer Supervisors understand the process for managing volunteers and have undertaken training to recognise any special requirements the volunteer may need.</li></ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Ensure processes are in place for managing volunteers including the Shire's WHS responsibilities</li></ul>
<b>Element 6.2</b>	<b>Records of volunteer management are retained</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Volunteer records are currently retained.</li><li>• Discussions with workers identified that on site observations and supervision of volunteers occur where possible and any issues addressed straight away.</li></ul>
<b>Element 6.3</b>	<b>Volunteers are provided work instructions that reflect current legislation, standards and codes of practice</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Volunteers receive specialist training from their organisation for the duties they perform and the evidence is provided to the Shire/the Shire can access the information.</li><li>• Checklist or process instructions appropriate to the activity/task have been developed where appropriate.</li><li>• Event management plans identify legislative requirements.</li></ul>
<b>Element 6.4</b>	<b>Where required volunteers meet legislative requirements for the tasks they are undertaking</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>• Volunteers are required to undertake inductions where health and safety requirements, including duty of care, are communicated.</li><li>• Tasks/activities have been assessed to not require further legislative actions and where a certain licence or qualification is required, a competent Shire worker will perform the task/activity.</li></ul>

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Attachment 6.3.2

Element 6.5	<b>The organisation conducts ongoing training and verification of competency for volunteers</b>
Findings:	Satisfactory
Observation:	<ul style="list-style-type: none"><li>Volunteers receive specialist training from their organisation for the duties they perform and the evidence is provided to the Shire/the Shire can access the information.</li><li>Volunteers undertake induction training and records are maintained.</li><li>Volunteers are regularly supervised and any issues verbally addressed.</li></ul>
Recommendations:	<ul style="list-style-type: none"><li>Develop a process where Volunteer Supervisors can document volunteer observations to verify competencies.</li></ul>

Element 6.6	<b>Equipment (including PPE) suitable for the work being conducted is provided to volunteers and volunteers are trained in its use</b>
Findings:	Satisfactory
Observation:	<ul style="list-style-type: none"><li>All required PPE is provided by the Shire which includes, but not limited to, shirts, hats, sun cream and small hand tools.</li><li>Volunteers are instructed on the use and maintenance of PPE within the induction process.</li></ul>

Element 6.7	<b>There are arrangements in place for the consultation and communication with volunteers</b>
Findings:	Satisfactory
Observation:	<ul style="list-style-type: none"><li>Volunteer induction includes the consultation arrangements and this is further communicated on staff noticed boards.</li><li>Volunteers take part in consultation and communication before tasks/activities commence.</li><li>Volunteers complete hazard and incident reports with their Volunteer Supervisor which are discussed at the WHS Committee and ELT meetings.</li></ul>

Element 6.8	<b>Where appropriate volunteers are involved in the planning and risk assessment of tasks they are involved in</b>
Findings:	Satisfactory
Observation:	<ul style="list-style-type: none"><li>Discussion with management, workers and volunteers confirmed they were consulted on safety issues and are given the opportunity to provide feedback.</li><li>Volunteers are engaged in conducting their risk assessments for tasks they're involved in.</li></ul>



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Element 6.9	<b>There is a process for identifying and managing fatigue in volunteers</b>
<b>Findings:</b>	Satisfactory
<b>Observation:</b>	<ul style="list-style-type: none"><li>Fatigue management plan require volunteers to notify the Shire of any other works that the volunteer may be performing. These duties are recorded by the Volunteer Supervisor.</li><li>Volunteer tasks/activities primarily take place within business hours or controlled durations.</li></ul>

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## ISSUES IDENTIFIED DURING THE ASSESSMENT NOT RECORDED ELSEWHERE

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### Shire Depot

- Large amount of waste/recyclable equipment on site such as dismantled skate park and fencing.
  - **Recommendation** – carry out some housekeeping of the yard and remove the waste.

### Northam Aquatic Centre

- Large storage area contains equipment for local sporting clubs. The area was clean and well maintained although there was an old trailer with significant damage which could cause harm to those using it.
  - **Recommendation** – the Shire should provide feedback to the sporting club that the equipment is in a poor state of repair and is a hazard to those using the equipment and accessing the shed. It should be assessed if fit for purpose and action taken.

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## NEXT STEPS

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Step 2 of the *3 Steps to Safety* program involves the Shire of Northam developing a WHS Action Plan to address any outcomes assessed as *insufficient, ad hoc* and *unsatisfactory*.

Once the WHS Action Plan is developed, it should be provided to the Assessor to ensure that the actions proposed will address the criteria and drive continuous improvement.

LGIS, through the WHS Team, is available to provide ongoing assistance during the development of the WHS Action Plan, and thereafter to assist the Shire of Northam to continuously improve their WHS performance.

## ACKNOWLEDGEMENTS

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LGIS would like to thank the Shire of Northam for their hospitality during the assessment. This appreciation is extended to all personnel who were involved in the activity who made themselves available or prepared and presented documents.

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## CONTACTS

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[emma.horsefield@lqisw.com.au](mailto:emma.horsefield@lqisw.com.au)

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**Shire of Northam**

**Minutes**

**Work Health and Safety  
Committee**

**1<sup>st</sup> August 2023**



## Health and Safety Committee – Minutes

**Meeting Number: #1**

**Meeting held on: Tuesday, 1<sup>st</sup> August 2023**

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**Attendees:**

Jason Whiteaker	Chadd Hunt	Colin Young
Nicole Hampton	David Emery	Clare Murray
Allan Jones	Joanne Griffiths	Jan Byers
Jamie Hawkins	Gordon Tester	Keith Boase

**Apologies:**

Paul Devcic	Louisa Dyer	Charles Carr
Santo Leotto	Anastasia Williams	Ian Kely Jacky Jurman

**Meeting Open:** 10.03am

**Key points for discussion:**

**Terms Of Reference.**

The terms of reference for the WHS Committee were adopted, by the WHS Committee and slight wording changed as requested.

**Moved By** Keith Boase

**Second By** Nicole Hampton

**LGIS AUDIT – 3 Steps to Safety Program.**

The safety assessment was conducted from the 29<sup>th</sup> of May – 31<sup>st</sup> May 2023 as part of the 3 steps to safety program.

The WHS Action Plan was presented along with the Assessment report.

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**Attachment 6.3.3**



The Action Plan was adopted by the WHS Committee, who collectively decided on the responsible persons / positions who will follow through with the improvements required.

**Action items:**

The Action Plan will be developed in smart sheet and shared amongst the WHS Committee.

Progress is to be reported at each WHS Committee Meeting.

Completion dates to be decided and recorded.

**Summary of General Business:**

Work Health and Safety Representatives,

Three of the current positions have expired and two of those representatives, no longer wish to continue. The shire of Northam has 4 vacant positions across the organisation. A notification was added to yammer requesting any interest, the terms of reference have now been added to this post.

A soft copy is to be emailed to the safety representative at the depot for posting and advertising.

**Moved By** David Emery

**Second By** Keith Boase

**Meeting Close:** 10.55am

**Next Meeting:** 23<sup>rd</sup> November 2023

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**6.4 Privacy and Responsible Information Sharing**

<b>File Reference:</b>	1.4.4.14
<b>Reporting Officer:</b>	Alysha McCall (Governance Coordinator)
<b>Responsible Officer:</b>	Jason Whiteaker (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

To 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 to Council on the required actions and progress to date.

**ATTACHMENTS**

1. PRIS Action Plan [6.4.1 - 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 your 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

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3. a mechanism that supports Aboriginal data sovereignty and governance in WA, by requiring that Aboriginal people and 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 PRIS 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 (attached) 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.

## **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.

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



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Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Officers have developed the Action Plan which is provided to the committee in attachment 6.4.1. Progress has commenced towards the required actions with the timeframes to date being achieved.

Key to table:

**Completed**

**No Action**

**Underway**



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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.259

**Moved:** Cr Appleton  
**Seconded:** Cr Mencshelyi

**That Council:**

1. Receive the update as provided in Attachment 6.4.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.
2. Request the Chief Executive Officer to report progress towards the PRIS Action Plan to future Audit and Risk Management Committee meetings.

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- Are the proposed reforms set in stone?

*The Chief Executive Officer advised that the planning is based on what is proposed for legislation.*

*The Governance Coordinator advised that the reforms are proposed to be enforced in December 2024. Staff have been in liaison with the Department of Premier and Cabinet and they have provided resources which have assisted Council in its compliance requirements.*

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Attachment 6.4.1

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 Whitaker	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	In progress.	Underway	
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.	Underway	
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	Alysha McCall, Jason Whitaker, Tarnika Van Beek		No Action	
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	Alysha McCall, Kunal Sarma		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	Alysha McCall		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	Alysha McCall		No Action	
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	Alysha McCall		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	Alysha McCall		No Action	

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Attachment 6.4.1

Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
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	Alysha McCall		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	Alysha McCall, 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	Alysha McCall		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	Alysha McCall		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	Alysha McCall, 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	Alysha McCall, 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	Alysha McCall		No Action	
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	Alysha McCall		No Action	

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Attachment 6.4.1

Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
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	Alysha McCall		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	Alysha McCall		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	Alysha McCall		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	Alysha McCall, 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	Alysha McCall		No Action	

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**6.5 Risk Register**

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

**BRIEF**

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

**ATTACHMENTS**

1. Overdue / Non-Compliant Risks [6.5.1 - 8 pages]

**A. BACKGROUND / DETAILS**

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

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

**B. CONSIDERATIONS**

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

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

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

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

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2018.

**B.4 Policy Implications**

Policy G1.11 – Risk Management.

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
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	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Property	Nil.		
Environment	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

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

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

2. % of risk mitigation / treatment strategies overdue

Currently have 166 risk mitigation/treatment strategies, of which **4 are overdue/non-compliant (which equates to 2.41%)**.

- MC00054 – OVERDUE - Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report)

*Comment – Treatment sign off pending finalisation/collating of report from information provided. Sign off proposed prior to Audit and Risk Management Committee Meeting.*

- MC00111 – NON-COMPLIANT - Fraud and Corruption Control Plan in place

*Comment – Treatment sign off pending adoption of the reviewed Fraud and Corruption Control Plan presented to this meeting.*

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

*Comment – Treatment sign off pending implementation of new induction.*

- MC00012 – OVERDUE – Review Administration Policies.

*Comment – Treatment sign off pending Children on Fire Ground Policy being revoked and incorporated into the Bush Fire Manual. Revocation of policy and adoption of manual is proposed for October 2023.*

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.260**

**Moved: Cr Mencshelyi**

**Seconded: Cr Appleton**

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

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

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Attachment 6.5.1

Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

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 Jason Whiteaker

CREATED 08/04/2019 14:46:49

LIKELIHOOD Almost Certain

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S): Alysha McCall

DUE DATE: 14 Sep 2023

FREQUENCY: 14th day of every month

TREATMENT MC00007

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

**OVERDUE, CHANGE(S) PENDING**

SIGNOFF(S): Janice Byers

DUE DATE: 21 Jul 2023

FREQUENCY: Fri every week

TREATMENT MC00009

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

SIGNOFF(S): Alysha McCall

DUE DATE: 14 Sep 2023

FREQUENCY: 14th day of every month

TREATMENT MC00058

Organisational Compliance Calendar in place and reviewed by Executive Management Group

SIGNOFF(S): Alysha McCall

DUE DATE: 01 Mar 2024

FREQUENCY: The first Day of every 12 months

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S): Alysha McCall

DUE DATE: 30 Nov 2023

FREQUENCY: The last Day of every 24 months

TREATMENT MC00060

Complete Annual Compliance Return (Dept Local Government)

SIGNOFF(S): Alysha McCall

DUE DATE: 29 Feb 2024

FREQUENCY: The last Day of every 12 months

UNCOMPLETED



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<p>RESIDUAL <b>4.8</b> MODERATE</p> <p>INHERENT <b>16.0</b></p> <p>R00020</p>	<p>CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC</p> <p><b>External Theft &amp; Fraud (inc. Cyber Crime)</b> Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;</p> <ul style="list-style-type: none"> <li>• Fraud – benefit or gain by deceit</li> <li>• Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems</li> <li>• Theft – stealing of data, assets or information (no deceit)</li> </ul> <p>OWNER Colin Young CREATED 01/07/2019 14:32:52</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00111 Fraud and Corruption Control Plan in place</p> <p>TREATMENT MC00156 Incorrect bank details for payments - 100% of system changed reported on at end of month and signed off by Senior Finance Officer.</p>	<p><b>NON-COMPLIANT</b></p> <p>SIGNOFF(S): Alysha McCall Jason Whiteaker 28 Jul 2023</p> <p>DUE DATE:</p> <p>FREQUENCY: The last Weekday of every 24 months</p> <p>SIGNOFF(S): Codey Redmond</p> <p>DUE DATE: 31 Aug 2023</p> <p>FREQUENCY: The last Weekday of every month</p>
	<p>GENERAL, REPUTATION - COMMUNITY</p> <p><b>Errors, Omissions &amp; Delays</b> 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;</p> <ul style="list-style-type: none"> <li>• Human errors, incorrect or incomplete processing</li> <li>• Inaccurate recording, maintenance, testing and / or reconciliation of data.</li> <li>• Errors or inadequacies in model methodology, design, calculation or implementation of models.</li> </ul> <p>This may result in incomplete or inaccurate information. Consequences include;</p> <ul style="list-style-type: none"> <li>• Inaccurate data being used for management decision making and reporting.</li> <li>• Delays in service to customers</li> <li>• Inaccurate data provided to customers</li> </ul> <p>This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".</p> <p>OWNER Jason Whiteaker CREATED 02/07/2019 13:56:01</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00002 Audit of monthly compliance calendar</p> <p>TREATMENT MC00007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>TREATMENT MC00009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>TREATMENT MC00083 Manage Inductions - Conduct New Employee Induction Ensure staff are inducted into the organisation</p> <p>TREATMENT MC00084 Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)</p>	<p>SIGNOFF(S): Alysha McCall</p> <p>DUE DATE: 14 Sep 2023</p> <p>FREQUENCY: 14th day of every month</p> <p><b>OVERDUE, CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Janice Byers</p> <p>DUE DATE: 21 Jul 2023</p> <p>FREQUENCY: Fri every week</p> <p>SIGNOFF(S): Alysha McCall</p> <p>DUE DATE: 14 Sep 2023</p> <p>FREQUENCY: 14th day of every month</p> <p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Janice Byers</p> <p>DUE DATE: 01 Oct 2023</p> <p>FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Alysha McCall</p> <p>DUE DATE: 01 Dec 2023</p> <p>FREQUENCY: The first Day of every 12 months</p>

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RESIDUAL  
3.6  
LOW

INHERENT  
12.0

R00035

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

**Misconduct/Fraud**

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

- Relevant authorisations not obtained.
  - Distributing confidential information.
  - Accessing systems and / or applications without correct authority to do so.
  - Misrepresenting data in reports.
  - Theft by an employee
  - Collusion between Internal & External parties
- This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Jason Whiteaker  
CREATED 02/07/2019 14:09:25

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00059

Induction & Training provided to elected members

TREATMENT MC00087

Manage Procurement - Identify need for procurement  
Process minimises opportunity for misconduct

TREATMENT MC00102

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

OVERDUE, CHANGE(S) PENDING

SIGNOFF(S): Janice Byers  
DUE DATE: 21 Jul 2023  
FREQUENCY: Fri every week

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

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

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

RESIDUAL  
3.6  
LOW

INHERENT  
12.0

R00031

GENERAL, REPUTATION - COMMUNITY

**Providing inaccurate advice / information to stakeholders**

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

- Examples include;
- incorrect planning, development or building advice,
  - incorrect health or environmental advice
  - inconsistent messages or responses from Customer Service Staff
  - any advice that is not consistent with legislative requirements, local laws or policies.

OWNER Jason Whiteaker  
CREATED 02/07/2019 13:27:54

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00013

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

TREATMENT MC00051

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

OVERDUE, CHANGE(S) PENDING

SIGNOFF(S): Janice Byers  
DUE DATE: 21 Jul 2023  
FREQUENCY: Fri every week

CHANGE(S) PENDING  
SIGNOFF(S): Jason Whiteaker  
Alysha McCall

DUE DATE:  
FREQUENCY: Once

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

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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 Jason Whiteaker  
CREATED 14/09/2020 14:23:26  
LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00053  
Project management framework in place,  
providing parameters for staff to operate within  
SIGNOFF(S): Jason Whiteaker  
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)  
SIGNOFF(S): **OVERDUE, CHANGE(S) PENDING** Tamika Van Beek  
DUE DATE: 15 Aug 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): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00067  
Construction project progress reports to be  
provided  
SIGNOFF(S): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00068  
Project Superintendent (Donovan Payne) reports  
to be provided monthly  
SIGNOFF(S): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00069  
Financial variations to be signed off by Project  
Manager  
SIGNOFF(S): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00070  
All request for information and clarification to be  
signed off / cited by Council Project Manager  
SIGNOFF(S): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00071  
Project assessment / evaluation to be undertaken  
at completion and reported to audit committee  
SIGNOFF(S): Jason Whiteaker  
DUE DATE:  
FREQUENCY: Once

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TREATMENT MC00074

Project time delays to be signed off in accordance  
with contract

SIGNOFF(S):

Jason Whiteaker

DUE DATE:

FREQUENCY:

Once

UNCONFIRMED

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RESIDUAL  
**2.7**  
LOW

INHERENT  
**9.0**

R00057

GENERAL, COMPLIANCE - POLICY

**Up to date Council Policy**  
Failure to review policies bi-annually.

OWNER Jason Whiteaker

CREATED 04/01/2023 15:39:02

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00115

Review Governance Policies.

SIGNOFF(S):

Jason Whiteaker  
Alysha McCall  
Janice Byers

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00116

Review Community Support Policies.

SIGNOFF(S):

Jason Whiteaker  
Jaime Hawkins  
Louisa Dyer  
Alysha McCall

DUE DATE:

30 Jun 2024

FREQUENCY:

30th day of every 24 months

TREATMENT MC00117

Review Finance / Accounting policies.

SIGNOFF(S):

Colin Young  
Kudzai Matanga  
Codey Redmond  
Kristy Hopkins

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00118

Review Works policies.

SIGNOFF(S):

Paul Devcic  
Helen Singh  
Santo Leotta  
Keith Boase

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00119

Review Health Policies.

SIGNOFF(S):

Gordon Tester  
Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00120

Review Planning Policies

SIGNOFF(S):

Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00121

Review Building Policies.

SIGNOFF(S):

Gordon Tester  
Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00122

Review Administration Policies.

**NON-COMPLIANT**

SIGNOFF(S):

Alysha McCall  
Jason Whiteaker  
Alex Espey  
Chadd Hunt

DUE DATE:

30 Jun 2023

FREQUENCY:

30th day of every 24 months

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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 Jason Whiteaker

CREATED 01/07/2019 15:20:45

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00053

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

SIGNOFF(S): Jason Whiteaker

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)

**OVERDUE, CHANGE(S) PENDING**

SIGNOFF(S): Tamika Van Beek

DUE DATE: 15 Aug 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): Jason Whiteaker

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  
Jason Whiteaker

DUE DATE: 30 Sep 2023

FREQUENCY: The last Day of every 12 months

UNCONFIRMED

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RESIDUAL  
**2.7**  
LOW

INHERENT  
**9.0**

R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

**Ineffective People Management / Employment Practices**

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

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

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

OWNER Jason Whiteaker  
CREATED 06/05/2019 13:23:01

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

**OVERDUE, CHANGE(S) PENDING**

SIGNOFF(S): Janice Byers  
DUE DATE: 21 Jul 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 Oct 2023  
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 2023  
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): Jason Whiteaker  
Chadd Hunt  
Colin Young  
Paul Devcic  
DUE DATE: 01 Oct 2023  
FREQUENCY: The first Day of every 3 months

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**6.6 Risk Register Review - Financial**

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

**BRIEF**

For Council to endorse the review of the "Financial" risk section of the Shire of Northam Risk Register.

**ATTACHMENTS**

1. Risk Register - Financial [**6.6.1** - 10 pages]

**A. BACKGROUND / DETAILS**

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

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

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

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





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

**B. CONSIDERATIONS**

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

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

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Each of the mitigation actions has been incorporated into annual 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](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		



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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 financial risk register categories are further split into operational and strategic.

**Operational Risks**

**1. Inadequate procurement / tender process**

- a. Manage Procurement - Identify need for procurement. Establish and comply with a purchasing policy.
- b. Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.
- c. Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.
- d. Review Procurement Policy

**2. Aquatic Facility - Grant partners milestones not met**

**Recommend archiving this risk category as project completed.**

**3. Future financial requirements for buildings unknown**

- a. Up to date and accurate building asset management plan in place
- b. Long Term Financial Plan aligned to asset management plans
- c. Long Term Financial Plan in Place
- d. Annual Budget adopted and aligned with long term financial plan

**4. Maintenance not planned (building)**

- a. Up to date and accurate building asset management plan in place
- b. Annual Budget adopted and aligned with long term financial plan

**5. Inadequate Project Management**

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- a. Project management framework in place, providing parameters for staff to operate within
- b. Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report)
- c. Internal audit of project and major project (as defined by corporate business plan) management framework compliance.
- d. Manage Major Projects - Project Performance and Control. Provides process for managing projects

**Recommend adding the following mitigation actions**

- e. **Review the project management framework to ensure it remain appropriate/relevant**

**6. Inadequate Supplier / Contract Management**

**Recommend adding the following mitigation actions**

- a. **Have an external legal review of standard contract documents every three years**
- b. **Internal audit of one major contract for compliance every twelve months**

**Strategic Risks**

**7. Covid-19 Pandemic**

- a. Implementation of the Shire of Northam Business Continuity Plan
- b. Council to issue press release to community outlining initial response to Covid-19 pandemic
- c. Council to monitor cashflow – monthly
- d. Council to establish and review quarterly a Covid-19 Strategic Response

**Recommend archiving this risk category as pandemic is over.**

**8. Inadequate Financial, Accounting or Business Acumen**

- a. Long Term Financial Plan in Place
- b. Annual Budget adopted and aligned with long term financial plan
- c. Investment strategy / policy in place
- d. Manage Debtors - Identify Debtor. Process to manage general debtors
- e. Arrange payment plans for Rates - Setup payment arrangement with Rate payer. Process which ensures rate debts are collected / managed effectively
- f. Develop Annual Budgets - Send Email. Ensure budget process is managed effectively
- g. Manage Rates Recovery - Confirm rates outstanding. Manage recovery of rated
- h. Undertake a financial review every 3 years

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**9. External Theft & Fraud (inc. Cyber Crime)**

- a. Fraud and Corruption Control Plan in place
- b. Incorrect bank details for payments - 100% of system changed reported on at end of month and signed off by Senior Finance Officer.

**10. Aquatic Facility - Ineffective Project Management**

**Recommend archiving this risk category as project completed.**

**11. Capital projects can not be prioritised against the strategic community plan**

- a. Project evaluation procedure in place and utilised  
**Recommend that the Committee review this risk category to determine whether it is appropriate to remain in the risk register.**

**This risk category and risk mitigation action were put in place with the view of developing a framework to assess potential projects against. Staff have reviewed this possibility and have found it difficult to find or develop any type of project decision making criteria/framework. This being the case the recommendation is to remove.**

**12. Inadequate Asset Management Practices**

- a. Up to date and accurate transport management plan in place
- b. Up to date and accurate building asset management plan in place
- c. Up to date and accurate parks & reserves asset management plan in place
- d. Long Term Financial Plan aligned to asset management plans

**13. Financial sustainability performance indicators not met**

- a. Up to date and accurate building asset management plan in place
- b. Long Term Financial Plan aligned to asset management plans
- c. Revaluations of Council Building Assets (Fair Value)
- d. Revaluations of Council Transport Infrastructure Assets (Fair Value)
- e.

**14. Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied**

**Recommend archiving this risk category as project completed.**



**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.261

Moved: Cr Appleton  
Seconded: Cr Mencshelyi

That Council

1. Confirms the 'Financial Operational' risk register as presented with the following amendments:
  - a. Archiving risk category Aquatic Facility - Grant partners milestones not met – as project is completed.
  - b. Adding the following mitigation action to Inadequate Project Management:
    - i. Review the project management framework to ensure it remain appropriate/relevant.
  - c. Adding the following mitigation action to Inadequate Supplier / Contract Management:
    - i. Have an external legal review of standard contract documents every three years.
    - ii. Internal audit of one major contract for compliance every twelve months.
2. Confirms the 'Financial Strategic' risk register as presented with the following amendments:
  - a. Archiving risk category Pandemic – as it is no longer considered relevant.
  - b. Archiving risk category Aquatic Facility - Grant partners milestones not met – as project is completed.
  - c. Archiving risk category Capital projects cannot be prioritised against the strategic community plan and its associated mitigation actions.
  - d. Adjusting the Financial performance indicators not met category name to Financial sustainability performance indicators not met.

**CARRIED 3/0**

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- Why can the Capital Projects not be prioritised against the Strategic Community Plan?

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*The Chief Executive Officer advised that there had been some discussion around developing a decision framework for project selection, however this has been found to be very complex and staff are recommending that this not be pursued in the future.*

- Why was the aquatic facility grant partner milestone not met?

*The Chief Executive Officer advised that it was a risk that was identified as part of the project which has been completed and has remained on the risk register. It has now been identified to be removed. There was no noncompliance.*

UNCONFIRMED

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Attachment 6.6.1

Risk Register



Filter: Classification(s): Financial - Operational, Financial - Strategic

RESIDUAL  
**7.5**  
MODERATE

INHERENT  
**25.0**

CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL

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

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

LIKELIHOOD Almost Certain  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

R00011

TREATMENT MC00008

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

CHANGE(S) PENDING  
SIGNOFF(S):

Colin Young  
Kristy Hopkins  
01 May 2025

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): Alysha McCall  
DUE DATE: 14 Sep 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): Alysha McCall  
DUE DATE: 14 Sep 2023

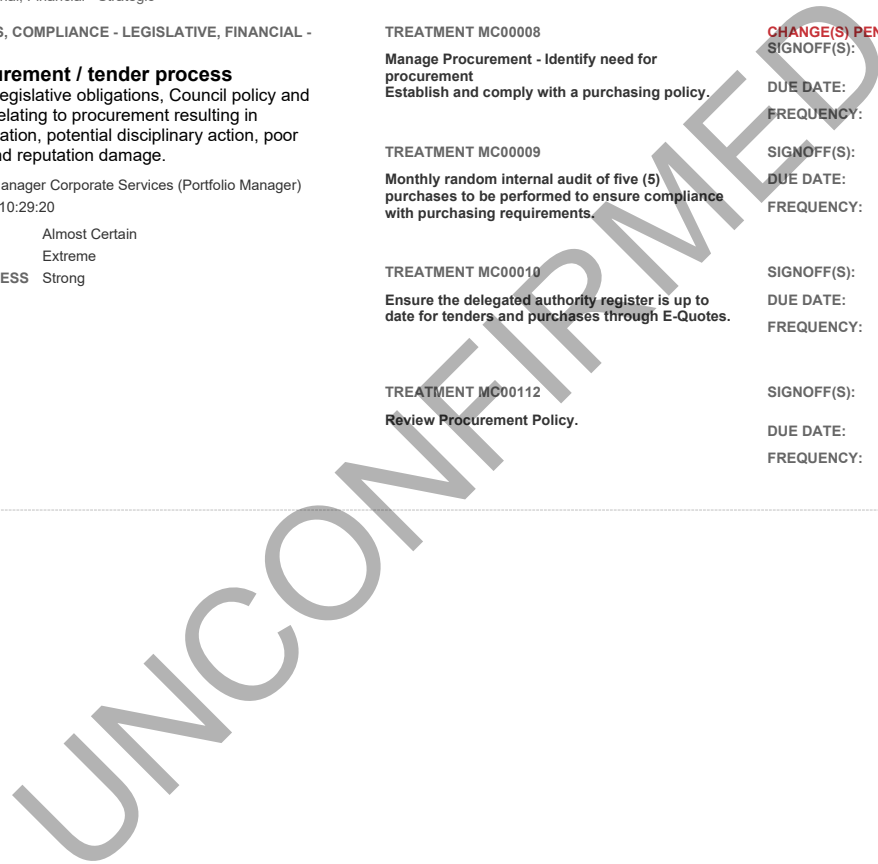
FREQUENCY: 14th day of every month

TREATMENT MC00112

Review Procurement Policy.

SIGNOFF(S): Kristy Hopkins  
Colin Young  
01 Oct 2023

DUE DATE: 01 Oct 2023  
FREQUENCY: 1st day of every 12 months



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RESIDUAL  
**7.5**  
MODERATE

INHERENT  
**25.0**

R00047

GENERAL, COMPLIANCE - LEGISLATIVE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC, HEALTH & SAFETY, HEALTH & SAFETY - OCCUPATIONAL, HEALTH & SAFETY - PUBLIC, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY, SERVICE INTERRUPTION, STRATEGIC - COMMUNITY, STRATEGIC - ORGANISATIONAL

**Covid-19 Pandemic**

Australia & Western Australia are in a declared state of emergency as a result of the Covid-19 pandemic.

OWNER Jason Whiteaker  
CREATED 22/04/2020 16:26:59

LIKELIHOOD Almost Certain  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00098

Implementation of the Shire of Northam Business Continuity Plan

SIGNOFF(S): Jason Whiteaker

DUE DATE:

FREQUENCY: Once

TREATMENT MC00099

Council to issue press release to community outlining initial response to Covid-19 pandemic

SIGNOFF(S): Jason Whiteaker

DUE DATE:

FREQUENCY: Once

TREATMENT MC00100

Council to monitor cashflow - monthly

SIGNOFF(S): Colin Young  
Jason Whiteaker

DUE DATE: 01 Oct 2023

FREQUENCY: The first Day of every month

TREATMENT MC00101

Council to establish and review quarterly a Covid-19 Strategic Response

SIGNOFF(S): Jason Whiteaker

DUE DATE:

FREQUENCY: Once

UNCONFIRMED



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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 01/07/2019 14:34:50

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  
Anastasia Williams  
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): Anastasia Williams  
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

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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 Jason Whiteaker  
CREATED 24/05/2019 14:29:02

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  
DUE DATE: 01 Feb 2025  
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  
DUE DATE: 01 Jun 2025  
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  
DUE DATE: 01 Sep 2025  
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

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 01/07/2019 14:32:52

LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00111

Fraud and Corruption Control Plan in place

**NON-COMPLIANT**  
SIGNOFF(S): Alysha McCall  
Jason Whiteaker  
DUE DATE: 28 Jul 2023  
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): Codey Redmond  
DUE DATE: 31 Aug 2023  
FREQUENCY: The last Weekday of every month

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RESIDUAL  
**4.8**  
MODERATE

INHERENT  
**16.0**

R00043

AMP - BUILDINGS, FINANCIAL - STRATEGIC

**Capital projects can not be prioritised against the strategic community plan**

Council is unable to assess projects and make determinations around priorities, based on any framework or decision criteria.

OWNER Jason Whiteaker  
CREATED 16/07/2019 11:33:15

LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00089

Project evaluation procedure in place and utilised

SIGNOFF(S):

Paul Devcic

DUE DATE:

01 Apr 2024

FREQUENCY:

The first Day of every 24 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00044

AMP - BUILDINGS, FINANCIAL - OPERATIONAL

**Maintenance not planned**

Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration

OWNER Shane Moorhead  
CREATED 16/07/2019 11:36:36

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

DUE DATE:

01 Jun 2025

FREQUENCY:

The first Day of every 24 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

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RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00045

AMP - BUILDINGS, FINANCIAL - STRATEGIC

**Financial performance indicators not met**  
The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability

OWNER Jason Whiteaker  
CREATED 16/07/2019 11:38:59

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00019

Up to date and accurate building asset management plan in place

SIGNOFF(S):

Paul Devcic  
Colin Young

DUE DATE:

01 Jun 2025

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

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 MC00091

Revaluations of Council Transport Infrastructure Assets (Fair Value)

SIGNOFF(S):

Colin Young

DUE DATE:

30 Jun 2028

FREQUENCY:

The last Day of every 60 months

UNCONFIRMED

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<p>RESIDUAL <b>3.6</b> LOW</p> <p>INHERENT <b>12.0</b></p> <p>R00042</p>	<p>AMP - BUILDINGS, FINANCIAL - OPERATIONAL</p> <p><b>Future financial requirements for buildings unknown</b> Council fails to understand and plan for future building maintenance / expansion requirements</p> <p>OWNER Jason Whiteaker CREATED 16/07/2019 11:28:36</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00019</p> <p>Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): Paul Devcic Colin Young</p> <p>DUE DATE: 01 Jun 2025</p> <p>FREQUENCY: The first Day of every 24 months</p>
		<p>TREATMENT MC00021</p> <p>Long Term Financial Plan aligned to asset management plans</p>	<p>SIGNOFF(S): Colin Young</p> <p>DUE DATE: 01 Dec 2023</p> <p>FREQUENCY: The first Day of every 12 months</p>
		<p>TREATMENT MC00034</p> <p>Long Term Financial Plan in Place</p>	<p>SIGNOFF(S): Colin Young</p> <p>DUE DATE: 01 Jul 2024</p> <p>FREQUENCY: The first Day of every 12 months</p>
		<p>TREATMENT MC00035</p> <p>Annual Budget adopted and aligned with long term financial plan</p>	<p>SIGNOFF(S): Colin Young</p> <p>DUE DATE: 31 Jul 2024</p> <p>FREQUENCY: The last Day of every 12 months</p>
<p>RESIDUAL <b>3.6</b> LOW</p> <p>INHERENT <b>12.0</b></p> <p>R00048</p>	<p>MAJOR PROJECTS, FINANCIAL - OPERATIONAL, HEALTH &amp; SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY</p> <p><b>Aquatic Facility - Ineffective Project Management</b> Aquatic Facility Project not managed effectively</p> <p>OWNER Jason Whiteaker CREATED 14/09/2020 14:23:26</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00053</p> <p>Project management framework in place, providing parameters for staff to operate within</p>	<p>SIGNOFF(S): Jason Whiteaker</p> <p>DUE DATE: 31 Jul 2024</p> <p>FREQUENCY: The last Day of every 12 months</p>
		<p>TREATMENT MC00054</p> <p>Prepare Elected Members Monthly Report - Publish Monthly Report Major Project status reporting to Council (through monthly elected member report)</p>	<p><b>OVERDUE, CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Tamika Van Beek</p> <p>DUE DATE: 15 Aug 2023</p> <p>FREQUENCY: 15th day of every month</p>
		<p>TREATMENT MC00064</p> <p>Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project</p>	<p>SIGNOFF(S): Jason Whiteaker</p> <p>DUE DATE:</p> <p>FREQUENCY: Once</p>
		<p>TREATMENT MC00067</p> <p>Construction project progress reports to be provided</p>	<p>SIGNOFF(S): Jason Whiteaker</p> <p>DUE DATE:</p> <p>FREQUENCY: Once</p>

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	TREATMENT MC00068 Project Superintendent (Donovan Payne) reports to be provided monthly	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once	
	TREATMENT MC00069 Financial variations to be signed off by Project Manager	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once	
	TREATMENT MC00070 All request for information and clarification to be signed off / cited by Council Project Manager	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once	
	TREATMENT MC00071 Project assessment / evaluation to be undertaken at completion and reported to audit committee	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once	
	TREATMENT MC00074 Project time delays to be signed off in accordance with contract	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once	
<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00051	MAJOR PROJECTS, FINANCIAL - OPERATIONAL <b>Aquatic Facility - Grant partners milestones not met</b> Aquatic Facility Project funding organisations require regular reporting, failure to do so may result in withdrawal of funds  OWNER Jason Whiteaker CREATED 14/09/2020 14:30:08  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00072 Department of Sport & Recreation milestone reports provided  TREATMENT MC00073 Federal Building Better Regions Fund milestone reporting	SIGNOFF(S): DUE DATE: FREQUENCY:  SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker  Once  Jason Whiteaker  Once

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<p>RESIDUAL <b>3.6</b> LOW</p> <p>INHERENT <b>12.0</b></p> <p>R00052</p>	<p>MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC</p> <p><b>Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied</b></p> <p>239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements</p> <p>OWNER Jason Whiteaker CREATED 14/09/2020 14:31:42</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00094</p> <p>The Buyer shall submit a Development Application within six calendar months of the contract date</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>
<p>RESIDUAL <b>2.7</b> LOW</p> <p>INHERENT <b>9.0</b></p> <p>R00024</p>	<p>CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH &amp; SAFETY - OCCUPATIONAL</p> <p><b>Inadequate Project Management</b></p> <p>Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:</p> <ul style="list-style-type: none"> <li>• Inadequate Change Management Framework to manage and monitor change activities.</li> <li>• Inadequate understanding of the impact of project change on the business.</li> <li>• Failures in the transition of projects into standard operations.</li> </ul> <p>OWNER Jason Whiteaker CREATED 01/07/2019 15:20:45</p> <p>LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00053</p> <p>Project management framework in place, providing parameters for staff to operate within</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Jul 2024 FREQUENCY: The last Day of every 12 months</p>
		<p>TREATMENT MC00054</p> <p>Prepare Elected Members Monthly Report - Publish Monthly Report Major Project status reporting to Council (through monthly elected member report)</p>	<p><b>OVERDUE, CHANGE(S) PENDING</b> SIGNOFF(S): Tamika Van Beek DUE DATE: 15 Aug 2023 FREQUENCY: 15th day of every month</p>
		<p>TREATMENT MC00055</p> <p>Internal audit of project and major project (as defined by corporate business plan) management framework compliance.</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 May 2024 FREQUENCY: The last Day of every 12 months</p>
		<p>TREATMENT MC00057</p> <p>Manage Major Projects - Project Performance and Control Provides process for managing projects</p>	<p><b>CHANGE(S) PENDING</b> SIGNOFF(S): Paul Devcic Jason Whiteaker DUE DATE: 30 Sep 2023 FREQUENCY: The last Day of every 12 months</p>

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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 Kristy Hopkins

CREATED 01/07/2019 15:54:58

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

UNCONFIRMED



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**6.7 Progress Towards the Regulation 17 Review**

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

**BRIEF**

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

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

**ATTACHMENTS**

1. Regulation 17 Action Plan [6.7.1 - 2 pages]

**A. BACKGROUND / DETAILS**

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

- Risk management
- Internal controls, and
- Legislative compliance

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

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

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**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**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

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Nil.

**C. OFFICER'S COMMENT**

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

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

Key to table:

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

RECOMMENDATION / COMMITTEE DECISION
<b>Minute No: AU.262</b>
<b>Moved: Cr Appleton</b> <b>Seconded: Cr Mencshelyi</b>
<b>That Council receive the update as provided in Attachment 6.7.1 in relation to the progress made towards the Regulation 17 Action Plan.</b>
<b>CARRIED 3/0</b>

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- The Business Continuity Plan.

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*The Chief Executive Officer advised that a plan is in place however this requires review.*

- If we had another break out of COVID-19 would it be better to have the plan?

*The Chief Executive Officer advised that the COVID Response Plan would be used.*

UNCONFIRMED

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Attachment 6.7.1

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	Alysha McCall	No progress.	No Action
5	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Establish a program to test the Business Continuity Plan and IT Disaster Recovery Plan annually to ensure efficacy.	Alysha McCall, Colin Young, Kunal Sarma	12/04/2023 Have liaised with external ICT provider JH Computers to organize a testing phase for the IT Disaster recovery and Business Continuity plan.  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 dont have a full-fledged working BCDR plan in place.	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.	Underway
7	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Develop internal audit framework to include audits on identified risks in the Fraud and Corruption Control Plan.	Alysha McCall	01/08/2023 - Risks treatments to be audited bi-monthly on rotation (i.e. 50% audited each month).	Completed
11	1. Risk Management	1.5 Assessing 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	2.2 Control of approval of documents, letters and financial records;	Staff to be provided with training/reminder of need to register certain documents whilst limiting access.	Alysha McCall, Janice Byers	Developing a suite of weekly 'Did you know' alerts to staff in addition with training videos for registering documents.	Underway
13	2. Internal Control	2.3 Limit of direct physical access to assets and records;	Store physical lease and licence records in the Records room to ensure records are appropriately administered.	Alysha McCall	Cabinet moved on 21/04/2023.	Completed

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Attachment 6.7.1

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.	Alysha McCall	01/02/2023 - No progress able to be taken until second quarter of 2023/24. Sourcing quotes to include in 2023/24 budget. 12/04/2023 - Quotes sought and budget request submitted for 2023/24. 1/08/2023 - Included in 2023/24 budget.	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
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 Northam website incorporating the following: a) Providing clear information that complaints are handled at no charge. b) Providing the information in the form of other languages and incorporating a "Listen" option.	Alysha McCall, Colin Young	01/02/2023 - Requested quote for 'Listen' feature 12/04/2023 - Feature implemented.	Completed
20	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Include the effectiveness of the complaint handling system within the internal audit framework.	Alysha McCall, Colin Young	1/08/2023 - Complaint audit implemented commencing July 2023.	Completed

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**6.8 Progress Towards the Financial Management Review**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Kudzai Matanga (Senior 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**

To provide Council with an update towards the Financial Management System Review report.

**ATTACHMENTS**

1. Financial Management Review Action Plan [**6.8.1** - 3 pages]

**A. BACKGROUND / DETAILS**

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

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

**B. CONSIDERATIONS**

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

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

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.



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**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

Key to table:

Completed
No Action
Underway



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**RECOMMENDATION**

**That Council:**

1. Receive the update as provided in Attachment 6.8.1 in relation to the progress made towards the Financial Management Systems Review Action Plan.
2. Incorporate a risk treatment in to the corporate risk register to review user privileges on a quarterly basis.
3. Require findings 15, 18 & 23 be reported back next Audit and Risk Management Committee meeting with a recommendation to close or how to proceed.

**MOTION / COMMITTEE DECISION**

Minute No: AU.263

Moved: Cr Appleton

Seconded: Cr Mencshelyi

**That Council:**

1. Receive the update as provided in Attachment 6.8.1 in relation to the progress made towards the Financial Management Systems Review Action Plan.
2. Incorporate a risk treatment into the corporate risk register to review employee IT security access on a quarterly basis.
3. Require findings 15, 18 & 23 be reported back next Audit and Risk Management Committee meeting completed, with a recommendation to close or an explanation as to why is has not been completed.

**CARRIED 3/0**

Reason for Change to Officer Recommendation:

The Committee deemed it appropriate to escalate these outstanding actions to have them completed.

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- There are no Risk Implications listed in the report, is that a problem?

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*The Chief Executive Officer advised that it is not an issue.*

- The security policy and why is it being hard to separate the different departments, could they be in separate folders?

*The Executive Manager Corporate Services advised that there are existing folder structures with security restrictions in place however the key issue is around not having an IT Strategy Plan. A risk will be entered into the Corporate Risk Register to require a quarterly sign off to review the security access.*

- What is the update regarding item 15, where the front counter cash registers use the same password?

*The Executive Manager Corporate Services advised that this is a challenge given that front counter staff are constantly changing and requiring them to log on before they do their first transaction with the community or their system is not utilized for a period and 'goes to sleep', takes some time and impacts customer service. It is an area which will be reviewed.*

UNCONFIRMED

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Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
1	Bank Reconciliations - Bank reconciliations not being dated by reviewer.	1. The date of bank reconciliation review should be documented.	July 2022	Corporate Services / Finance	Monthly bank reconciliations are sent to Accountant for review and the accountant signs and confirms the bank rec.	Completed
2	Investments - Shire does not have a formally established and documented internal control procedures for investments.	1.An Investment Procedural Guideline should be drafted and adopted by the Shire that should be followed by employees to ensure 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

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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	Difficult to implement with the current ERP. To be resolved once we migrate to Altus  Aug 2023 - Altus discovery workshops to commence in Sept- Oct 2023.	No Action
16	Payroll - Employee termination payment calculations were not evidenced as being reviewed and approved by a senior staff of the Shire.	1.Recommend that calculations of all termination payments are independently reviewed and the review be evidenced on the calculation sheet and it be retained.	July 2022	Corporate Services / Finance	These are currently being reviewed by both Senior Finance officer and Accountant who both sign and date the calculation sheet.	Completed
17	Payroll - We noted that in 3 out of 6 employee fortnightly payments we tested, there was no deduction authority in two instances and also anomalies were found in the amount deducted in one instance.	1.We recommend that supporting documents in respect of all deductions are retained and also care is taken to ensure that deductions are made in accordance with the deduction authority provided by the employees.	N/A	Corporate Services / Finance	Current procedures have all deduction amounts recorded against personal files.	Completed
18	Payroll - Employee pay slips show penalty as normal hours.	1.We recommend that management investigates this matter and take appropriate measures to rectify the issue.	TBA	Corporate Services / Finance	We understand the move to Altus will resolve this as efforts to get this resolved by IT vision with synergy have been fruitless.  Aug 2023 - Altus Financials and Payroll as part of the Altus upgrade will address this. Workshops to commence September-October onwards as part of discovery and requirements gathering phase.	No Action
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

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Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
23	IT Security Policy - The Shire does not have a formal (IT) Security Policy. Furthermore there is no formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff 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.	No Action

UNCONFIRMED

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**6.9 Progress Towards the ICT Strategy Plan**

<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Kunul 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 Council with an update on the progress made towards the ICT Strategy Plan.

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

**ATTACHMENTS**

1. ICT Strategic Plan Action Plan [6.9.1 - 2 pages]

**A. BACKGROUND / DETAILS**

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

**B. CONSIDERATIONS**

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

Performance Area: Prosperity.

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

Objective 10.1: Pursue economic growth, innovation and diversification.



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Priority Action: Nil.

**B.2 Financial / Resource Implications**

To be advised / determined

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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



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Environment	Nil.	Nil.	Nil.
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**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

Key to table:

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

**RECOMMENDATION**

**That Council receive the update as provided in Attachment 6.9.1 in relation to the progress made towards the ICT Strategic Plan.**

**MOTION / COMMITTEE DECISION**

Minute No: AU.264

Moved: Cr Mencshelyi

Seconded: Cr Appleton

That Council:

1. Receive the update as provided in Attachment 6.9.1 in relation to the progress made towards the ICT Strategic Plan.
2. Require finding 7 be reported back next Audit and Risk Management Committee meeting completed, with a recommendation to close or an explanation as to why it has not been completed.

**CARRIED 3/0**



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Reason for Change to Officers Recommendation:

The Committee deemed it appropriate to escalate this outstanding action to have it completed.

**For:** Cr C R Antonio, Cr H J Appleton and Cr A J Mencshelyi

**Against:** Nil.

Clarification was sought in relation to:

- Will the privacy and information be do internally?

*The Executive Manager Corporate Services advised that it would be done inhouse. Staff are currently reviewing the ICT Strategy Plan and this will be included.*

- What is the timeframe on the project management procedure?

*The Executive Manager Corporate Services advised that it is currently underway and expected to be completed in 3 to 6 months.*

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Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
1	Governance	ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021 / 2026	Corporate Services / ICT	Draft strategic and operations plans developed. SLAs to be determined.  February 2022 Update: In early discussions with external provider regarding SLAs.  August 2022 Update: No progress.  December 2022 Update: No progress.  April 2023 - to review and work on it.	Underway
2	Emerging Trends and Technologies	ICT policies and procedures need to be 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 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.		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.	Underway

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Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
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
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	Ongoing development and training will always be occurring. May 2022 Update: No progress. August 2022. No progress. Februarys 2022 Update: No progress. 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 July 2023 - Existing Cybersecurity in place is currently functioning well. Next phase is enabling Office365 MFA (multifactor authentication).	Underway
7	Project Management	The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / ICT	Project Management ICT Procedure to be developed. February 2022 Update: No progress. August 2022 Update: No progress. December 2022 Update: No progress. April 2023 - to review and develop a frame work May 2023 - yet to review and develop July 2023 - Project Management document currently available reviewing that document.	No Action

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**7 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8 DATE OF NEXT MEETING**

Upcoming meetings:

- 23 November 2023 at 5:00pm

**9 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 5:48 pm.

"I certify that the Minutes of the Audit & Risk Management Committee Meeting held on 22 August 2023 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

## 13 OFFICER REPORTS

### 13.1 CEO'S OFFICE

Cr C R Antonio declared an "Impartiality" interest in item 13.1.1 – Lease of Reserve 41081 to Grass Valley Progress Association, as Cr Antonio is a member of the Grass Valley Progress Association.

Cr M I Girak declared an "Impartiality" interest in item 13.1.1 – Lease of Reserve 41081 to Grass Valley Progress Association, as members of the Grass Valley Progress Association are known to Cr Girak.

#### 13.1.1 Lease of Reserve 41081 to Grass Valley Progress Association

<b>File Reference:</b>	A1811
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Chadd Hunt (Temporary Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider the disposal by lease of Reserve 41081 to the Grass Valley Progress Association.

#### ATTACHMENTS

1. Map of Leased Area - Reserve 41081 [**13.1.1.1** - 1 page]
2. CONFIDENTIAL REDACTED - Request to purchase Lot 21 [**13.1.1.2** - 1 page]

#### A. BACKGROUND / DETAILS

Since the 1970's the Grass Valley Progress Association (the Progress Association) has been managing Reserve 41081, as pictured in Attachment 13.1.1.1.

The owner of the Grass Valley Tavern contacted the Shire requesting to hold a muster event on the Reserve and paint a mural on an external "Goods Shed" wall within the Reserve. The request was referred to the Progress Association to gain an understanding of the history and use of the Reserve as upon reviewing Council's records it was apparent that the Progress

Association may be utilising it, to which they were. At this time, it was noted that there was no formal arrangement in place for the lease of the Reserve.

Due to the Progress Associations long term management of the Reserve, Officers propose to dispose of the property by lease to the Progress Association who have been managing the use of the Reserve on behalf of Council under no formal agreement.

Council officers contacted Department of Planning, Lands and Heritage regarding the current Management Order and the purpose of the Reserve. It was identified that the current Order does not allow for leasing or licensing and the purpose is listed as "Museum" due to a memorial on the site and the Reserve being historically used to display farming equipment that was used at the turn of the century.

Council officers are proposing a request to the Minister for Lands under section 18 of the *Land Administration Act 1997* to request:

1. To change to the Management Order to allow Council to lease the Reserve to the Progress Association and;
2. To change the purpose of the Reserve to "Museum/Tourism" to allow for events (such as a muster) which will bring the purpose in line with Local Planning Scheme 6.

## **B. CONSIDERATIONS**

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

Performance Area: People.

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

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

Priority Action: Nil.

#### Grass Valley Community Plan 2019-2029

Changing the purpose of the Reserve links generally to the Grass Valley Community Plan 2019-2029 as it will allow for different types of events on the Reserve which ties into bringing tourism to the community and family friendly events.

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

The annual cost to the Progress Association would be consistent with the building insurance on the Reserve, as per Council Policy. As of 2023/24 this would be \$413.72 in addition to the Progress Association paying for the costs to prepare the lease agreement, this is estimated to be \$700.

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

Local Government Act 1995

Section 3.58 of the *Local Government Act 1995* (the Act) prescribes the requirements for disposing of property including land.

Local Government (Functions and General)

Regulation 30 of the *Local Government (Functions and General)*

*Regulations 1996* details dispositions of property which are excluded from the Act. This disposal is considered exempt as it is being disposed of to a body where the objects are of a benevolent/recreational nature, and the members of the association will not receive any profit.

Land Administration Act 1997

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

As the current Management Order does not include the power to lease, Council is required to request this power from the Minister for Lands.

**B.4 Policy Implications**

Council Policy A 8.5 Management of Council Property Leases details the parameters for leases between community groups and Council. The details of the Policy are outlined below.

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</li> <li>b. Lessees or Licensees will be responsible for minor maintenance obligations.</li> <li>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</li> <li>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> <li>e. The Lessee or Licensee will not incur any costs for</li> </ul>

	<p>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.

### B.5 Stakeholder Engagement / Consultation

Council officers have liaised with representatives of the Progress Association about this matter who, through formal endorsement at their last meeting, has acknowledged that the Progress Association has been



managing the Reserve since the 1970's and have agreed to enter a formal lease which will encompass the Reserve and the "Goods Shed".

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety			
Reputation	No formal agreement between Shire & Progress Association results in disputes about responsibilities between parties.  If Council were to lease the Reserve to another party when the Progress Association have been managing the Reserve.	Possible (3) x Minor (2) = Moderate (6)	Formalise the agreement in writing between parties.
Service Interruption	The Progress Association decide they no longer want to manage the Reserve result in the management of the Reserve falling to Council Officers.	Possible (3) x Minor (2) = Moderate (6)	Formalise the agreement in writing between parties.
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Reviewing and amending the purpose of the Reserve and implementing a formal lease will allow the Progress Association to have more freedom to determine which events can be run on the Reserve, such as the muster that was requested by the Grass Valley Tavern, and work with the Shire to bring these events into fruition.

#### **RECOMMENDATION**

**That Council:**

- 1. Request the Minister for Planning, Lands and Heritage to grant the power to lease for the Management Order of Reserve 41081;**
- 2. Request the Minister for Planning, Lands and Heritage to amend the purpose of Reserve 41081 to “Museum/Tourism” (or similar);**
- 3. Subject to the completion of item 1 and 2 and in accordance with Policy A 8.5 Property Management (Leases and Licences), Lease Reserve 41081, Grass Valley to the Grass Valley Progress Association for a period of five (5) years, subject to:**
  - a. Section 18 approval under the *Land Administration Act 1997* being provided by the Minister for Planning, Lands and Heritage.**



## 13.2 ENGINEERING SERVICES

Nil.

## 13.3 DEVELOPMENT SERVICES

### 13.3.1 Proposed Scheme Amendment 17 - Avon Logistics Hub

<b>File Reference:</b>	3.1.10.17
<b>Reporting Officer:</b>	Jacky Jurmann (Acting Executive Manager Development Services)
<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

Council at a Special Meeting held on 6 July 2023 resolved (Minute C.4790) to amend and adopt proposed Scheme Amendment No. 17 for the purposes of advertising.

Advertising of the amendment has now been completed in accordance with the Regulations and no submissions were received at the time of writing this Report.

The scheme amendment is presented to Council for final approval prior to requesting Ministerial approval.

#### ATTACHMENTS

1. Scheme Amendment Document v 2 [**13.3.1.1** - 12 pages]
2. SA17 Schedule of Submissions (1) [**13.3.1.2** - 1 page]

#### A. BACKGROUND / DETAILS

Council at its Ordinary Meeting held on 15/12/2021 (Minute C.4369). resolved to initiate amendment number 17 to the Northam Local Planning Scheme No. 6 to rezone portions of 239 Yilgarn Ave, Malabaine (known as the Avon Logistics Hub) from 'conservation' to 'light and service industry'.

The proposed amendment was forwarded to the EPA in accordance with Council's resolution and section 81 of the Planning and Development Act 2005 who advised that there were concerns regarding the potential environmental impacts resulting from the rezoning. Ensuing discussions with the Applicant and the EPA resulted in an agreed approach forward, which resulted in the amendments recently adopted by Council and advertised to the community.

## **B. CONSIDERATIONS**

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

Performance Area: Prosperity.

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

Objective 10.1: Pursue economic growth, innovation and diversification.

Priority Action 10.1.1: Provide a promotional campaign with short videos to effectively communicate key messages in the Investment Prospectus to attract business and investment opportunities that will help to diversify and strengthen the economy. Key focus areas include the regional freight and logistics hub, intensive agriculture, downstream processing of primary produce, hotel accommodation, farm stay accommodation, ecotourism, renewable energy, and innovation and the digital economy.

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

Scheme amendment costs are borne by the Applicant.

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

The scheme amendment assessment process outlined in the Planning and Development (Local Planning Schemes) Regulations 2015, including advertising of the amendment for a minimum period of 42 days.

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

There are no policy implications for the Shire in relation to the recommendations of this Report.

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

Consultation with relevant stakeholders and the community has occurred in accordance with Reg. 47(3) and Reg. 76A the Planning and Development (Local Planning Schemes) Regulations 2015 as a standard amendment for a minimum period of 42 days.

During the advertising period the amendment was made available for viewing on the Shire's website and at the Shire office. Nearby landowners and stakeholders were directly notified by letter.

At the time of writing this Report, 4 responses from agencies had been received with no public submissions.

### 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	Removal of significant remnant and native vegetation.	Unlikely (2) x Minor (2) = Low (4),	Proposed amendment will mitigate environmental impacts.

### B.7 Natural Environment Considerations

The EPA have advised that the amended scheme amendment proposal will consider their mitigation hierarchy to assist with their rezoning assessment and will address rehabilitation and on-ground management of the vegetation.

### C. OFFICER'S COMMENT

There were no issues raised in the submissions that require reconsideration or modification of the proposed amendment and therefore it is the Officer's recommendation that the proposal be endorsed without modification.

If Council resolves to endorse the scheme amendment for approval, it will be forwarded to the WAPC for final approval.

### RECOMMENDATION

**That Council SUPPORTS Amendment 18 to Shire of Northam Local Planning Scheme No. 6 without modification, pursuant to Regulation 50(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, included in Attachment 1, for submission to the Western Australian Planning Commission.**

**PLANNING AND DEVELOPMENT ACT 2005**  
**RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME**  
**SHIRE OF NORTHAM**  
**LOCAL PLANNING SCHEME No. 6**

RESOLVED THAT Council in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning portions of Lot 881 (#239) Yilgarn Avenue, Malabaine from “Environmental Conservation” to “Light and Service Industry”;
2. Amend the Scheme Map, accordingly; and
3. Insert new scheme provision clause 4.38 and Table 4, as follows:

**4.38 ADDITIONAL SITE AND DEVELOPMENT REQUIREMENTS**

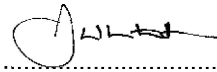
4.38.1 Table 4 sets out requirements relating to development that are additional to those set out in the R-Codes, activity centre plans, local development plans or State or local planning policies.

**Table 4 - Additional requirements that apply to land in Scheme area**

No.	Description of Land	Requirement
1	Lot 881 (#239) Yilgarn Avenue, Malabaine	<p>In the Light and Service Industry zone within Lot 881 Yilgarn Avenue, in order to conserve environmental values and amenity, a vegetated corridor along the shared boundary with the Northam Race Club (Lot 50 (#175) Yilgarn Avenue) shall be established extending the full length of the western boundary. The corridor location shall be to the satisfaction of the local authority.</p> <p>On-ground management relating to the protection of existing native vegetation and revegetation of degraded areas within the vegetated corridor is to be outlined in a Conservation Management Plan prepared to the satisfaction of the local authority. The Conservation Management Plan is to also address mitigation measures to be implemented by the developer to offset any impacts to potential black cockatoo habitat within Lot 881.</p> <p>The removal of any existing native trees and revegetated areas shall be authorised by local government and must be associated with subdivision approval works, vehicle access, bushfire mitigation measures, or to manage trees that are dead, diseased or dangerous.</p>

4.38.2 To the extent that a requirement referred to in clause 4.38.1 is inconsistent with a requirement in the R-Codes, an activity centre plan, a local development plan or a State or local planning policy, the requirement referred to in clause 4.38.1 prevails.

Dated this.....<sup>11th</sup>..... day of .....<sup>July</sup>..... 2023



.....  
**CHIEF EXECUTIVE OFFICER**



File No:.....  
Part of Agenda:.....

**MINISTER FOR PLANNING; LANDS; HOUSING; HOMELESSNESS**

**PROPOSAL TO AMEND A SCHEME**

1. *LOCAL AUTHORITY:* Shire of Northam
  
  2. *DESCRIPTION OF LOCAL PLANNING SCHEME:* Local Planning Scheme No. 6.
  
  3. *TYPE OF SCHEME:* District Zoning Scheme
  
  4. *SERIAL No. OF AMENDMENT:* Amendment No. 17
  
  5. *PROPOSAL:* Rezoning portions of Lot 881 (#239) Yilgarn Avenue, Malabaine from "Environmental Conservation" to "Light and Service Industry"
-




# SCHEME AMENDMENT REPORT

## **SCHEME AMENDMENT MAPS**







**LEGEND**

**LOCAL SCHEME RESERVES**

-  Major road
-  Regional road
-  Parks and Recreation: Recreation

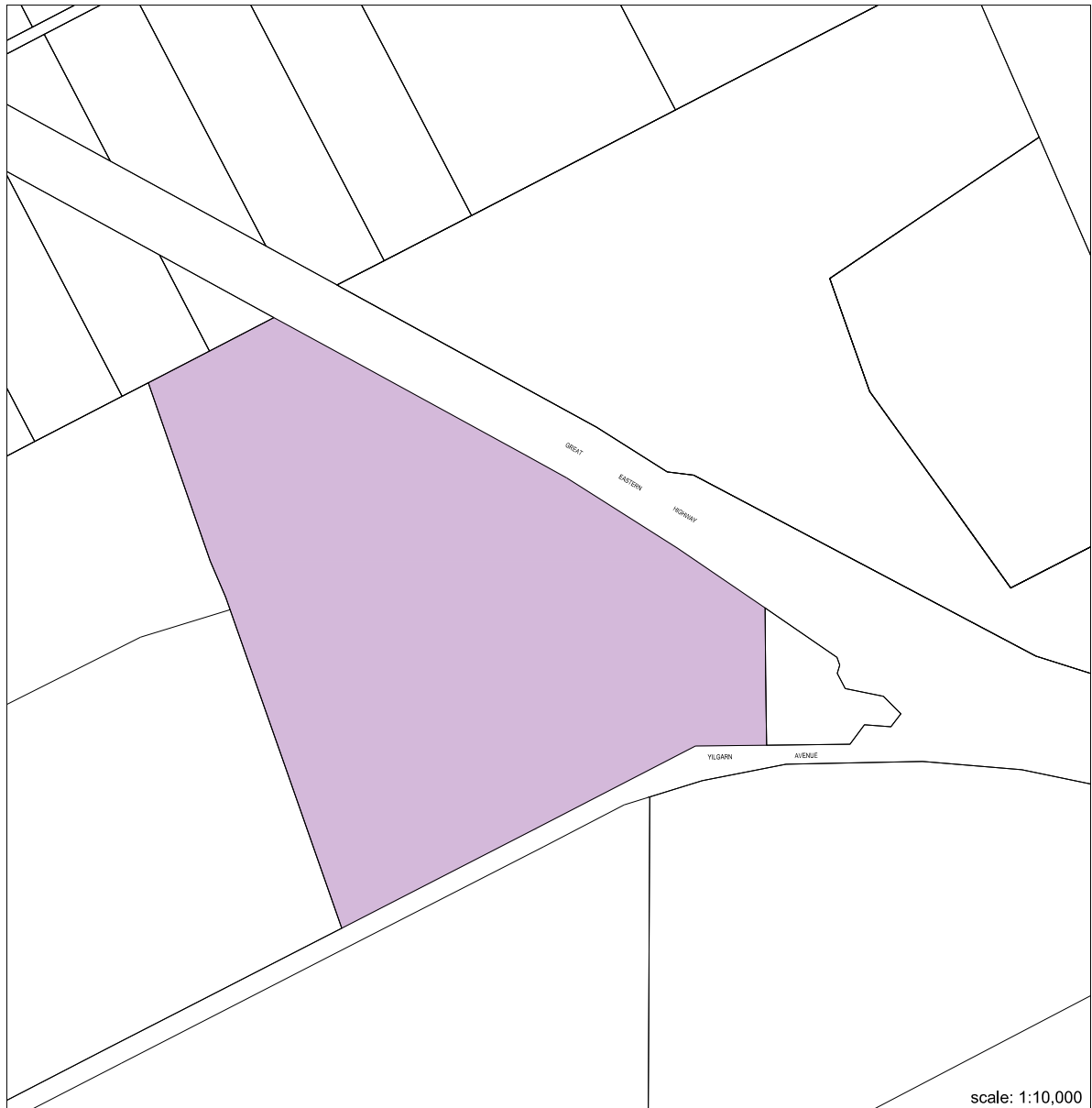
**EXISTING ZONING**

**LOCAL SCHEME ZONES**

-  Environmental Conservation
-  Light and Service Industry
-  Rural
-  Special Use

**SHIRE OF NORTHAM  
LOCAL PLANNING SCHEME NO. 6  
AMENDMENT NO.**






**PROPOSED ZONING**

**LEGEND**

**LOCAL SCHEME ZONES**

 Light and Service Industry

**SHIRE OF NORTHAM  
LOCAL PLANNING SCHEME NO. 6  
AMENDMENT NO.**



# SCHEME AMENDMENT DOCUMENTS

**PLANNING AND DEVELOPMENT ACT 2005**  
**SHIRE OF NORTHAM**  
**LOCAL PLANNING SCHEME No. 6**  
**AMENDMENT No. 17**

The Council of the Shire of Northam under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005*, hereby amends the above Local Planning Scheme by:

1. Rezoning portions of Lot 881 (#239) Yilgarn Avenue, Malabaine from “Environmental Conservation” to “Light and Service Industry”;
2. Amend the Scheme Map, accordingly; and
3. Insert new scheme provision clause 4.38 and Table 4, as follows:

**4.38 ADDITIONAL SITE AND DEVELOPMENT REQUIREMENTS**

4.38.1 Table 4 sets out requirements relating to development that are additional to those set out in the R-Codes, activity centre plans, local development plans or State or local planning policies.

**Table 4 - Additional requirements that apply to land in Scheme area**

No.	Description of Land	Requirement
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4.38.2 To the extent that a requirement referred to in clause 4.38.1 is inconsistent with a requirement in the R-Codes, an activity centre plan, a local development plan or a State or local planning policy, the requirement referred to in clause 4.38.1 prevails.



**ADOPTION**

Adopted by resolution of the Council of the Shire of Northam at the Meeting of the Council held on the ..... day of ..... 20.....

.....  
**SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

**FINAL APPROVAL**

ADOPTED for Final Approval by resolution of the Shire of Northam at the Meeting of the Council held on the ..... day of ..... 20..... and the Common Seal of the Shire of Northam was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....  
**SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

Recommended/Submitted for Final Approval

.....  
**DELEGATED UNDER S.16 OF  
THE PD ACT 2005**

Date .....

Final Approval granted

.....  
**MINISTER FOR PLANNING**

Date .....

---

Shire of Northam Local Planning Scheme No.6  
Scheme Amendment No. 17  
Schedule of Submissions

No.	Name	Summary of Submission	Applicants Response	Officers Comment
1	Telstra	Please be advised that Telstra has <b>no objections</b> to the proposed standard local planning scheme amendment No. 17. However, since there are assets in the area of concern, please engage a <b>Telstra accredited Asset Plant Locator</b> to perform a cable location to confirm the actual location of the plant.	N/a	Proponent to be advised of Telstra requirements.
2	Water Corporation	The proposed amendment does not appear to affect Water Corporation assets. If our assets are affected, the developer may be required to fund new works, or the upgrading of existing works and protection of all works associated with the Water Corporation. If a service is required, please contact as per above.  This proposal will require approval by our Building Services section prior to the commencement of works. Infrastructure Contributions and fees may be required to be paid prior to approval being issued.	N/a	Proponent to be advised of Water Corporation comments.
3	Western Power	Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without a formal application and the investigation by Western Power that follows.	N/a	Noted.
4	Department of Mines, Industry Regulation & Safety	The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials. DMIRS lodges no objections to the above Local Planning Scheme Amendment.	N/a	Noted.
5	Department of Water & Environmental Regulation	The Department of Water and Environmental Regulation has assessed the above referral and has no objections.	N/a	Noted.
6	Department of Health	DoH provides the following comments: 1. Drinking water provided on site to meet health-related requirements. Any non-drinking water to be managed. 2. On-site wastewater disposal to comply with Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974. Further information required – site specific Site and Soil Evaluation and detailed plans showing land application areas and setbacks. 3. Site not identified as contaminated. Proponent is required to obtain a Basic Summary of Records.	N/a	Proponent to be advised of DoH requirements.

Cr C R Antonio declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the applicant is well known to Cr Antonio as a building contractor and a prior employee now working for Akron is known to Cr Antonio.

Cr D A Hughes declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as Jacobus was previously employed by the Shire and therefore is known to Cr Hughes.

Cr R W Tinetti declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the applicant from Akron Pty Ltd is known to Cr Tinetti as a previous Shire employee.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.3.2 – Proposed Ancillary Dwelling – 383 Northam-York Road, Muluckine, as the consultant (Akron) owner is known to Cr Mencshelyi.

### 13.3.2 Proposed Ancillary Dwelling - 383 Northam-York Road, Muluckine

<b>Address:</b>	383 Northam-York Road, Muluckine
<b>Owner:</b>	Steven John Owczarski
<b>Applicant:</b>	Akron Pty Ltd
<b>File Reference:</b>	P23068
<b>Reporting Officer:</b>	Jacob Smith (Planning and Building Technician)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting Executive Manager Development Services)
<b>Officer Declaration of Interest:</b>	Owner is known to Officers as a building contractor.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

A development application has been received to construct a new single dwelling on the subject property and change the use of the existing dwelling to an ancillary dwelling.

To facilitate this application a variation to LPP13 is proposed because of the floor area of the existing dwelling exceeding maximum floor area permitted under the policy.

Due to the extent of the variation, the application is being referred to Council for determination.

#### ATTACHMENTS

1. 383 Northam- York Road - Plans Combined [**13.3.2.1** - 4 pages]
2. 383 Northam- York Road - Application Report [**13.3.2.2** - 48 pages]
3. 383 Northam York Road Statutory Assessment [**13.3.2.3** - 4 pages]

## A. BACKGROUND / DETAILS

### Background

The property in question is Lot 6 (No. 383) Northam-York Road, Muluckine, has an area of 3.54 hectares and is zoned Rural Smallholdings under LPS6. The property features an existing dwelling and three associated outbuildings.

The area, while not identified on DWER mapping to be within a flood area, has been known to flood in the past. The proposed building is also located within a bushfire prone area.

### Details

The proposed dwelling will be located centrally within the lot and have a floor area of 238.31m<sup>2</sup>. The existing services and driveway will be utilised for access, with the exception of the on-site sewerage disposal arrangements where a new system will be installed.

The existing dwelling is an older style fibro clad building, which is located towards the rear of the lot and has an internal floor area of 141m<sup>2</sup> with a wraparound traditional style verandah.

## B. CONSIDERATIONS

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

Performance Area: Place.

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

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

Priority Action: Nil.

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

The relevant application has been paid by the Applicant.

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

The application has been assessed in accordance with the provisions of the *Planning & Development (Local Planning Schemes) Regulations 2015* as shown in the Statutory Assessment.

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

If the application is approved as proposed, it will introduce the precedent of allowing variations upwards of 40% to Local Planning Policy 13 – Ancillary Dwellings & Workers Accommodation (LPP13). Said precedent may allow for a general increase in the sizes of ancillary accommodation buildings.

### B.5 Stakeholder Engagement / Consultation

The application was referred internally to the Shire's Environmental Health Officers for comment on the suitability of having two septic systems on site, with no concerns being raised. Although, noting that Department of Health approval will be required for the two systems.

A site inspection was also conducted with the applicant and owner of the project to discuss the potential options as listed in the Officer's Comments.

Noting that the application did not require external consultation or engagement under the provisions of LPS6.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	n/a	n/a	n/a
Health & Safety	n/a	n/a	n/a
Reputation	n/a	n/a	n/a
Service Interruption	n/a	n/a	n/a
Compliance	Non-compliance with conditions	Unlikely (2) x Insignificant (1) = Low (2)	Ongoing monitoring of conditions
Property	n/a	n/a	n/a
Environment	New system is located greater than 30m from the river.	Unlikely (2) x Insignificant (1) = Low (2)	Ensure appropriate system and distances are approved.

### B.7 Natural Environment Considerations

The property in question, while not identified on available flood mapping is historically known to flood and as a result comments were requested from DWER, who have recommended a minimum habitable floor level of 500mm above any known flood level. The owner has advised that to his

knowledge of events that the risk to the new dwelling in the proposed location would be minimal.

### C. OFFICER'S COMMENT

The main item of concern for consideration in determining this application is the proposed 40% variation to LPP13 resulting the approval of the conversion of the existing dwelling to ancillary accommodation.

Clause 2.2 in LPP13 restricts the maximum floor area of ancillary dwellings to 100m<sup>2</sup>, which does not include verandahs, patios, pergolas, alfresco areas or carports / garages.

The floor area of the existing dwelling is 141m<sup>2</sup>, which excludes the verandah. An internal floor plan has been provided by the Applicant and is attached to this Report.

The Applicant considers the variation to LPP13 is acceptable for the following reasons:

- The proposal will preserve the amenity of the surrounding properties and the streetscape;
- The proposed Change of Use from Single House to Ancillary Dwelling and new Single House are considered to comply with the Shire's Local Planning Scheme No. 6 and the intent and objectives of the Shire's Local Planning Policy No. 13 – Ancillary Dwellings & Workers Accommodation.

Officers concerns relate to:

- Extent of variation – 100m<sup>2</sup> to 141m<sup>2</sup>. Is a variation of 40% consistent with the objectives of the policy?
- Ancillary dwelling or grouped dwelling? Grouped dwellings (2 or more single dwellings on a single lot) are not permitted in the zone.
- Rigour of application of local planning policies – during appeals the State Administration Tribunal the consistency of application of policies is a consideration in the determination of the appeal.
- Precedent if the application is approved as proposed.

As the dwelling is existing, there are 3 options available to determine this application:

1. Approve the proposal as is, allowing for the variation to the policy and potentially setting precedent.
2. Refuse the application outright as the proposal is more akin to a grouped dwelling development, which is a listed X use within the Rural Smallholding Zone due to the floor area of the existing dwelling being too large to be considered an ancillary dwelling.

3. Conditionally approve the proposal requiring the floor area of the dwelling to be reduced, which may simply consist of removing the games room extension.

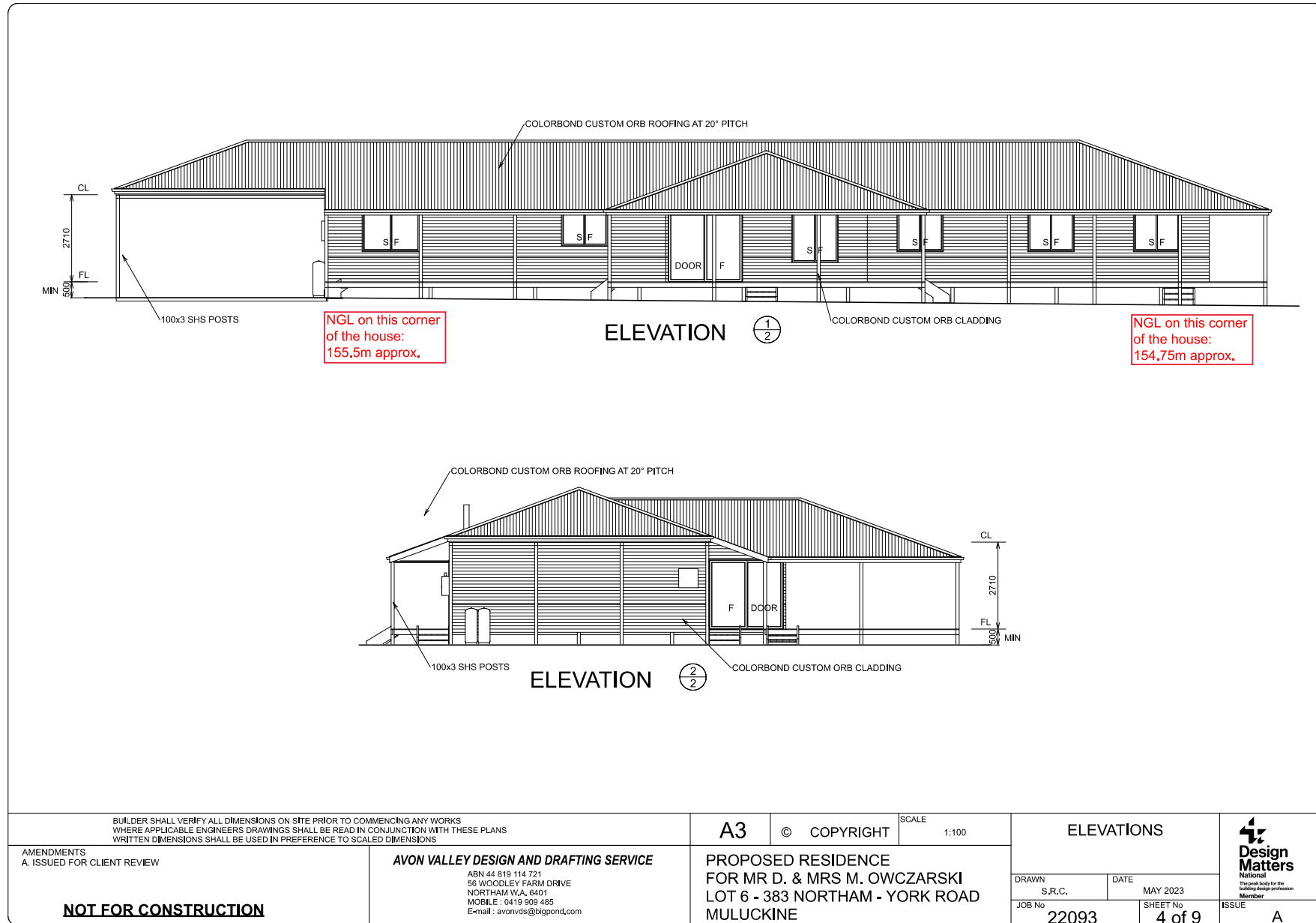
#### **RECOMMENDATION**

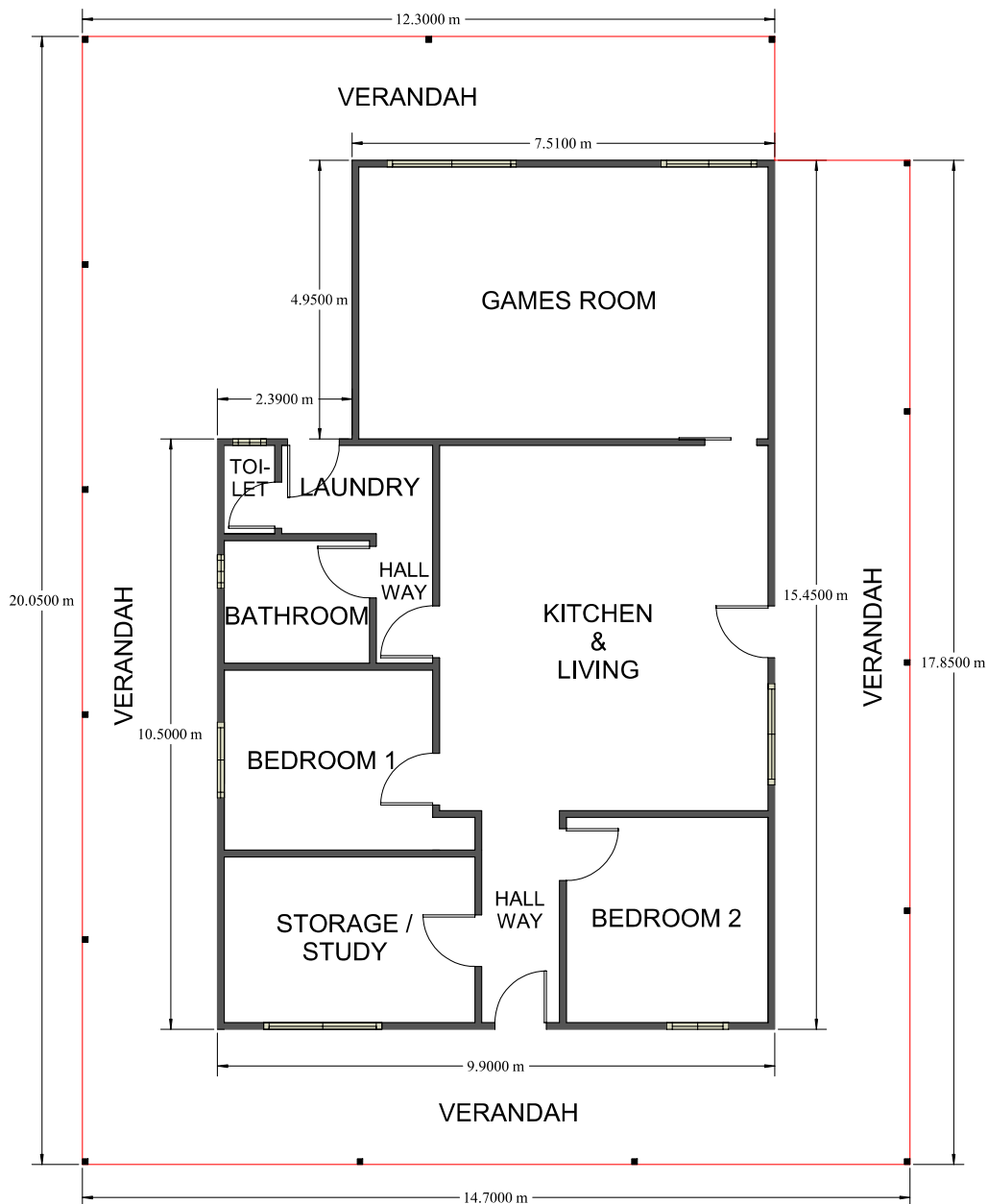
**That Council APPROVE the development application (ref: P23068) to construct a single dwelling and change the use of the existing dwelling to an ancillary dwelling at Lot 6 (No. 383) Northam-York Road, Muluckine, and indicated on the approved plans, subject to the following conditions:**

- 1) The development hereby approved must substantially commence within two (2) years from the date of determination.
- 2) The development shall be carried out in accordance with the details of the application as approved and including the following modifications:
  - a) The floor area of the ancillary dwelling shall be reduced to approximately 110m<sup>2</sup>.
- 3) Works may only commence following written approval of these plans from the local government.
- 4) Within 12 months from the occupation of the single dwelling, the floor area of the ancillary dwelling shall be reduced as per the approved plans.
- 5) The recommendations contained in the Bushfire Management Plan prepared by Bushfire Prone Planning dated 3 July 2023 and approved by the local government shall be implemented for the duration of the development.
- 6) The stormwater shall be managed on-site in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.









EXISTING SINGLE HOUSE  
FLOOR PLAN  
383 NORTHAM-YORK ROAD, MULUCKINE





## LOT 6 (#383) NORTHAM-YORK ROAD, MULUCKINE

### **APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED CHANGE OF USE FROM 'SINGLE HOUSE' TO 'ANCILLARY DWELLING' AND NEW 'SINGLE HOUSE'**

Prepared by:

Akron Pty Ltd  
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Prepared for:

Steven John Owczarski, and Dylan & Monica Owczarski

JULY 2023

PROPOSED CHANGE OF USE TO ANCILLARY DWELLING & NEW SINGLE HOUSE – LOT 6 (383) NORTHAM-YORK ROAD, MULUCKINE

## CONTENTS

- 1.0 EXECUTIVE SUMMARY
- 2.0 THE PROPOSAL
- 3.0 DESCRIPTION OF THE SITE
- 4.0 STATUTORY PLANNING FRAMEWORK
  - 4.1 Zoning, Land Use Permissibility & LPS6 Development Standards
    - 4.1.1 Local Planning Scheme No. 6
    - 4.1.2 Local Planning Policy No. 13 – Ancillary Dwellings & Workers Accommodation
  - 4.2 Other Planning Considerations
    - 4.2.1 Fire Risk
    - 4.2.2 Servicing
- 5.0 CONCLUSION

### Annexures

- Annexure 1: Certificate of Title
- Annexure 2: Plans
- Annexure 3: Bushfire Attack Level Assessment Report

### Figures

- Figure 1 – Location Plan

PROPOSED CHANGE OF USE TO ANCILLARY DWELLING & NEW SINGLE HOUSE – LOT 6 (383) NORTHAM-YORK ROAD, MULUCKINE

## 1.0 EXECUTIVE SUMMARY

The application proposes a Change of Use for the existing Single House to an Ancillary Dwelling, and the construction of a new Single House at Lot 6 (383) Northam-York Road in Muluckine.

The property is zoned 'Rural Smallholding' under Shire of Northam Local Planning Scheme No. 6 (LPS6) and is 3.5410 ha in area.

The existing dwelling subject to the Change of Use on the property is 141m<sup>2</sup> in area, and consists of a 2-bedroom, one bathroom residence and wraparound verandah to give it a total floor area of 237.5m<sup>2</sup>.

The application proposes a variation to the maximum floor area for the 'Ancillary Dwelling' (development standard 2.2 in LPP13) as the existing building exceeds 100m<sup>2</sup>.

The proposed dwelling complies with setback requirements of the Rural Smallholding zone.

PROPOSED CHANGE OF USE TO ANCILLARY DWELLING & NEW SINGLE HOUSE – LOT 6 (383) NORTHAM-YORK ROAD, MULUCKINE

## 2.0 THE PROPOSAL

The application proposes the construction of a new 238.31m<sup>2</sup> dwelling on the property. The dwelling features a 164.48m<sup>2</sup> verandah on 3 sides, and a 52.65m<sup>2</sup> carport as shown on the plans submitted with the application. Refer to **Annexure 2 - Plans**.

The owner wishes to retain the existing 141m<sup>2</sup> dwelling on the property, which is subject to a Change of Use to Ancillary Dwelling.

With respect to traffic access, it is worth noting that it is not proposed to create a new, separate entrance and exit from the property. Ingress and egress from the property will continue to be facilitated from the existing access point on Northam-York Road. This road is under maintenance, care and the control of Main Roads WA.



PROPOSED CHANGE OF USE TO ANCILLARY DWELLING & NEW SINGLE HOUSE – LOT 6 (383) NORTHAM-YORK ROAD, MULUCKINE

### 3.0 DESCRIPTION OF THE SITE

The subject land is legally described as follows (refer **Annexure 1**):

Land Description	Registered Proprietor	Volume	Folio	Size
Lot 6 on Plan 1087	Steven John Owczarski	1595	167	3.5410 ha

The subject lot is generally rectangular in shape. The Mortlock River traverses the site to the east as is more clearly shown in **Figure 1 – Location Plan** below.

The lot is largely cleared with a pocket of vegetation located in the south-western corner and vegetation along the Mortlock River foreshore on the eastern side. The existing buildings are located towards the centre of the northern boundary and include the existing dwelling the subject of the Change of Use to Ancillary Dwelling, and other incidental outbuildings.

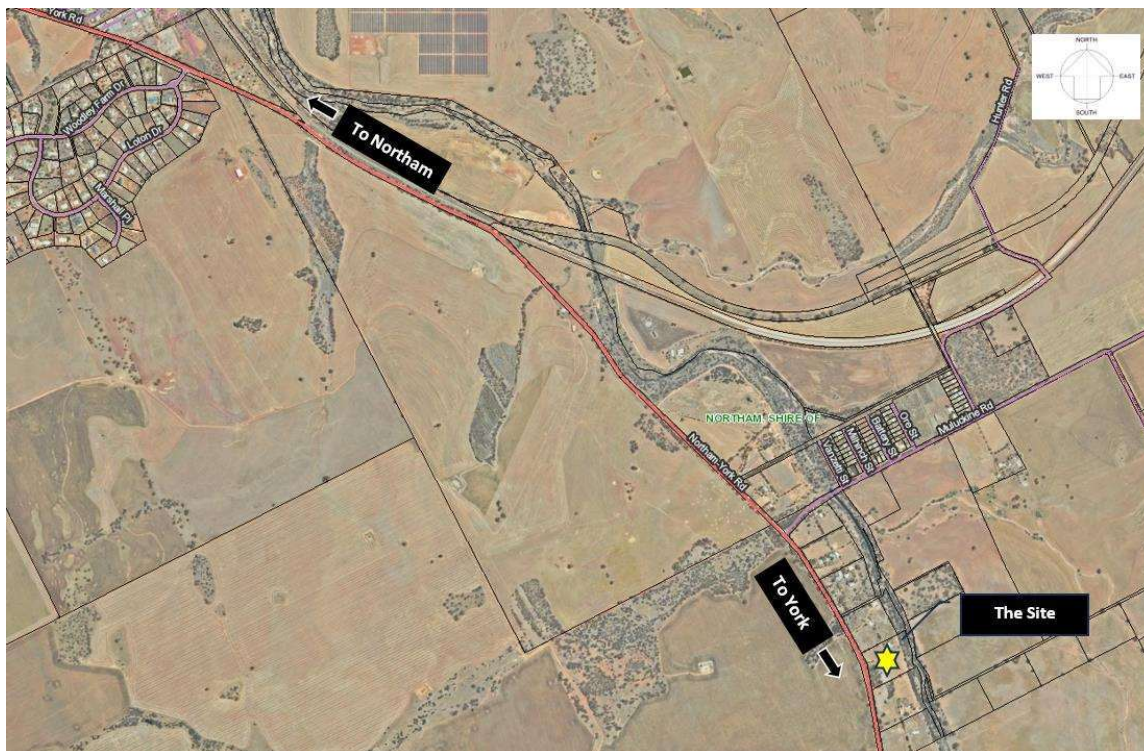


Figure 1 – Location Plan (Aerial Photography sourced from PlanWA)

## 4.0 STATUTORY PLANNING FRAMEWORK

### 4.1 Zoning, Land Use Permissibility & LPS6 Development Standards

#### 4.1.1 Local Planning Scheme No. 6 (LPS6)

The land is zoned 'Rural Smallholding' under LPS6.

The proposed development and proposed uses meet the definitions of the 'Single House' and 'Ancillary Accommodation' land uses under LPS6 which are defined as:

Single House

*"A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property."*

Ancillary Dwelling

*"Self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house."*

The proposal for the Single House complies with the relevant development standards in Part 4 (General Development Requirements) of LPS6.

#### 4.1.2 Local Planning Scheme No. 13 – Ancillary Dwellings & Workers Accommodation

Except for the development standard in subclause 2.2 of LPP13 (maximum floor area not to exceed 100m<sup>2</sup>), the proposed Change of Use of the existing dwelling complies with the general- and ancillary dwelling provisions of the policy.

At 141m<sup>2</sup> in area, the ancillary dwelling is larger than the 100m<sup>2</sup> permitted under LPP13.

We consider it to be both sustainable and more economically viable for the landowner to use the existing 'Single House' for the purposes of 'Ancillary Dwelling' rather than to demolish and build an entirely new, smaller building so that the building complies with the maximum floor area provision of subclause 2.2 in LPP13.

### 4.2 Other Planning Considerations

#### 4.2.1 Fire Risk

The property is considered Bushfire Prone under the Department of Fire & Emergency Services (DFES) state-wide mapping. Subsequently, a BAL Assessment is required to be submitted for the construction of the new Single House on the property, in order to enforce construction standards in line with AS3959 (as amended).

An accredited bushfire practitioner from Bushfire Prone Planning undertook an assessment of the site on 27 June 2023, and on 3 July 2023 issued a Bushfire Attack Level (BAL) Report and associated BAL Certificate, depicting the new Single House as being BAL-19. Refer **Annexure 3 – Bushfire Attack Level Report**.

#### 4.2.2 Servicing

The existing dwelling has an approved onsite effluent disposal system.

An application for an onsite effluent disposal system for the new 'Single House' will be submitted with an application for a Building Permit at the appropriate time.

The lot is sufficiently large to accommodate two onsite effluent disposal systems.

The property is connected to the Water Corporation's reticulated water scheme in Northam.

PROPOSED CHANGE OF USE TO ANCILLARY DWELLING & NEW SINGLE HOUSE – LOT 6 (383) NORTHAM-YORK ROAD, MULUCKINE

## 5.0 CONCLUSION

The application proposes a new 'Single House' at the subject site. The application also proposes to retain the existing 'Single House' at the subject site and change its use to 'Ancillary Dwelling'.

The application proposes a variation to the maximum floor area for the 'Ancillary Dwelling' (development standard 2.2 in LPP13) as the existing building exceeds 100m<sup>2</sup>.

The applicant considers the variation to LPP13 is acceptable for the following reasons:

- The proposal will preserve the amenity of the surrounding properties and the streetscape;
- The proposed Change of Use from Single House to Ancillary Dwelling and new Single House are considered to comply with the Shire's Local Planning Scheme No. 6 and the intent and objectives of the Shire's Local Planning Policy No. 13 – Ancillary Dwellings & Workers Accommodation.

Based on the information and justification provided in this application, we respectfully request that the Shire grants conditional development approval for the proposed Change of Use from Single House to Ancillary Dwelling and the new Single House at Lot 6 (383) Northam-York Road, Muluckine.

## **ANNEXURES**

**ANNEXURE 1**  
**CERTIFICATE OF TITLE**

WESTERN



AUSTRALIA

REGISTER NUMBER <b>6/P1087</b>	
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>26/11/2018</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1595** FOLIO **167**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 6 ON PLAN 1087

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

STEVEN JOHN OW CZARSKI OF 383 NORTHAM-YORK ROAD MULUCKINE WA 6401  
(T O027727 ) REGISTERED 12/11/2018

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1595-167 (6/P1087)  
PREVIOUS TITLE: 348-98  
PROPERTY STREET ADDRESS: 383 NORTHAM-YORK RD, MULUCKINE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM

**ANNEXURE 2**  
**PLANS**

**PROPOSED RESIDENCE  
FOR MR D. & MRS M. OWCZARSKI  
LOT 6 - 383 NORTHAM - YORK ROAD  
MULUCKINE**



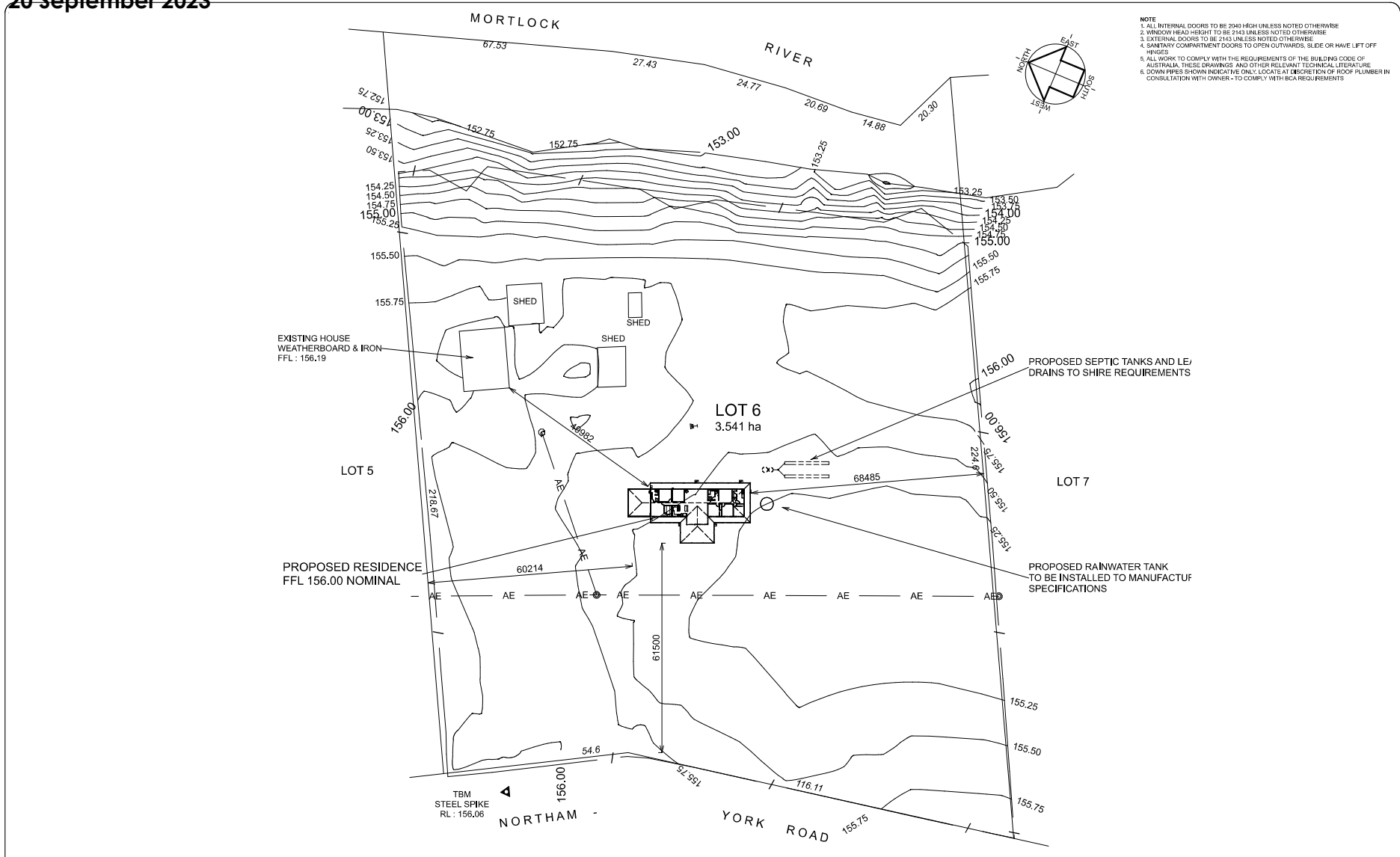
***AVON VALLEY DESIGN & DRAFTING SERVICE*** ©

**56 WOODLEY FARM DRIVE**

**NORTHAM W.A. 6401**

Mobile 0419 909 485





**NOTE**  
 1. ALL INTERNAL DOORS TO BE 2040 HIGH UNLESS NOTED OTHERWISE  
 2. WINDOW HEAD HEIGHT TO BE 2143 UNLESS NOTED OTHERWISE  
 3. EXTERNAL DOORS TO BE 2143 UNLESS NOTED OTHERWISE  
 4. SANITARY COMPARTMENT DOORS TO OPEN OUTWARDS, SLIDE OR HAVE LIFT OFF HINGES  
 5. ALL WORK TO COMPLY WITH THE REQUIREMENTS OF THE BUILDING CODE OF AUSTRALIA, THESE DRAWINGS AND OTHER RELEVANT TECHNICAL LITERATURE  
 6. DOWN LINES SHOWN INDICATIVE ONLY, LOCATE AT DISCRETION OF ROOF PLUMBER IN CONSULTATION WITH OWNER - TO COMPLY WITH BCA REQUIREMENTS

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
 WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
 WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

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**SITE PLAN**



AMENDMENTS  
 A. ISSUED FOR CLIENT REVIEW  
  
**NOT FOR CONSTRUCTION**

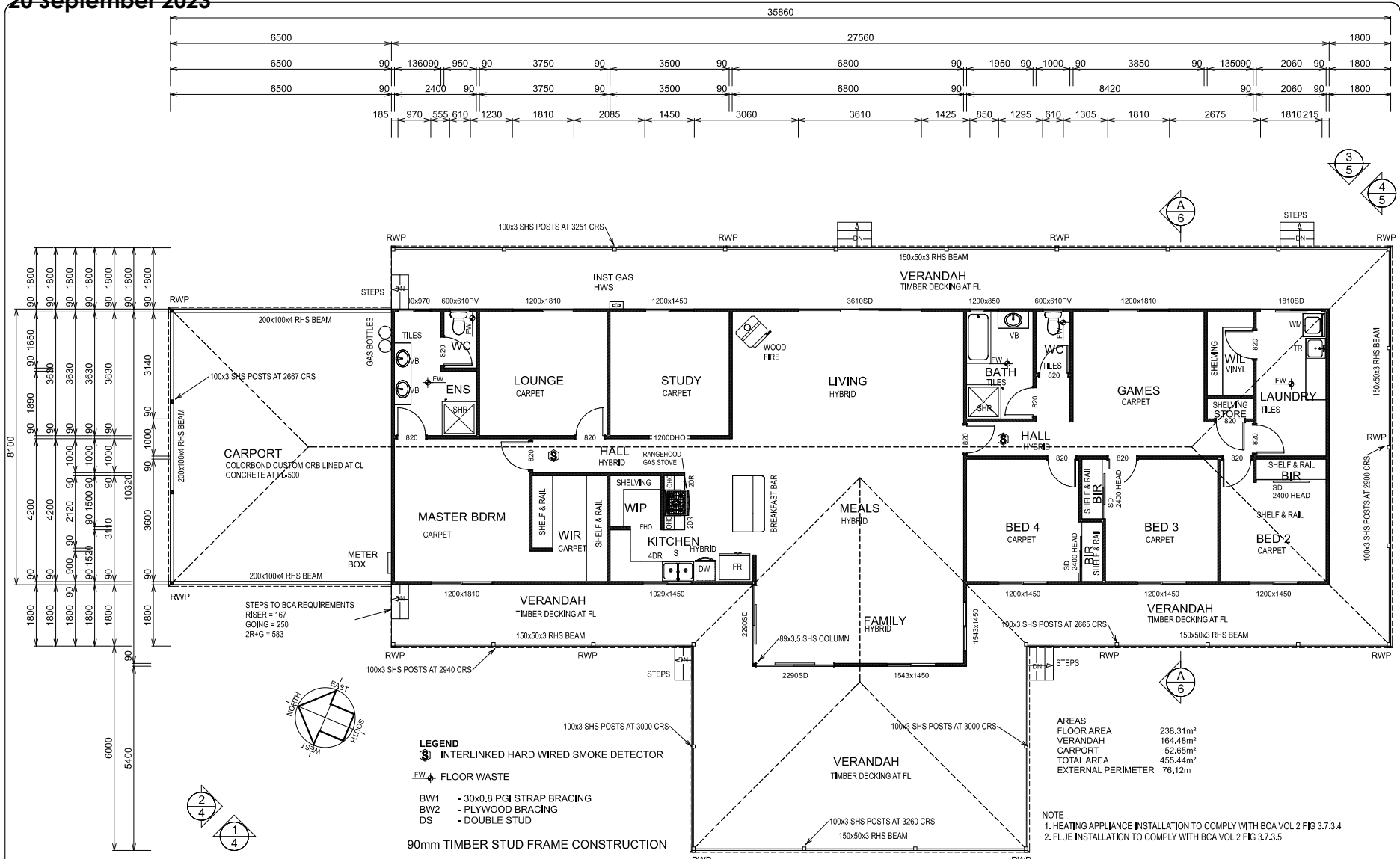
**AVON VALLEY DESIGN AND DRAFTING SERVICE**  
 ABN 44 819 114 721  
 56 WOODLEY FARM DRIVE  
 NORTHAM W.A. 6401  
 MOBILE : 0419 909 485  
 E-mail : avonvds@bigpond.com

**PROPOSED RESIDENCE  
 FOR MR D. & MRS M. OWCZARSKI  
 LOT 6 - 383 NORTHAM - YORK ROAD  
 MULUCKINE**

DRAWN S.R.C.	DATE MAY 2023
JOB No 22093	SHEET No 1 of 9

ISSUE  
**A**

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BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
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WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

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FLOOR PLAN



AMENDMENTS  
A. ISSUED FOR CLIENT REVIEW

**NOT FOR CONSTRUCTION**

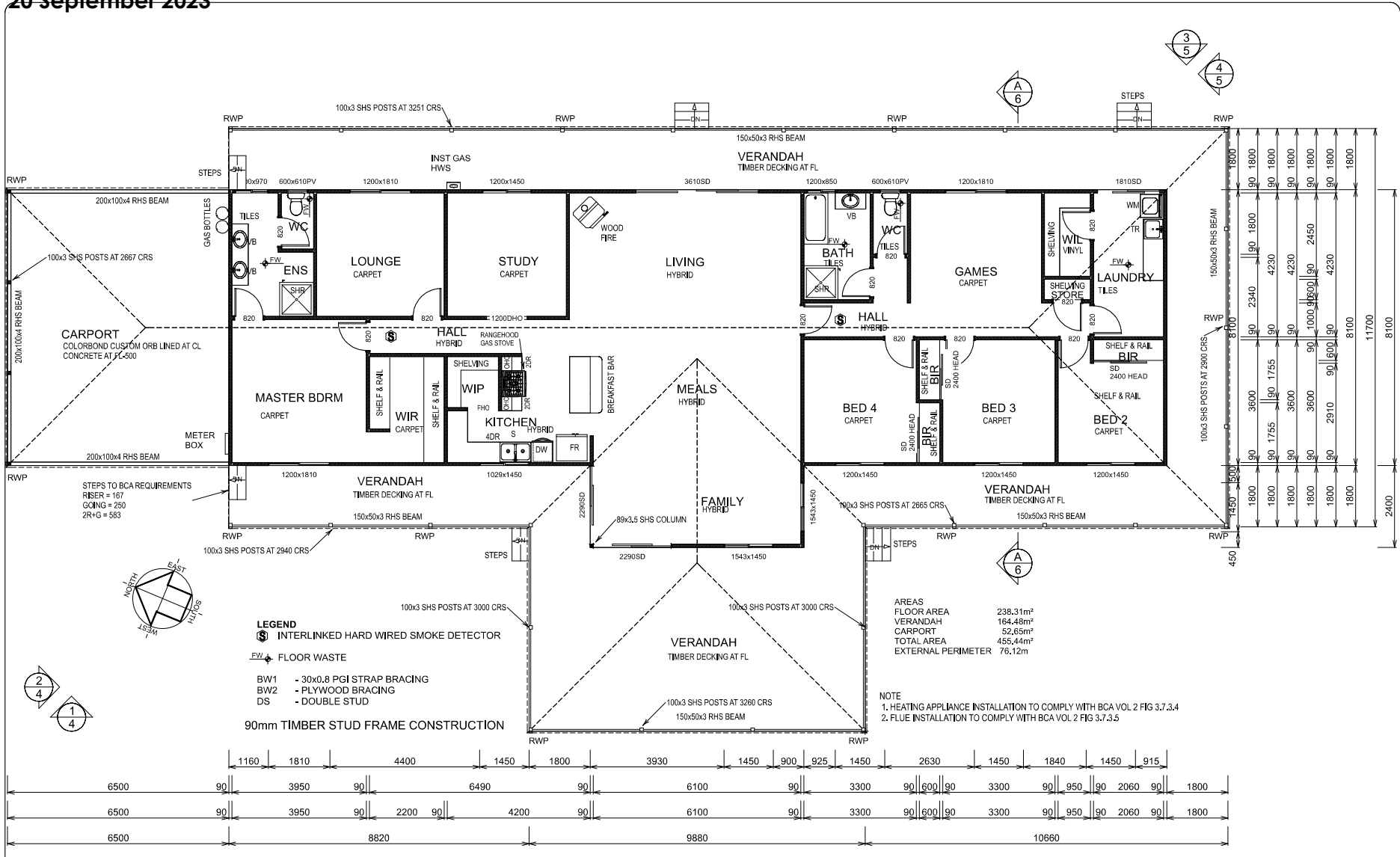
**AVON VALLEY DESIGN AND DRAFTING SERVICE**  
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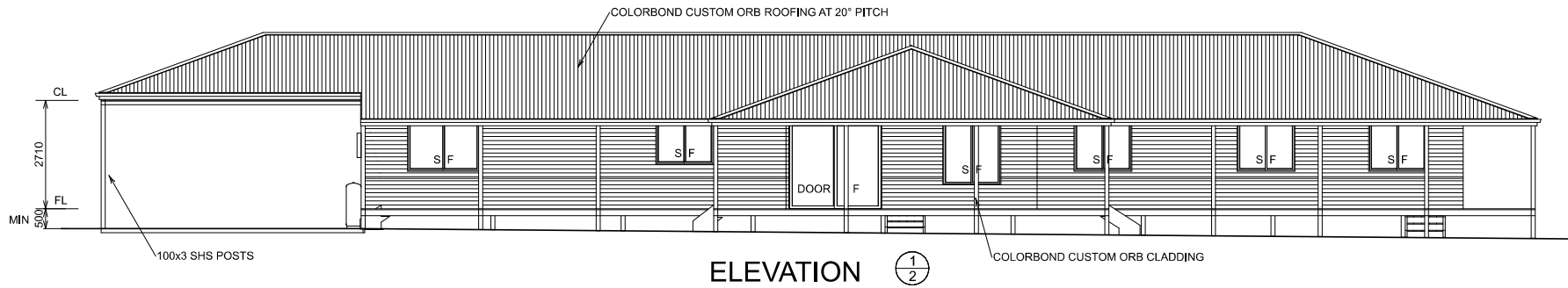
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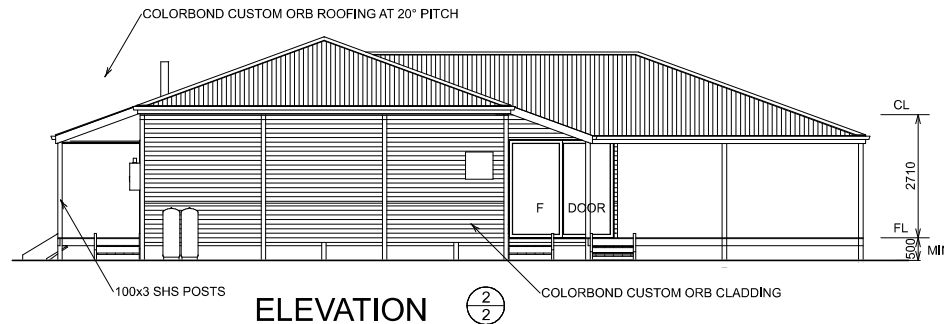


BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b>	© COPYRIGHT	SCALE 1:100	<b>FLOOR PLAN</b>	<p>The peak body for the building design profession Member</p>	
AMENDMENTS A. ISSUED FOR CLIENT REVIEW	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com	<b>PROPOSED RESIDENCE FOR MR D. &amp; MRS M. OWCZARSKI LOT 6 - 383 NORTHAM - YORK ROAD MULUCKINE</b>			DRAWN S.R.C.		DATE MAY 2023
<b>NOT FOR CONSTRUCTION</b>					JOB No <b>22093</b>		SHEET No <b>3 of 9</b>



ELEVATION

1  
2



ELEVATION

2  
2

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E-mail : avonvds@bigpond.com

PROPOSED RESIDENCE  
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LOT 6 - 383 NORTHAM - YORK ROAD  
MULUCKINE

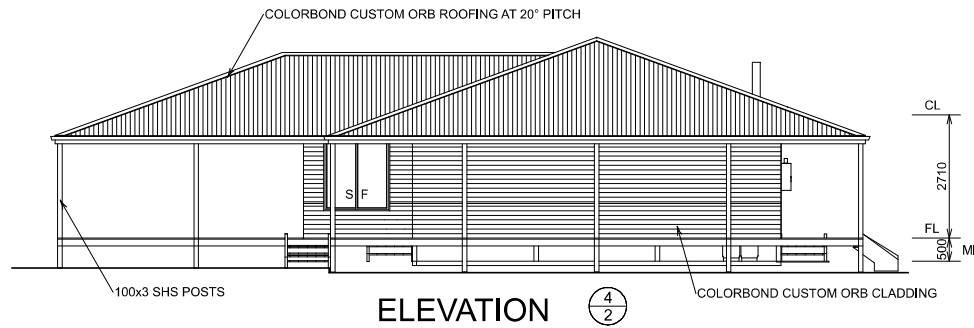
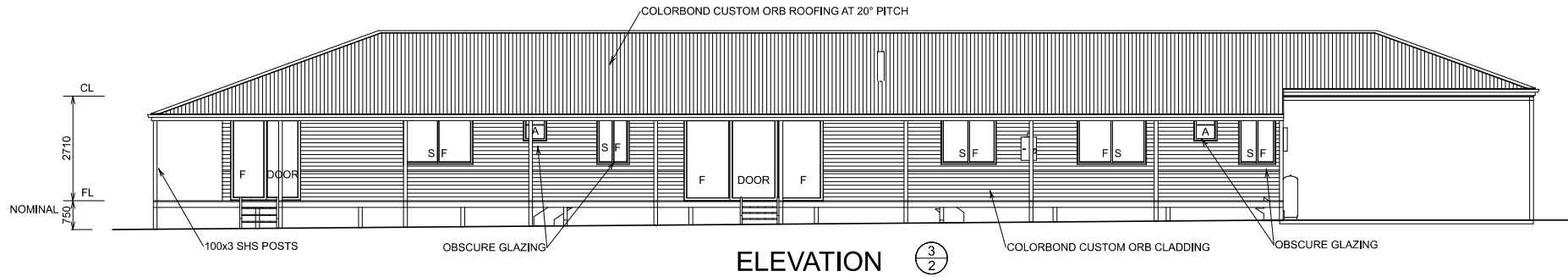
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JOB No 22093 SHEET No 4 of 9

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<p>AMENDMENTS A. ISSUED FOR CLIENT REVIEW</p> <p><b>NOT FOR CONSTRUCTION</b></p>	<p><b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com</p>	<p>PROPOSED RESIDENCE FOR MR D. &amp; MRS M. OWCZARSKI LOT 6 - 383 NORTHAM - YORK ROAD MULUCKINE</p>			<p>DRAWN S.R.C.</p>	
				<p>JOB No <b>22093</b></p>	<p>SHEET No <b>5 of 9</b></p>	<p>ISSUE <b>A</b></p>

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**DESIGN DATA**

1. ROOF LIVE LOAD IS 0.25 kPa TO AS/NZS 1170.1
2. WIND LOADS ARE TO AS/NZS 1170.2 FOR THE WIND REGION A1 AND TERRAIN CATEGORY 2
3. WIND CLASSIFICATION = N2
4. IMPORTANCE LEVEL = 2
5. EARTHQUAKE LOADS ARE TO AS 1170.4 HAZARD FACTOR 'Z' = 0.14
6. FOOTINGS ARE DESIGNED TO FOUND ON TYPE M SOIL AS DEFINED IN AS2870

**EARTHWORK NOTES**

1. TOPSOIL TO BE REMOVED
2. GRUB OUT ANY ROOTS AND REMOVE ANY DELETERIOUS MATERIAL
3. CLEAN SAND FILL TO BE IMPORTED AND COMPACTED IN 300 MAX LAYERS
4. ALL SOIL UNDER FOOTINGS AND SLABS SHALL BE WELL COMPACTED
5. SOIL SHALL BE COMPACTED TO ACHIEVE 95% OF THE MODIFIED MAXIMUM SOIL DRY DENSITY
6. PERTH PENETROMETER READINGS TAKEN IN COMPACTED SAND SHALL BE 7 BLOWS PER 300 OR BETTER
7. WHERE APPLICABLE EMBANKMENT SLOPE TO BE AT ANGLE OF REPOSE OF SOIL TYPE - REFER TO BCA VOL 2 TABLE 3.1.1.1
8. ALL WATER TO BE DIVERTED AWAY FROM HOUSE AND SEPTIC SYSTEM FROM COMMENCEMENT OF CONSTRUCTION
9. ALL SITES EXCEPT 'A' & 'S' CLASS REQUIRE A BASE INSPECTION

**CONCRETE NOTES**

1. ALL CONCRETE WORK SHALL BE TO AS 3600
2. CONCRETE SHALL BE GRADE N20-20-80
3. WATERPROOF MEMBRANE SHALL BE MEDIUM IMPACT RESISTANT POLYETHYLENE FILM 0.2mm THICK UNDER SLAB AND UP SIDES TO GROUND LEVEL. 200mm OVERLAP AT JOINTS, ALL PENETRATIONS SHALL BE TAPED OR SEALED WITH A CLOSE FITTING SLEEVE. ANY DAMAGE SHALL BE REPAIRED WITH AN ADEQUATE PATCH AND TAPE
4. ALL WELDED WIRE MESH SHALL BE GRADE 500L TO AS/NZS 4671
5. ALL REINFORCING BAR SHALL BE GRADE 500N TO AS/NZS 4671
6. ALL CONCRETE SHALL BE CURED BY KEEPING THE EXPOSED CONCRETE SURFACES CONTINUOUSLY WET FOR A PERIOD OF 7 DAYS MINIMUM AFTER POURING
7. ALL FERROUS ITEMS EXCEPT REINFORCING EMBEDDED IN CONCRETE OR BELOW GROUND SHALL BE HOT DIP GALVANISED AND PAINTED WITH BITUMINOUS PAINT TO MANUFACTURERS SPECIFICATIONS.

**TIMBER NOTES**

1. ALL TIMBER SHALL BE MGP10 PINE UNLESS OTHERWISE SPECIFIED
2. ALL STRUCTURAL TIMBER TO BE H2 TREATED MINIMUM
3. OTHER TIMBER SPECIES AND /OR GRADES MAY BE SUBSTITUTED AND MUST BE SIZED/TREATED APPROPRIATELY
4. PINE TO BE TREATED BY LOSP OR CCA TO AS3660 AS APPROPRIATE TO LOCATION WITHIN BUILDING
5. ALL TIMBER WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH AS1684.2:2010 AND AS1720.1:2010 AS APPLICABLE
6. ALL NAILS, CLOUTS AND CONNECTION BOLTS USED SHALL BE HOT DIP GALVANISED.

**STEELWORK NOTES**

1. ALL STEELWORK SHALL BE TO AS4100
2. ALL SHS & RHS MEMBERS SHALL BE GRADE 450 TO AS/NZS 1163
3. ALL ROLLED SECTIONS SHALL BE GRADE 300 TO AS/NZS 3679.1
4. ALL WELDING SHALL BE TO AS/NZS 1554.1
5. ALL WELDS SHALL BE 6mm CONTINUOUS FILLET WELDS UNLESS NOTED OTHERWISE
6. ALL STEELWORK AND BOLTS SHALL BE CORROSION TREATED AS PER SPECIFICATION

**CORROSION PROTECTION**

1. ALL STRUCTURAL STEEL CONNECTORS SHALL BE PROTECTED AGAINST CORROSION BY GALVANISING TO AS/NZS4791, AS/NZS 4534, AS 1397 & AS 1214
2. MINIMUM PROTECTION LEVEL SHALL BE Z275
3. MINIMUM STRAP THICKNESS SHALL 0.8mm
4. MINIMUM STRAP CROSS SECTION AREA SHALL BE 21mm<sup>2</sup>
5. STEEL GRADE SHALL BE G300 OR GREATER

**GLAZING NOTES**

1. ALL GLAZING TO COMPLY WITH BCA PART 3.6 AND AS2047 & AS1288

**WET AREA NOTES**

1. WATERPROOFING OF WET AREAS TO COMPLY WITH BCA VOL 2 PART 3.8.1 AND SHALL COMPLY WITH AS3740


**PLUMBING NOTES**

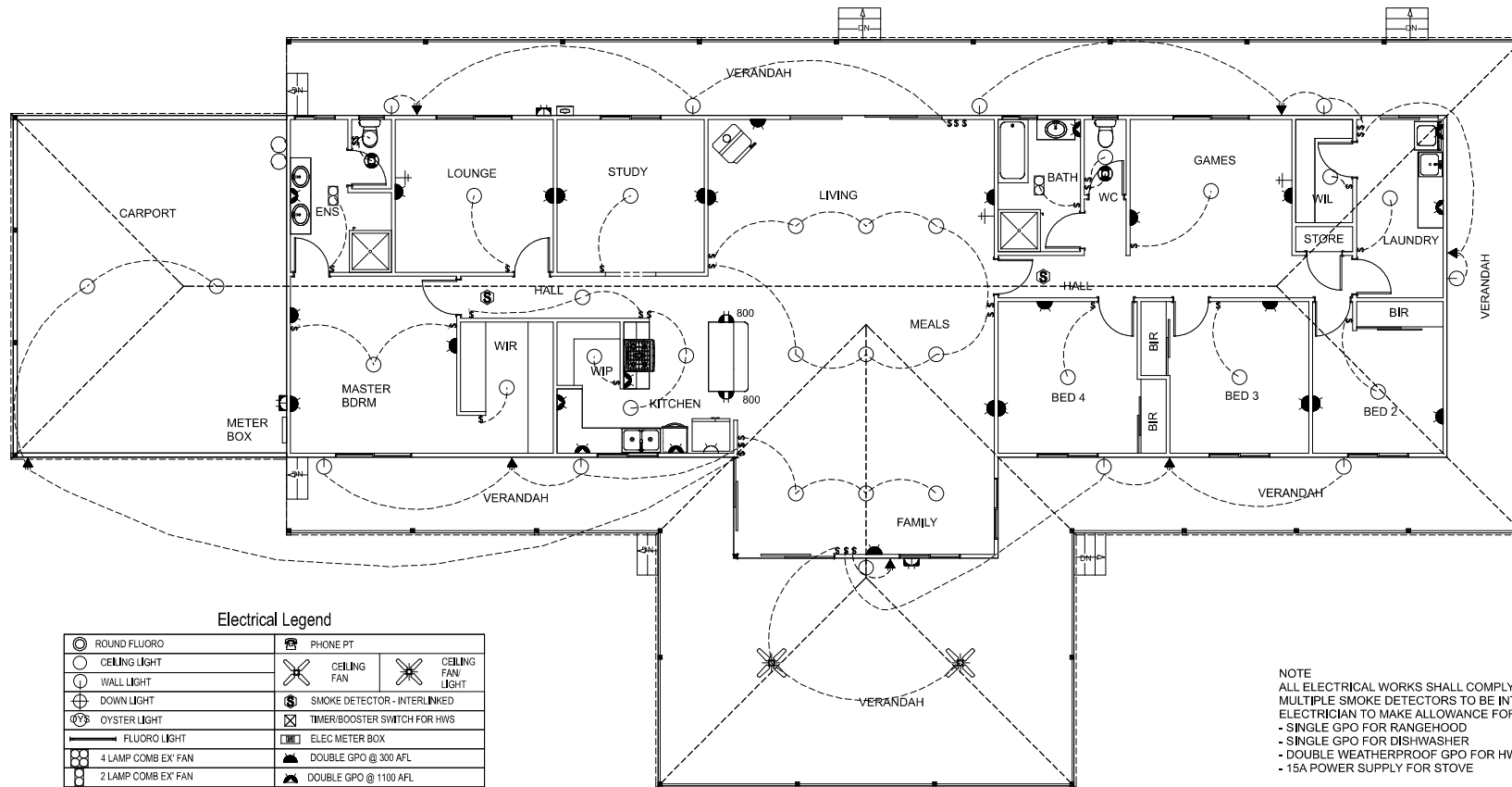
1. PLUMBING AND DRAINAGE TO COMPLY WITH AS/NZS 3500 AND BCA REQUIREMENTS
2. HWS TO HAVE 5 STAR RATING AND PIPEWORK SHALL NOT BE MORE THAN 20m TO THE FURTHEST OUTLET OR 2 litres OF INTERNAL VOLUME
3. ALL SHOWERHEADS MUST BE 3 STAR WELS RATED MIN
4. WC PANS & CISTERNS & ALL TAP FITTINGS (OTHER THAN BATH OUTLETS & GARDEN TAPS) SHALL BE 4 STAR WELS RATED MIN

**BUSHFIRE NOTES**

1. ASSESSED AS BAL12.5
2. SARKING TO BE INSTALLED TO OUTSIDE OF STEEL STUD FRAME
3. TIMBER DECKING/STEPS TO BE MERBAU OR SIMILAR BUSHFIRE RESISTING TIMBER
4. ALL WINDOWS AND DOORS TO BE FABRICATED FROM METAL
5. ROOF CONSTRUCTION TO COMPLY WITH AS3959-2018 BAL12.5 REQUIREMENTS
6. ROOF/WALL FRAME JUNCTION TO BE SEALED
7. ROOF VENTILATION TO BE FITTED WITH EMBER SCREENS
8. ENCLOSE SUBFLOOR SPACE WITH A MESH OR PERFORATED SHEET WITH MAXIMUM APERTURE OF 2mm. MADE OF CORROSION RESISTANT STEEL WITH BRONZE OR ALUMINUM IF THE UNDERSIDE IS LESS THAN 400mm ABOVE FINISHED GROUND LEVEL.
9. WALL CLADDING TO BE METAL WITH ALL JOINTS IN WALL CLADDING OVERLAPPED.
10. VENTS AND WEEPHOLES IN EXTERNAL WALLS SHALL BE SEALED WITH A MESH MADE OF CORROSION RESISTANT STEEL, BRONZE OR ALUMINUM.
11. SCREENS FOR WINDOWS AND DOORS SHALL BE INSTALLED WITH A METAL FRAME AND BE MADE OF A MESH OR PERFORATED SHEET MADE OF CORROSION RESISTANT STEEL, BRONZE OR ALUMINUM.
12. ANY GLAZING LESS THAN 400mm FROM GROUND LEVEL OR VERANDA/DECK LEVEL SHALL BE TOUGHENED GLASS A MINIMUM OF 10mm IN THICKNESS.
13. DOOR PANEL MATERIAL SHALL BE NON-FERROUS SOLID CORE TIMBER WITH A MINIMUM THICKNESS OF 35mm. EXTERNAL SCREEN DOOR COMPLYING WITH AS3959-2018 BAL12.5 REQUIREMENTS IS FITTED
14. DOOR FRAMES TO BE METAL AND GLASS IN DOORS TO BE TOUGHENED GLASS A MINIMUM OF 4mm IN THICKNESS.
15. SEALS AND WEATHER STRIPS TO BE INSTALLED WITH DOORS TIGHT FITTING TO THE FRAMES.
16. EVAPORATIVE AIR COOLERS NOT TO BE INSTALLED WITHOUT INTERNAL BUTTERFLY CLOSERS OR METAL SCREENING CONSISTING OF A METAL NON-COMBUSTIBLE MESH WITH MAXIMUM APERTURES OF 2mm TO PREVENT ENTRY.
17. SHEET METAL ROOFING SHALL BE FULLY SARKED EXCEPT THAT FOIL BACKED INSULATION MAY BE INSTALLED OVER THE BATTENS.
18. ROOF PENETRATIONS SHALL BE SEALED WITH A NON-COMBUSTIBLE MATERIAL.
19. OPENINGS OF VENTILATORS OR VENT PIPES SHALL BE COVERED WITH A CORROSION RESISTANT METAL SCREENING WITH APERTURES NO BIGGER THAN 2mm.
20. IF INSTALLED GUTTER AND VALLEY LEAF GUARDS SHALL BE NON-COMBUSTIBLE.
21. ABOVE GROUND EXPOSED WATER AND GAS SUPPLY PIPES SHALL BE METAL. THE METAL PIPE SHALL EXTEND A MINIMUM OF 400mm WITHIN THE BUILDING AND 100mm BELOW GROUND.
22. PROTECTION OF THE BOTTLED GAS INSTALLATION REQUIRES CONSIDERATION IN REGARDS TO SHIELDING AND VENTING OF THE GAS BOTTLES.

UPDATE WHEN ASSESSMENT IS AVAILABLE

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		A3	© COPYRIGHT	SCALE 1:20, 1:50	SECTIONS & DETAILS	 <p style="font-size: 8px;">The peak body for the building design profession Member</p>
AMENDMENTS A. ISSUED FOR CLIENT REVIEW	AVON VALLEY DESIGN AND DRAFTING SERVICE	PROPOSED RESIDENCE FOR MR D. & MRS M. OWCZARSKI LOT 6 - 383 NORTHAM - YORK ROAD MULUCKINE		DRAWN S.R.C.	DATE MAY 2023	
NOT FOR CONSTRUCTION		ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com	JOB No 22093	SHEET No 7 of 9	ISSUE A	



Electrical Legend

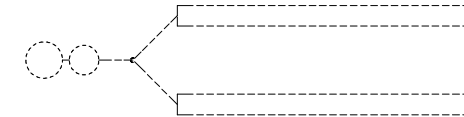
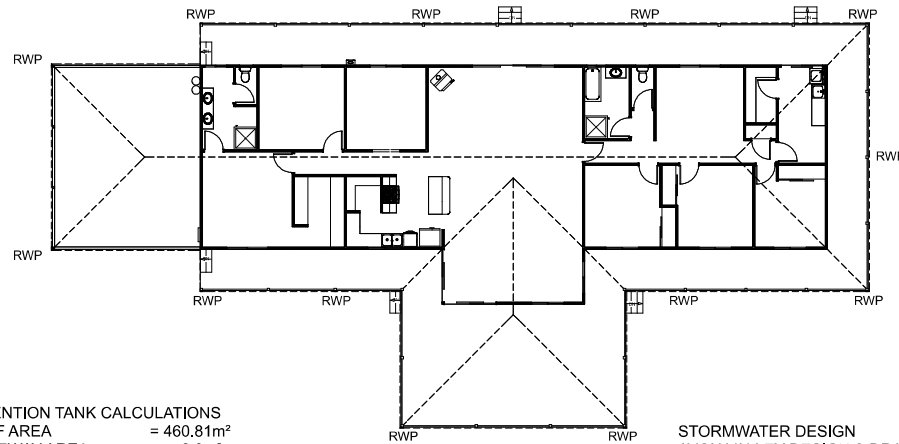
○ ROUND FLUORO	☎ PHONE PT
○ CEILING LIGHT	⊗ CEILING FAN
○ WALL LIGHT	⊗ CEILING FAN/LIGHT
⊕ DOWN LIGHT	Ⓢ SMOKE DETECTOR - INTERLINKED
⊖ OYSTER LIGHT	ⓧ TIMER/BOOSTER SWITCH FOR HWS
— FLUORO LIGHT	Ⓜ ELEC METER BOX
⊞ 4 LAMP COMB EX' FAN	Ⓜ DOUBLE GPO @ 300 AFL
⊞ 2 LAMP COMB EX' FAN	Ⓜ DOUBLE GPO @ 1100 AFL
▼ SENSOR	Ⓜ QUAD GPO @ 1100 AFL
⊞ EXHAUST FAN UNFLUMED	Ⓜ DOUBLE GPO @ 1550 AFL
⊞ EXHAUST FAN FLUMED	Ⓜ WPROOF DOUBLE GPO
⊖ GAS POINT	Ⓜ CEILING MOUNTED GPO
⊕ TV POINT	

NOTE  
ALL ELECTRICAL WORKS SHALL COMPLY WITH AS3000  
MULTIPLE SMOKE DETECTORS TO BE INTERLINKED  
ELECTRICIAN TO MAKE ALLOWANCE FOR  
- SINGLE GPO FOR RANGEHOOD  
- SINGLE GPO FOR DISHWASHER  
- DOUBLE WEATHERPROOF GPO FOR HWS  
- 15A POWER SUPPLY FOR STOVE

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b>	© COPYRIGHT	SCALE 1:100	ELECTRICAL PLAN	 <b>Design Matters</b> <small>National</small> <small>The peak body for the building design profession</small> <small>Member</small>	
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NOT FOR CONSTRUCTION	ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com				JOB No <b>22093</b>		SHEET No <b>8 of 9</b>

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PROPOSED 20kL RAINWATER TANK  
DIAMETER 3780  
HEIGHT 2600  
INSTALLED TO MANUFACTURERS SPECIFICATIONS  
OVERFLOW PIPED TO LOW POINT ON BLOCK CLEAR  
OF BUILDINGS AND SEPTIC SYSTEM USING Ø90 PVC  
1:200 MIN GRADE 300 MIN COVER

ALL ROOF WATER PIPED TO TANK  
USING Ø90 PVC STORMWATER PIPE  
MINIMUM GRADE 1:200 MINIMUM COVER 300

RETENTION TANK CALCULATIONS  
ROOF AREA = 460.81m<sup>2</sup>  
DRIVEWAY AREA = 0.0m<sup>2</sup>  
TOTAL = 460.81m<sup>2</sup>  
TOTAL / 80 = 5.76m<sup>3</sup>  
TANK SIZE = 6000 LITRES

STORMWATER DESIGN  
AVON VALLEY DESIGN & DRAFTING SERVICE

*[Handwritten Signature]*  
SIGNATURE

22/05/2023  
DATE

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS  
WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS  
WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS

A3

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SCALE  
1:200

STORMWATER DESIGN



AMENDMENTS  
A. ISSUED FOR CLIENT REVIEW

**AVON VALLEY DESIGN AND DRAFTING SERVICE**

ABN 44 819 114 721  
56 WOODLEY FARM DRIVE  
NORTHAM W.A. 6401  
MOBILE : 0419 909 485  
E-mail : avonvds@bigpond.com

PROPOSED RESIDENCE  
FOR MR D. & MRS M. OWCZARSKI  
LOT 6 - 383 NORTHAM - YORK ROAD  
MULUCKINE

DRAWN  
S.R.C.

DATE

MAY 2023

JOB No  
22093

SHEET No  
9 of 9

ISSUE  
A

**NOT FOR CONSTRUCTION**

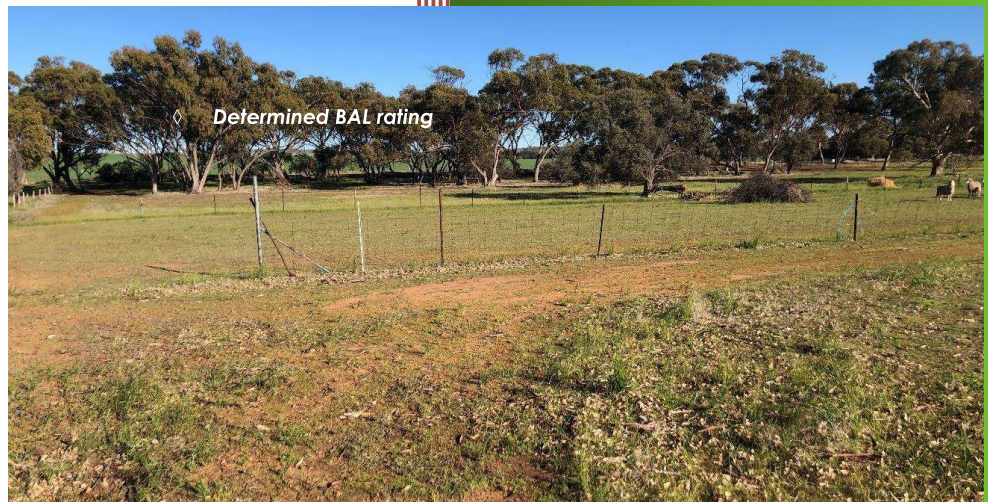
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**ANNEXURE 3**  
**BUSHFIRE ATTACK LEVEL (BAL) REPORT**



Local Government Use

# Bushfire Attack Level Assessment Report





Produced Applying AS 3959:2018 Bushfire Attack Level Determination Methodology

383 Northam-York Road, Muluckine

Shire of Northam

Report Date: 3 July 2023

Job Reference No: 230560

COMPANY AND BUSHFIRE CONSULTANT DETAILS			
<p>BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING ACN: 39 166 551 784   ABN: 39 166 551 784 LEVEL 1, 159-161 JAMES STREET GUILDFORD WA 6055 PO BOX 388 GUILDFORD WA 6935 08 6477 1144   admin@bushfireprone.com.au</p>		<div style="border: 2px solid black; padding: 5px;"> <p><b>I hereby declare that I am a BPAD accredited bushfire practitioner.</b> </p> <p><b>Accreditation No</b> BPAD27794</p> <hr/> <p><b>Signature</b> </p> <hr/> <p><b>Date</b> 3 July 2023</p> </div> <p style="text-align: center; font-size: small;">Authorised Practitioner Stamp</p>	
Author:	Oliver Bent		
Reviewed:	Kathy Nastov (BPAD Level 3 No. 27794)		
ASSESSMENT AND REPORT DETAILS			
Version	Details	Site Assessment Date	Report Date
1.0	Original	27 June 2023	3 July 2023
BAL (Master) Template v14.9			
<p><b>Report Preparation:</b> This report has been prepared by an accredited BPAD practitioner using the simplified BAL determination procedure (Method 1) as detailed in section 2 of AS 3959:2018</p>			
<p><b>Warranty of the Accrediting Body:</b> FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.</p>			
<p><b>Period of Validity:</b> Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the accredited practitioner and where required an updated report and/or BAL certificate issued.</p>			
<p><b>Limitations:</b> The protection measures that will be implemented based on information presented in this report are minimum requirements and they do not guarantee that buildings or infrastructure will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating.</p> <p><i>This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</i></p> <p><i>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development or use are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</i></p> <p><i>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</i></p>			
<p><b>Copyright © 2023 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>			



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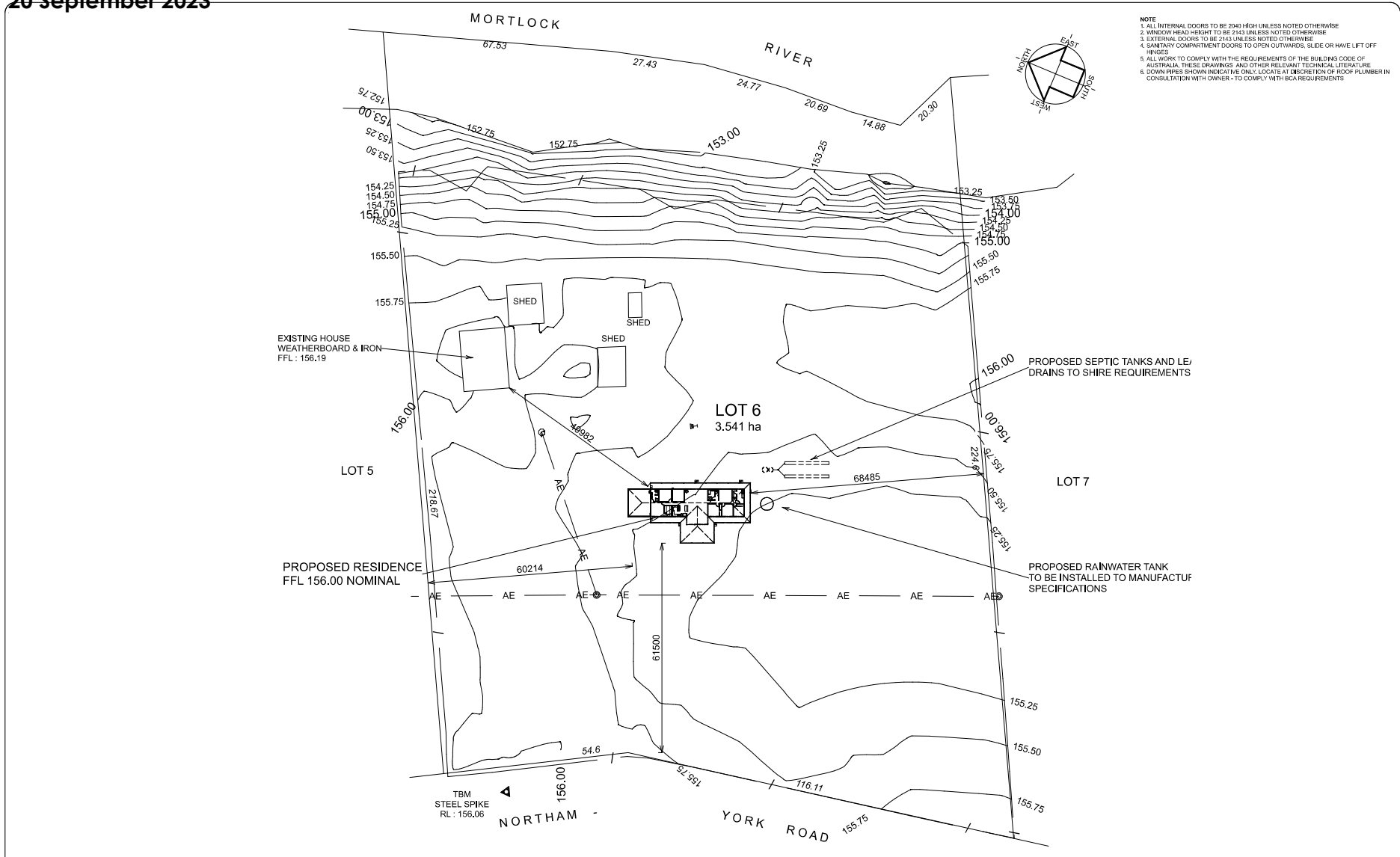
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## 1 PROPOSED BUILDING WORKS OR USE

Planning Stage:	Building Application - submitted via Building Services
Subject lot/site total area:	3.54 hectares
Primary Building Work and/or Use	Construction of a new single house or ancillary dwelling
Associated Building	N/A
Main Class of Building - Building Code of Australia (NCC)	Class 1
Description of the proposed development/use:	
Proposed residential dwelling.	



BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE PLANS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b>	© COPYRIGHT	SCALE 1:1000	SITE PLAN	<p>The peak body for the building design profession Member</p>	
AMENDMENTS A. ISSUED FOR CLIENT REVIEW	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 MOBILE : 0419 909 485 E-mail : avonvds@bigpond.com	PROPOSED RESIDENCE FOR MR D. & MRS M. OWCZARSKI LOT 6 - 383 NORTHAM - YORK ROAD MULUCKINE			DRAWN S.R.C.		DATE MAY 2023
<b>NOT FOR CONSTRUCTION</b>					JOB No 22093	SHEET No 1 of 9	ISSUE A

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## 2 INFORMATION FOR LOCAL GOVERNMENT BUILDING SERVICES (& THE LANDOWNER)

### BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

The potential transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m<sup>2</sup>. The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

The bushfire performance requirements for certain classes of buildings are established by the Building Code of Australia (Vol. 1 & 2 of the NCC). The BAL will establish the bushfire resistant construction requirements that are to apply in accordance with AS 3959:2018 - Construction of buildings in bushfire prone areas and the NASH Standard – Steel framed construction in bushfire areas (NS 300 2021), whose solutions are deemed to satisfy the NCC bushfire performance requirements.

#### DETERMINED BAL RATINGS

A BAL Certificate can be issued for a determined BAL. A BAL can only be classed as 'determined' for an existing or future building/structure when:

1. It's final design and position on the lot are known and the stated separation distance from classified bushfire prone vegetation exists and can justifiably be expected to remain in perpetuity; or
2. It will always remain subject to the same BAL regardless of its design or position on the lot after accounting for any regulatory or enforceable building setbacks from lot boundaries as relevant and necessary (e.g., R-codes, restrictive covenants, defined building envelopes) or the retention of any existing classified vegetation either onsite or offsite.

#### INDICATIVE BAL RATINGS

A BAL Certificate cannot be issued for an indicative BAL. A BAL will be classed as 'indicative' for an existing or future building/structure when the required conditions to derive a determined BAL are not met.

This class of BAL rating indicates what BAL(s) could be achieved and the conditions that need to be met are stated.

Converting the indicative BAL into a determined BAL is conditional upon the currently unconfirmed variable(s) being confirmed by a subsequent assessment and evidential documentation. These variables will include the future building(s) location(s) being established (or changed) and/or classified vegetation being modified or removed to establish the necessary vegetation separation distance. This may also be dependent on receiving approval from the relevant authority for that modification/removal.

### 2.1 BAL Assessment Summary (Table Format)

#### 2.1.1 BAL Determination Method(s) Applied and the Location of Detailed Data and Results

Procedure Method (AS 3959:2018)	Applied to the BAL Assessment	Location of the Site Assessment Data			Location of the Results
		Site Assessment Map	Calculation Input Variables		Assessed Bushfire Attack Levels and/or Radiant Heat Levels
			Summary Data	Detailed Data with Explanatory and Supporting Information	
Method 1 (Simplified)	Yes	Figure 2	Table 1	Appendix A1	Table 1
Method 2 (Detailed)	No	N/A	N/A	N/A	N/A





**2.1.2 BAL Results**

ASSESSMENT RESULT - THE BUSHFIRE ATTACK LEVEL (BAL)			
The Bushfire Attack Level (the highest assessed BAL) for the site (being the part of the allotment of land on which a building stands or is to be erected) / proposed development, has been determined in accordance with AS 3959:2018 clause 2.2.6 for the Method 1 procedure and/or AS 3959:2018 Appendix B for the Method 2 procedure (as relevant). The applicable site data applied to calculations is presented in the next section of this report.			
Proposed Development	Residential dwelling	<b>DETERMINED BUSHFIRE ATTACK LEVEL</b>	<b>BAL-19</b>

**2.1.3 Identification of Shielded Elevations**

IDENTIFICATION OF SHIELDED ELEVATION(S) – REDUCTION IN CONSTRUCTION REQUIREMENTS		
In accordance with AS 3959:2018 Clause 3.5, where an elevation is not exposed to the source of bushfire attack, the construction requirements for that elevation can reduce to the next lower BAL, but not below BAL-12.5. This shall apply to all elements of the wall, including openings, but shall not apply to subfloors or roofs.  When applicable, the shielded elevation(s) are identified on the site plan when practical, otherwise a separate diagram is provided as an addendum.		
Proposed Building Works	Residential dwelling	The shielding provisions cannot be applied.



2.1.4 Site Assessment Data

Table 1: Summary of applied calculation input variables applied to deriving the BAL rating for the identified exposed element (the relevant building/structure).

DATA APPLIED TO THE DERIVATION OF THE BUSHFIRE ATTACK LEVELS (BAL) <sup>1</sup>							
BAL Determination Method	METHOD 1 - AS 3959:2018 CLAUSE 2.2 - SIMPLIFIED PROCEDURE				Applied Fire Danger Index		FDI 80
The Receiver of Radiant Heat Relevant Building(s) / Structure(s)	Vegetation Classification		Effective Slope		Separation Distance		Bushfire Attack Level (AS 3959:2018 Table 2.5)
	Area	Class	Measured degrees	Applied Range degree range	Minimum Allowed Building Setback from Lot Boundary <sup>2</sup> metres	Total	
Proposed residential dwelling	1	(A) Forest	flat 0	Upslope or flat 0	-	32	BAL-19
	2	(A) Forest	d/slope 2.8	Downslope >0-5	-	82	BAL-12.5
	3	(G) Grassland	flat 0	Upslope or flat 0	-	12	BAL-19
	4	(G) Grassland	flat 0	Upslope or flat 0	-	70	BAL-LOW
	<b>Determined Bushfire Attack Level</b>						
<p><sup>1</sup> All data and information supporting the determination of the classifications and values stated in this table and any associated justification, is presented in Appendix A.</p> <p><sup>2</sup> This is the minimum building setback (i.e., the distance from a proposed building to the lot boundary) that is established by either the applicable R-code setback or another mechanism (e.g., restricted covenant), that is to apply to the proposed building/structure on the relevant lot. It is identified as a fixed component of the total separation distance from vegetation when its application is important to be identified because it establishes the closest distance to the lot boundary that a building/structure can legally exist. In other words, it identifies the part of the lot on which development cannot occur. When it is not critical for this distance to be identified, just the total separation distance is stated.</p>							

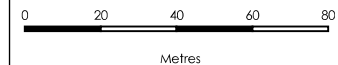


Figure 2  
**Existing Topography & Classified Vegetation**

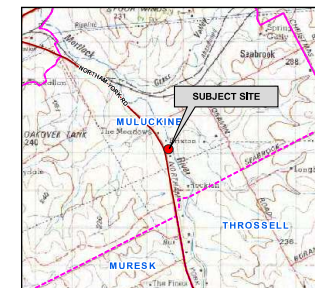
Lot 6 on Plan 1087  
383 Northham-York Rd  
MULUCKINE  
Shire of Northam

----- LEGEND -----

- Subject Site
  - Cadastral
  - ↔ Photo and Direction
  - Buildings
  - Vegetation Distance (m)
  - 150m Assessment Area
  - 100m Assessment Area
- Classified Vegetation**
- Class A - Forest
  - Class G - Grassland
  - Exclusion 2.2.3.2



----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: 03-07-2023  
SCALE (A3): 1 : 1200

230560\_Fig\_2\_VEG\_LoL6\_Northam-York\_Rd.jpg

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without fault of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.



**APPENDIX A: BAL ASSESSMENT DATA (DETAILED) AND SUPPORTING INFORMATION**

**A1: Assessed Site Inputs Common to the Method 1 and Method 2 Procedures**

**A1.1: FIRE DANGER INDICES (FDI/ FDI/GFDI)**

<p>When using Method 1 the relevant FDI value required to be applied for each state and region is established by AS 3959:2018, Table 2.1. Each FDI value applied in Tables 2.4 – 2.7 represents both the Forest Fire Danger Index (FFDI) and a deemed equivalent for the Grassland Fire Danger Index (GFDI), as per Table B2 in Appendix B. When using Method 2, the relevant FFDI and GFDI are applied.</p> <p>The values may be able to be refined within a jurisdiction, where sufficient climatological data is available and in consultation with the relevant authority.</p>						
Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	N/A
					Applied GFDI:	N/A

**A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION**

<p><b>Vegetation Types and Classification</b></p> <p>In accordance with AS 3959:2018 clauses 2.2.3 and C2.2.3.1, all vegetation types within 100 metres of the 'site' (defined as "the part of the allotment of land on which a building stands or is to be erected"), are identified and classified. Any vegetation more than 100 metres from the site that has influenced the classification of vegetation within 100 metres of the site, is identified and noted. The maximum excess distance is established by AS 3959: 2018 cl 2.2.3.2 and is an additional 100 metres.</p> <p>Classification is also guided by the Visual Guide for Bushfire Risk Assessment in WA (WA Department of Planning February 2016) and any relevant FPA Australia practice notes.</p> <p><b>Modified Vegetation</b></p> <p>The vegetation types have been assessed as they will be in their natural mature states, rather than what might be observed on the day. Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its expected re-generated mature state. Modified areas of vegetation can be excluded from classification if they consist of low threat vegetation or vegetation managed in a minimal fuel condition, satisfying AS 3959:2018 s2.2.3.2(f), and there is sufficient justification to reasonable expect that this modified state will exist in perpetuity.</p> <p><b>The Influence of Ground Slope</b></p> <p>Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.</p>	
<p><b>THE INFLUENCE OF VEGETATION GREATER THAN 100 METRES FROM THE SUBJECT SITE</b></p>	
Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:	N/A
Assessment Statement:	No vegetation types exist close enough, or to a sufficient extent, within the relevant area to influence classification of vegetation within 100 metres of the subject site.



VEGETATION AREA 1						
Classification	<b>A. FOREST</b>					
Types Identified	Low open forest A-04		Open woodland G-06		Sown pasture G-26	
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	30-70%	Shrub/Heath Height		N/A		Tree Height
Dominant & Sub-Dominant Layers (species as relevant)	Eucalypt to 18m					
Understorey:	Grazed pasture					
Additional Justification:	Conservatively classified due to canopy cover (>50%). Low occurrence of shrubs to 4m (acacia) and pasture well grazed. Likely fire behaviour low-moderate intensity dictated by fine (surface) fuels corresponding to level of grazing/management.					
Post Development Assumptions:	N/A					
PHOTO ID: 1			PHOTO ID: 2			
PHOTO ID: 3			PHOTO ID: 4			



VEGETATION AREA 2						
Classification	<b>A. FOREST</b>					
Types Identified	Open forest A-03		Low open woodland G-08		Low open forest A-04	
Exclusion Clause	N/A					
Effective Slope	Measured	d/slope 2.8 degrees	Applied Range (Method 1)		Downslope >0-5 degrees	
Foliage Cover (all layers)	30-70%	Shrub/Heath Height	Up to 6m	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers (species as relevant)	Mature casuarina, melaleuca, and eucalypt to 12m. Vegetation in narrow strips (<6m wide) running parallel to watercourse.					
Understorey:	Annual weeds present.					
Additional Justification:	Slope range applied conservatively. Slope measured at 2-3 degrees however variations in riverbank and canopy height could justify applying a 0 degree slope. Reported as 0>5 as worst case scenario.					
Post Development Assumptions:	N/A					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> </div> </div>						
PHOTO ID: 5			PHOTO ID: 6			



VEGETATION AREA 3						
Classification	<b>G. GRASSLAND</b>					
Types Identified	Sown pasture G-26		Open woodland G-06			
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees	Applied Range (Method 1)		Upslope or flat 0 degrees	
Foliage Cover (all layers)	30-70%	Shrub/Heath Height	N/A		Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Sown pasture – annual grasses to <500mm					
Understorey:	N/A					
Additional Justification:	Well managed rural grazing/cropping.					
Post Development Assumptions:	It can be reasonably assumed that farming practices will continue given lot sizes and surrounding farms.					
PHOTO ID: 7			PHOTO ID: 8			



VEGETATION AREA 4						
Classification	<b>G. GRASSLAND</b>					
Types Identified	Sown pasture G-26		Open woodland G-06			
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees	Applied Range (Method 1)		Upslope or flat 0 degrees	
Foliage Cover (all layers)	30-70%	Shrub/Heath Height	N/A		Tree Height	Up to 30m
Dominant & Sub-Dominant Layers (species as relevant)	Sown pasture/cropping – annual grasses to <800mm, Evidence of crops mown <500mm post harvest.					
Understorey:	N/A					
Additional Justification:	All offsite grasslands present as well-managed rural grazing/cropping.					
Post Development Assumptions:	It can be reasonably assumed that farming practices will continue given lot sizes and surrounding farms.					
PHOTO ID: 9			PHOTO ID: 10			





EXCLUDED AREA					
Classification	-				
Types Identified	N/A				
Exclusion Clause	2.2.3.2 (e) Non-vegetated areas and (f) Low threat vegetation - minimal fuel condition.				
Effective Slope	Measured	N/A	Applied Range (Method 1)	N/A	
Foliage Cover (all layers)	-	Shrub/Heath Height	N/A	Tree Height	N/A
Dominant & Sub-Dominant Layers (species as relevant)	N/A				
Understorey:	N/A				
Additional Justification:	Areas associated with roads, driveways and firebreaks. Large areas of hardstand as storage and existing gardens and buildings. Some areas of annual pasture grasses to <50mm included.				
Post Development Assumptions:	It can reasonably be assumed that excluded areas will remain low-threat in perpetuity				
PHOTO ID: 11			PHOTO ID: 12		
PHOTO ID: 13			PHOTO ID: 14		



PHOTO ID: 15



PHOTO ID: 16



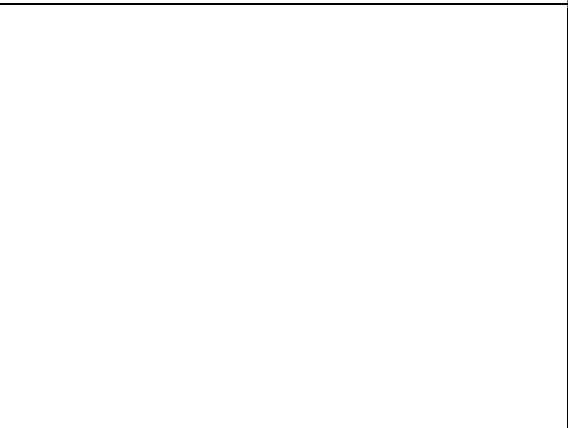
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**A1.3: EFFECTIVE SLOPE**

**Measuring**

Effective slope refers to the slope "under the classified vegetation which most significantly influences bushfire behaviour (AS 3959:2018, clause B4, CB4). It is not the average slope.

It is described as upslope, flat or downslope when viewed from the exposed element (e.g., building) looking towards the vegetation – and measured in degrees. Ground slope has a direct and significant influence on a bushfire's rate of spread and intensity, which increases when travelling up a slope.

The slope under the vegetation in closest proximity to the exposed element(s), over the distance that will most likely carry the entire depth of the flaming front, will be a significant consideration in the determination of the effective slope. This distance is determined as a function of the potential quasi-steady rate of spread and expected residence time (i.e., the flaming combustion period at a single point on the ground), of a bushfire in the specific vegetation type/landscape scenario.

**Slope Variation Within Areas of Vegetation**

Where a significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.

**Slope Variation Due to Multiple Development Sites**

When the effective slope, under a given area of bushfire prone vegetation, will vary significantly relative to multiple proposed development sites (exposed elements), then the effective slopes corresponding to each of the different locations, are separately identified.

The relevant (worst case) effective slope is determined in the direction corresponding to the potential directions of fire spread towards the subject building(s).

**Differences in Application of Effective Slope - AS 3959:2018 Method 1 versus Method 2 Procedures**

The Method 1 procedure provides five different slope ranges from flat (including all upslopes) to 20 degrees downslope to define the effective slope and bushfire behaviour model calculations apply the highest value in each range (i.e., 0°, 5°, 10°, 15° or 20°).

The Method 2 procedure requires an actual slope (up or down in degrees) to be determined. AS 3959:2018, clause B1 limits the effective slope that can be applied to 30 degrees downslope and 15 degrees upslope. Where any upslope is greater than 15 degrees, then 15 degrees is to be used.

**SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION**

The effective slopes determined from the site assessment are recorded in Table 1 of this report. When their derivation requires additional explanation and justification, this is provided below.

**A1.4: SEPARATION DISTANCE**

**Measuring**

The separation distance is the distance in the horizontal plane between the receiver (building/structure or area of land being considered) and the edge of the classified vegetation (AS 3959:2018, clause 2.2.4)

The relevant parts of a building/structure from which the measurement is taken is the nearest part of an external wall or where a wall does not exist, the supporting posts or columns. Certain parts of buildings are excluded including eaves and roof overhangs.

The edge of the vegetation, for forests and woodlands, will be determined by the unmanaged understorey rather than either the canopy (drip line) or the trunk (AS 3959:2018, clause C2.2.5).

**Measured Separation Distance as a Calculation Input**

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a determined BAL rating.

**Assumed Separation Distance as a Calculation Input**

When the building/structure location within the lot is not known, an assumed building location may be applied that would establish the closest positioning of the building/structure relative to the relevant area of vegetation.

The assumed location would be based on a factor that puts a restriction on a building location such as:



- An established setback from the boundary of a lot, such as a residential design code setback or a restrictive covenant; or
- Within an established building envelope.

The resultant BAL rating would be indicative and require later confirmation (via a Compliance Report) of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

#### SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

Measured and assumed separation distances determined from the site assessment are recorded in Table 1 of this report.

When their derivation requires additional explanation and justification, including when the relevant R-Code or other regulated building setbacks are being applied, this is provided below.



**APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ**

THE ASSET PROTECTION ZONE (APZ) - DESCRIPTION
<p>This is an area surrounding a habitable building containing low threat fire fuel fuels (including vegetation), or vegetation managed in a minimal fuel condition, no fire fuels or any combination. The primary objectives include:</p> <ul style="list-style-type: none"> <li>To ensure the building is sufficiently separated from the bushfire hazard to limit the impact of its direct attack mechanisms. That is, the dimensions of the APZ will, for most site scenarios, remove the potential for direct flame contact on the building, reduce the level of radiant heat to which the building is exposed and, dependent on the types of vegetation present, potentially provide some reduction in exposure to ember attack,);</li> <li>To ensure any vegetation retained within the APZ is low threat and prevents surface fire spreading to the building;</li> <li>To ensure other combustible materials that can result in consequential fire (typically ignited by embers) within both the APZ and parts of the building, are eliminated, minimised and/or appropriately located or protected.</li> </ul> <p>Note: The explanatory notes in the Guidelines for Planning in Bushfire Prone Areas DPLH v1.4 (Guidelines) provide some guidance for achieving this objective and other sources are available. Research shows that consequential fire, ignited by embers, is the primary cause of building loss in past bushfire events; and</p> <ul style="list-style-type: none"> <li>To provide a defensible space for firefighting activities.</li> </ul>

**B1: Asset Protection Zone (APZ) Dimensions**

APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION
<p><b>THE 'PLANNING BAL-29' APZ DIMENSIONS</b></p>
<p><i>The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its purpose is to identify if an acceptable solution for planning approval can be met i.e., can a specified minimum separation distance from bushfire prone vegetation exist.</i></p> <p>An assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy 'A2.1: Asset Protection Zone', it must be demonstrated that certain minimum separation distances between the relevant building/structure and different classes of bushfire prone vegetation, either exist or can be created and will remain in perpetuity. These minimum separation distances determine the 'Planning BAL-29' APZ dimensions.</p> <p><b>Dimensions:</b> The minimum dimensions are those that will ensure the potential radiant heat impact on subject buildings does not exceed 29 kW/m<sup>2</sup>. These dimensions will vary dependent on the vegetation classification, the slope of the land they are growing on and certain other factors specific to the subject site.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: For certain purposes associated with vulnerable land uses, the 'Planning BAL-29' APZ may be replaced with dimensions corresponding to radiant heat impact levels of 10 kW/m<sup>2</sup> and 2 kW/m<sup>2</sup> and calculated using 1200K flame temperature.</i></p> </div> <p><b>Location:</b> The identified 'Planning BAL-29' APZ must not extend past lot boundaries onto land the landowner has no control over either now or potentially at some point in the future. Limited exceptions include:</p> <ul style="list-style-type: none"> <li>When adjoining land is not vegetated (e.g., built out, roads, carparks, drainage, rock, water body etc.);</li> <li>When adjoining land currently or, will in the short term, contain low threat vegetation and or vegetation managed in a minimal fuel condition as per AS 3959:2018 cl. 2.2.3.2. It must be reasonable (justifiable) to expect this low threat vegetation and/or level of management will continue to exist or be conducted in perpetuity and require no action from the owner of the subject lot.</li> </ul> <p>Such areas of land include formally managed areas of vegetation (e.g., public open space / recreation areas / services installed in a common section of land). For specific scenarios, evidence of the formal</p>



commitment to manage these areas to a certain standard may be required and would be included in the BMP.

These areas of land can also be part of the required APZ on a neighbouring lot for which the owner of that lot has a recognised responsibility to establish and maintain; and

- When there is a formalised and enforceable capability and responsibility created for the subject lot owner, or any other third party, to manage vegetation on land they do not own in perpetuity. This would be rare, and evidence of the formal authority would be included in the BMP.

The bushfire consultant's 'Supporting Assessment Detail', that is presented in the assessment against the acceptable solution A2.1, will identify and justify how any adjoining land within the 'Planning BAL-29 APZ will meet the APZ standards. Or otherwise, explain how this condition cannot be met.

### THE 'BAL RATING' APZ DIMENSIONS

The applicable BAL rating will have been stated in the BAL Assessment Data section of the BAL Assessment Report or BMP (as relevant). The BAL rating can be assessed as 'determined' or 'indicative' or be 'conditional', dependent of the specific conditions associated with the site and the stage of assessment or planning. It is the eventual assessment of the 'Determined' BAL that will establish both the BAL rating that is to apply and its corresponding 'BAL Rating' APZ dimensions.

**Dimensions:** The minimum dimensions of the 'BAL Rating' APZ to be established and maintained will be those that correspond to the determined BAL rating for the subject building/structure that has accounted for surrounding vegetation types, the slope of the land they are growing on and certain other factors specific to the subject site and surrounding land.

Establishing the 'BAL Rating' APZ will ensure that the potential radiant heat exposure of the building/structure will be limited to the level that the applied construction requirements are designed to resist when that building/structure is required to be constructed to the standard corresponding to the Determined BAL.

*Note: For certain purposes associated with vulnerable land uses, the 'BAL Rating' APZ dimensions may be replaced with dimensions corresponding to the specific radiant heat impact levels of 10 kW/m<sup>2</sup> and 2 kW/m<sup>2</sup> and calculated using 1200K flame temperature.*

**Location:** The same conditions will apply as for the 'Planning BAL-29' APZ.

### THE 'LOCAL GOVERNMENT' APZ DIMENSIONS

Some Local Government's establish the dimensions of the APZ that must be established surrounding buildings in their annual Firebreak/Hazard Reduction Notice. Or for a specific site they may establish a maximum allowable dimension (typically that corresponding to BAL-29). When established, the landowner will need to be comply with these.

### THE 'REQUIRED' APZ DIMENSIONS

This is the APZ that is to be established and maintained by the landowner within the subject lot and surrounding the subject building(s). It will be identified on the Property Bushfire Management Statement when it is required to be included in this Report/Plan.

**Dimensions:** The 'Required APZ' dimensions are the minimum (or maximum when relevant) distances away from the subject building(s) that the APZ must extend. These distances will not necessarily be the same all around the building(s). They can vary and are dependent on the different vegetation types (and their associated ground slope) that can exist around the building(s), and specific local government requirements. The dimensions to implement are determined by:

- A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or
- B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or
- C. A combination of 'A' and 'B'.

**Location:** The same conditions will apply as for the 'Planning BAL-29' APZ.



**B1.1: THE APZ DIMENSIONS REQUIRED TO BE IMPLEMENTED BY THE LANDOWNER**

DETERMINATION OF THE 'REQUIRED' APZ DIMENSIONS TO BE IMPLEMENTED AND MAINTAINED BY LANDOWNER WITHIN THEIR LOT											
Relevant Buildings(s)	Vegetation Classification [Refer to Figure 2]		Minimum Required Separation Distances from Building to Vegetation (metres)								The 'Required' APZ Dimensions [see note]
			Established by the 'BAL Rating' APZ Dimension				Established by the "Local Government" APZ Dimension				
			Determined Radiant Heat Impact	Stated 'Indicative' or 'Conditional' BAL				Firebreak / Hazard Reduction Notice	Maximum Allowed		
				BAL-29	BAL-19	BAL-12.5	BAL-LOW			N/A	
Area	Class										
Proposed dwelling	1	(A) Forest	BAL-19	31					20		31
	2	(A) Forest		37					22		37
	3	(G) Grassland		12					20		20
	4	(G) Grassland		12					20		20

**Note:** The 'Required' APZ Dimension corresponding to each area of vegetation is the greater of the 'BAL Rating' or the 'Firebreak/Hazard Reduction Notice' APZ dimensions - unless a local government maximum distance is to apply (as a consequence of their environmental considerations). The area of the APZ will also be limited to the subject lot boundary unless otherwise justified in this Report/Plan. Final determination of the dimensions will require that any indicative or conditional BAL becomes a 'Determined' BAL.

**Comments:**  
Shire of Northam's current Firebreak and Fuel Load Notice requires a 20m APZ around assets, plus 1m additional APZ per degree of slope underneath bushfire prone vegetation. The slope under vegetation 'Area 2' is approximately 2 degrees. As such APZ should be extended by the additional 2m on the side closest to 'Area 2.'



**B2: The Standards for the APZ as Established by the Guidelines (DPLH, v1.4)**

Within the Guidelines (source: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>), the management Standards are established by:

- Schedule 1: Standards for Asset Protection Zones (see extract below) established by the Guidelines; and
- The associated explanatory notes (Guidelines E2) that address (a) managing an asset protection zone (APZ) to a low threat state (b) landscaping and design of an asset protection zone and (c) plant flammability.

Guidelines for  
Planning in  
Bushfire  
Prone Areas

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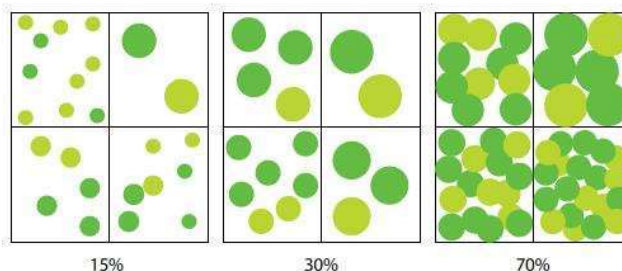


**ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT**

**SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES**

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> <li>• Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).</li> </ul>
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> <li>• Should be managed and removed on a regular basis to maintain a low threat state.</li> <li>• Should be maintained at &lt;2 tonnes per hectare (on average).</li> <li>• Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch &gt;6 millimetres in thickness.</li> </ul>
Trees* (>6 metres in height)	<ul style="list-style-type: none"> <li>• Trunks at maturity should be a minimum distance of six metres from all elevations of the building.</li> <li>• Branches at maturity should not touch or overhang a building or powerline.</li> <li>• Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation.</li> <li>• Canopy cover within the APZ should be &lt;15 per cent of the total APZ area.</li> <li>• Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.</li> </ul>

**Figure 19:** Tree canopy cover – ranging from 15 to 70 per cent at maturity







Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> <li>• Should not be located under trees or within three metres of buildings.</li> <li>• Should not be planted in clumps &gt;5 square metres in area.</li> <li>• Clumps should be separated from each other and any exposed window or door by at least 10 metres.</li> </ul>
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> <li>• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.</li> <li>• Can be located within two metres of a structure, but three metres from windows or doors if &gt;100 millimetres in height.</li> </ul>
Grass	<ul style="list-style-type: none"> <li>• Grass should be maintained at a height of 100 millimetres or less, at all times.</li> <li>• Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.</li> </ul>
Defendable space	<ul style="list-style-type: none"> <li>• Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.</li> </ul>
LP Gas Cylinders	<ul style="list-style-type: none"> <li>• Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building.</li> <li>• The pressure relief valve should point away from the house.</li> <li>• No flammable material within six metres from the front of the valve.</li> <li>• Must sit on a firm, level and non-combustible base and be secured to a solid structure.</li> </ul>

\* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

### B3: The Standards for the APZ as Established by the Local Government

Refer to the firebreak / hazard reduction notice issued annually (under s33 of the Bushfires Act 1954) by the relevant local government. It may state Standards that vary from those established by the Guidelines and that have been endorsed by the WAPC and DFES as per Section 4.5.3 of the Guidelines.

A copy of the relevant annual notice is not included here as they are subject to being reviewed and modified prior to issuing each year. Refer to ratepayers notices and/or the local government's website for the current version.



#### B4: Vegetation and Areas Excluded from Classification - Ensure Continued Exclusion

AS 3959:2018 establishes the methodology for determining a bushfire attack level (BAL). The methodology includes the classification of the subject site's surrounding vegetation according to their 'type' and the application of the corresponding relevant bushfire behaviour models to determine the BAL.

Certain vegetation can be considered as low threat and be excluded from classification. Where this has occurred in assessing the site, the extract from AS3959:2018 below states the requirements that must continue to exist for the vegetation on those areas of land to be excluded from classification (including the size of the vegetation area if relevant to the assessment).

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AS 3959:2018

##### 2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas

The following vegetation shall be excluded from a BAL assessment:

- (a) Vegetation of any type that is more than 100 m from the site.
- (b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.
- (c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation.
- (d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.
- (e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.
- (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

##### NOTES:

- 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).
- 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.



**APPENDIX C: ADVICE - BAL RATINGS – CORRESPONDING THREATS AND CONSTRUCTION REFERENCES**

BAL <sup>1</sup>	DESCRIPTION OF PREDICTED BUSHFIRE DIRECT ATTACK MECHANISMS (THREATS) AND LEVELS OF EXPOSURE	REFERENCES FOR CONSTRUCTION REQUIREMENTS	
		AS 3959:2018 Construction of Buildings in Bushfire Prone Areas	The NASH Standard (2021) – Steel Framed Construction in Bushfire Areas
		Referenced by the Building Code of Australia for Building Classes 1, 2, 3 & 10a	Referenced by the Building Code of Australia for Building Classes 1 & 10a
<b>BAL – LOW</b>	There is insufficient risk to warrant specific construction requirements but there is still some risk. <i>(Note: DFES recommend that ember attack protection features be incorporated into the design where practicable).</i>	Section 4. No Requirements	No Requirements
<b>BAL – 12.5</b>	There is a risk of ember attack. Construction elements are expected to be exposed to heat flux not greater than 12.5 kW/m <sup>2</sup>	Sections 3 & 5.	All construction requirements for BAL-12.5 to BAL-40 are the same except for windows and external doors, which must comply with AS 3959.  The construction requirements are set out as essentially non-combustible construction systems for each of the following building elements:  Section 1.4: General Requirements Section 2: Roof and Ceiling System Section 3: External Wall System Section 4: Floor System Section 5: Carports Verandahs and Decks.
<b>BAL – 19</b>	There is a risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m <sup>2</sup> .	Sections 3 & 6	
<b>BAL – 29</b>	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m <sup>2</sup> .	Sections 3 & 7.	
<b>BAL – 40</b>	There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m <sup>2</sup> .	Sections 3 & 8.	
<b>BAL – FZ (Flame Zone)</b>	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40 kW/m <sup>2</sup> .	Sections 3 & 9.	
<p><sup>1</sup> AS 3959:2018 <i>Construction of buildings in bushfire prone areas</i>, defines a Bushfire Attack Level (BAL) as a "means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat flux expressed in kW/m<sup>2</sup>, and is the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire."</p>			



## Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2018

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.

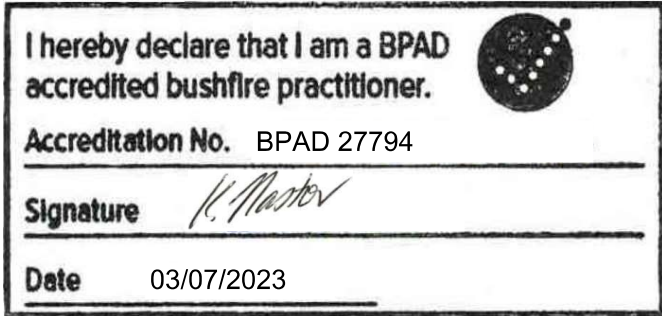
### Property Details and Description of Works

<b>Address Details</b>	<b>Unit no</b>	<b>Street no</b>	<b>Lot no</b>	<b>Street name / Plan Reference</b>	
	-	383	206	Northam-York Road (Plan 1087)	
<b>Local government area</b>	<b>Suburb</b>			<b>State</b>	<b>Postcode</b>
	Muluckine			WA	6401
<b>Main BCA class of the building</b>	1		<b>Use(s) of the building</b>	Residential dwelling	
<b>Description of the building or works</b>	Construction of a new residential building				

### Determination of Highest Bushfire Attack Level

AS 3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance	BAL
Method 1	Class A	0	32m	BAL-19

### BPAD Accredited Practitioner Details

<b>Name</b> Kathy Nastov	 <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. BPAD 27794</p> <p>Signature <i>K. Nastov</i></p> <p>Date 03/07/2023</p> <p>Authorized Practitioner Stamp</p>
<b>Company Details</b> BPP Group Pty Ltd ABN 39 166 551 784	
I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.	

Reliance on the assessment and determination of the Bushfire Attack Level contained in this certificate should not extend beyond a period of 12 months from the date of issue of the certificate. If this certificate was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated certificate issued.

**Statutory Assessment**

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

Clause	Provision	Proposal	Assessment
Deemed Provisions – Clause 67(2) of Regulations			
A	Aims and provisions of LPS6		Proposed development is consistent with the aims and provisions of the scheme.
	4.5 – Site and Development Standards and Requirements.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Proposed new dwelling well within minimum setbacks as required by table 2.
	4.30 – Development in the Rural Residential and Rural Smallholding Zones.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	The proposal meets the requirements set under 4.30.
B	Requirements of orderly and proper planning, including any proposed scheme amendment or LPP seriously being entertained.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Nil scheme or LPP amendments proposed as part of development. Large variation applied for under LPP13 proposed however, see part G.
C	Any approved State Planning Policy	New single dwelling and conversion of existing dwelling to ancillary accommodation.	State Planning Policy 3.7 – Planning in Bushfire Prone Areas. A BAL report and certification has been provided, detailing the site as BAL-19, no APZ is proposed to be introduced to the site.
FA	Any local planning strategy – Northam LPS	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Proposed development is consistent with the aims and provisions of the strategy.
G	Any local planning policies		

Clause	Provision	Proposal	Assessment
	LPP13 – Ancillary Dwellings & Worker's Accommodation.	Conversion of existing dwelling to ancillary accommodation.	<p>Section 2 of LPP13 refers to the requirements of ancillary accommodation.</p> <p>2.1 – only one ancillary is proposed – complies</p> <p>2.2 – structure proposed to be converted is 141m<sup>2</sup> – does not comply with the maximum size of 100m<sup>2</sup>.</p> <p>2.3 – structure is within 50m of the proposed new dwelling – complies</p> <p>2.4 – structure is not located between the main street and proposed dwelling – complies</p> <p>2.5 – Advice notes to be provided as appropriate</p>
	LPP19 – Residential Design Guidelines for the Rural Residential & Rural Smallholding Zones	New dwelling	<p>The development guidelines are as follows.</p> <p>1. Orientation and Location – complies</p> <p>2. Setbacks – complies</p> <p>3. Materials and Colours – Colourbond cladding, not ideal but precedent exists for it within the area, complies</p> <p>4. Streetscape – verandahs proposed as part of frontage, complies</p> <p>5. Private Open Space – complies</p> <p>6. Fencing – existing prior to development, complies</p>

Clause	Provision	Proposal	Assessment
			<p>7. Driveways – existing prior to development, non-compliant as it does not connect to the new dwelling – to be conditioned.</p> <p>8. Carparking – Carport proposed, complies</p> <p>9. Rural Street Numbers – Property is subject to street numbering, complies.</p>
M	Compatibility of the development, including future character and relationship with adjoining land	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Proposed new dwelling will enhance the character of the area.
N	Amenity of the locality, including environmental impacts, character and social impacts.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Proposed dwelling will enhance and benefit the amenity of the area.
O	Likely effect on the natural environment or water resources and means to mitigate.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Proposed dwelling is located approx. 80m from the existing watercourse, nil impact on natural environment expected.
P	Adequate provision for landscaping of the land or protection of trees or other vegetation	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Nil trees or vegetation to be removed as part of development.
Q	Suitability of the land taking into account of possible risks, such as bushfire, flooding, erosion.	New single dwelling and conversion of existing dwelling to ancillary accommodation.	<p>Flooding – as the area has not been mapped, it is not possible to determine the relevant height required to mitigate flooding risk.</p> <p>Bushfire – the property has been assessed and is appropriate to</p>

Clause	Provision	Proposal	Assessment
			construct on assuming appropriate construction methods.
X	Impact on the community as a whole notwithstanding impacts on particular individuals	New single dwelling and conversion of existing dwelling to ancillary accommodation.	Additional housing and development is of a benefit to the area.



### 13.3.3 RFT 06 of 2023 - Green Waste Processing Services

<b>File Reference:</b>	4.1.1.1
<b>Reporting Officer:</b>	Kayla Burges (Waste Management Officer), Kristy Hopkins (Procurement 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 Council to consider submissions received in response to the Request for Tender 06 of 2023 – Green Waste Processing Services. This report provides details of the submissions received and identifies a recommended Contractor to complete the works and services.

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFT 06 of 2023 - Evaluation Matrix Averaged [13.3.3.1 - 2 pages]
2. CONFIDENTIAL REDACTED - CS-TEMP-10 Evaluation Report [13.3.3.2 - 5 pages]

#### A. BACKGROUND / DETAILS

In compliance with legislative requirements, a request for these works was prepared and advertised on 15<sup>th</sup> July 2023 with tenders closing on 4<sup>th</sup> August 2023 at 4pm (WAST). This process was to seek suitably qualified Contractors to complete the works/services on the Shire's behalf.

#### 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.

Performance Area: Planet.

Outcome 6: Shared responsibility for climate and sustainability.

Objective 6.2: Provide sustainable waste management.  
Priority Action 6.2.1: Provide plan to achieve best practice management and operations, optimise facility utilisation and reflect industry best practice with regards to minimising waste to landfill at Inkpen and Old Quarry Road Waste Management Facility.

### B.2 Financial / Resource Implications

The 2023/24 adopted budget includes a Greenwaste Provision of \$64,000. This expense will be budgeted and reviewed in accordance with Council's Budget Requirements.

The award for this budget was based over 3 years and is expected to be \$50,000 – \$70,000 per annum. An exact amount cannot be forecast due the total cost being dependant on the volume of green waste received at the waste management facilities which is variable.

### 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

CS-Policy-02 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	By Following the Purchasing and Tenders Process the market has been tested by receiving tenders from interested applicants. The contract allows for contractors outside the successful tenderer to be	Insignificant (1) x Unlikely (2) = Low (2)	Signed contract in place prior to works commencing

	engaged in ad hoc and emergency works which will give the Shire a reference point to refer to when it comes to price comparisons		
Health & Safety	Health and safety requirements on site not adhered to	Medium (3) x Unlikely (2) = Moderate (8)	Signed contract in place prior to works commencing
Reputation	Perception of not providing a clean and safe waste facility	Medium (3) x Unlikely (2) = Moderate (8)	Ensuring contract requirements and frequency is adhered to.
Service Interruption	Contractors do not frequent site as required, meaning greenwaste area is full.	Medium (3) x Unlikely (2) = Moderate (8)	Ensuring contract requirements and frequency is adhered to.
Compliance	KPI's are in place as part of the contract as well as the requirement to adhere to relevant Australian Standards and Codes of Practise for all works carried out under the contract	Medium (3) x Unlikely (2) = Moderate (8)	Signed contract in place prior to works commencing / inspections carried out during site visits.
Property	Nil		
Environment	High Fire Risk to site	Extreme (5) x Low (1) = Moderate (5)	Ensuring contract requirements and frequency is adhered to.

### B.7 Natural Environment Considerations

Greenwaste will be utilised organically by being delivered to a nearby mulching facility, reduces waste to landfill and takes away fire risk to both facilities.

### C. OFFICER'S COMMENT

In response to the advertised request, two (2) submissions were received, of which both were compliant:

1. Western Tree Recyclers
2. Leeson's Grinding

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

## RECOMMENDATION

### That Council:

1. **Accept the response to RFT 06 of 2023 – Green Waste Processing Services from Western Tree Recyclers, for an estimated cost of \$71,620.00 per annum with a Perth CPI increase per annum.**
2. **Authorise the Chief Executive Officer to make variations (maximum increase of 10%) to the awarded price. prior to entering a contract with Western Tree Recyclers.**
3. **Authorise the Chief Executive Officer to enter into a contract for Green Waste Processing Services, Request for Tender 06 of 2023 with Western Tree Recyclers for a period of three (3) years in accordance with the specifications contained within the tender documents.**

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts - 1 August 2023 to 31 August 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris (Creditors Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 01 August 2023 to 31 August 2023.

#### ATTACHMENTS

1. Accounts & Statement of Accounts - August 2023 [**13.4.1.1** - 65 pages]
2. Declaration August 2023 [**13.4.1.2** - 3 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 2023/2024 Budget.

### B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Not applicable.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

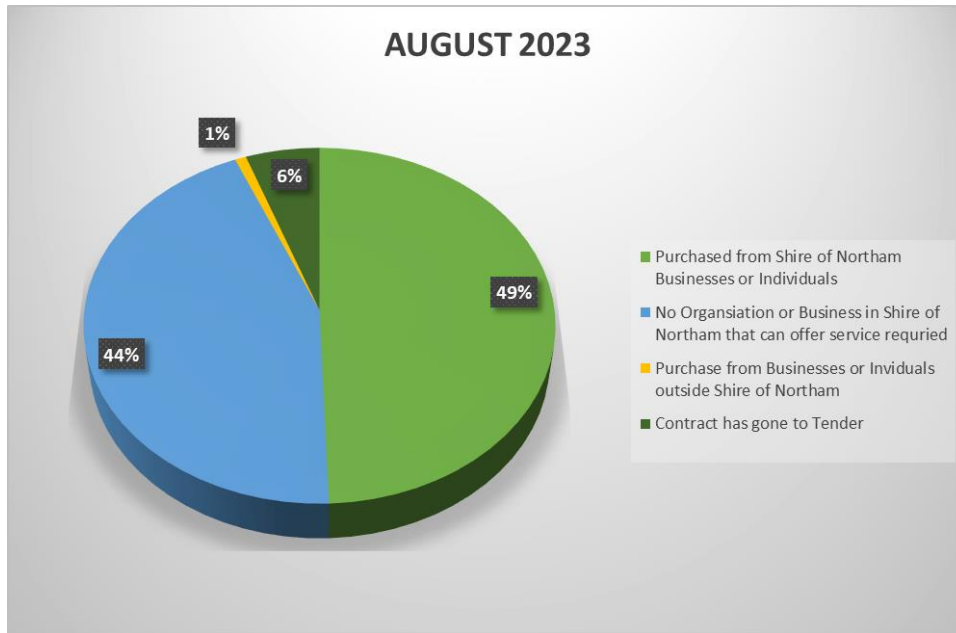
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service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

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

The matter of Council 'supporting local businesses' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of August 2023:



#### RECOMMENDATION

That Council receive the payments for the period 01 August 2023 to 31 August 2023, as listed:

- Municipal Fund payment cheque numbers 35594 to 35597 Total \$21,279.17.
- Municipal Fund EFT48040 to EFT48389 Total \$2,223,525.24.
- Direct Debits Total \$148,550.54.
- Payroll Total \$758,309.11.

**TOTAL: \$3,151,664.06.**

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

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35594	08/08/2023	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 09/05/2023 to 17/07/2023	1		6,558.22
INV 9007903918/07/2023		WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 08/05/2023 to 16/07/2023		343.68	
INV 9007913119/07/2023		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 09/05/2023 to 17/07/2023		408.08	
INV 9007913519/07/2023		WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 09/05/2023 to 17/07/2023		307.67	
INV 9007913519/07/2023		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 09/05/2023 to 17/07/2023		2,025.03	
INV 9007923419/07/2023		WATER CORPORATION	9007923407 APEX PARK TOILETS - 10/05/2023 to 17/07/2023		121.62	
INV 9007909720/07/2023		WATER CORPORATION	9007909760 RECREATION PRECINCT - 08/05/2023 to 18/07/2023		956.02	
INV 9007915521/07/2023		WATER CORPORATION	9007915503 AIRPORT - 11/05/2023 to 19/07/2023		1,114.13	
INV 9022053224/07/2023		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 12/05/2023 to 20/07/2023		317.95	
INV 9007916624/07/2023		WATER CORPORATION	9007916629 MORBY COTTAGE - 12/05/2023 to 20/07/2023		47.87	
INV 9007917224/07/2023		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 12/05/2023 to 20/07/2023		240.54	
INV 9007925925/07/2023		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 16/05/2023 to 23/07/2023		192.99	
INV 9007923627/07/2023		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 17/05/2023 to 25/07/2023		264.96	
INV 9021499427/07/2023		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 17/05/2023 to 25/07/2023		209.29	
INV 9010596328/07/2023		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 18/05/2023 to 26/07/2023		8.39	
35595	18/08/2023	PETTY CASH	PETTY CASH RECOUP - DEPOT FEB - JULY 2023	1		86.70
INV DEPOT - 07/08/2023		PETTY CASH	PETTY CASH RECOUP - DEPOT FEB - JULY 2023	1	86.70	
35596	18/08/2023	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 06/06/2023 to 07/08/2023	1		2,507.98
INV 9007938901/08/2023		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 23/05/2023 to 26/07/2023		317.95	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9023164011/08/2023		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 29/05/2023 to 27/07/2023		11.19	
INV 9007840211/08/2023		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 06/06/2023 to 07/08/2023		1,359.81	
INV 9007840311/08/2023		WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 06/06/2023 to 07/08/2023		44.75	
INV 9007891711/08/2023		WATER CORPORATION	9007891775 HOOPER PARK - 30/05/2023 to 03/08/2023		75.52	
INV 9007892511/08/2023		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 30/05/2023 to 03/08/2023		260.65	
INV 9007840211/08/2023		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 06/06/2023 to 07/08/2023		438.11	
35597	31/08/2023	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 18.04.2023 TO 14.06.2023	1		12,126.27
INV 9007868515/06/2023		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 18.04.2023 TO 14.06.2023	1	1,992.83	
INV 9024139521/07/2023		WATER CORPORATION	9024139518 WUNDOWIE RV SITE DUMP POINT- TRADE WASTE PERMIT - 01/07/2023 to 30/06/2024		246.16	
INV 9018587821/07/2023		WATER CORPORATION	9018587875 NORTHAM VISITORS CENTRE - 01/07/2023 to 30/06/2024		344.51	
INV 9007917024/07/2023		WATER CORPORATION	9007917058 CEMETERY - 12/05/2023 to 20/07/2023		704.84	
INV 9007926025/07/2023		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 16/05/2023 to 23/07/2023		97.90	
INV 9007927525/07/2023		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 16/05/2023 to 23/07/2023		13.99	
INV 9024688001/08/2023		WATER CORPORATION	9024688023 NORTHAM RV - TRADE WASTE PERMIT - 01/07/2023 to 30/06/2024		246.16	
INV 9007891811/08/2023		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 30/05/2023 to 03/08/2023		1,444.56	
INV 9007938711/08/2023		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 29/05/2023 to 27/07/2023		1,991.58	
INV 9007872216/08/2023		WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 14/06/2023 to 14/08/2023		267.82	
INV 9007872216/08/2023		WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 14/06/2023 to 14/08/2023		272.58	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007872216/08/2023		WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 14/06/2023 to 14/08/2023		276.39	
INV 9007872216/08/2023		WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 14/06/2023 to 14/08/2023		264.96	
INV 9007872316/08/2023		WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 14/06/2023 to 14/08/2023		270.68	
INV 9007872316/08/2023		WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 14/06/2023 to 14/08/2023		281.79	
INV 9007868516/08/2023		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 14/06/2023 to 14/08/2023		1,616.30	
INV 9007868916/08/2023		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 14/06/2023 to 14/08/2023		146.33	
INV 9007869116/08/2023		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 14/06/2023 to 14/08/2023		138.20	
INV 9007869116/08/2023		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 14/06/2023 to 14/08/2023		99.25	
INV 9007869116/08/2023		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 14/06/2023 to 14/08/2023		251.25	
INV 9007871816/08/2023		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 14/06/2023 to 14/08/2023		231.87	
INV 9007871916/08/2023		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 14/06/2023 to 14/08/2023		329.77	
INV 9007871916/08/2023		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 14/06/2023 to 14/08/2023		13.99	
INV 9007872216/08/2023		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 14/06/2023 to 14/08/2023		47.87	
INV 9007872216/08/2023		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 14/06/2023 to 14/08/2023		269.73	
INV 9007872216/08/2023		WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 14/06/2023 to 14/08/2023		264.96	
EFT48040	01/08/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1		18,936.89
INV GFEE JU30/06/2023		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1	18,936.89	
EFT48041	04/08/2023	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	HONOUR BOARD. CHANGES TO COUNCILLOR PLAQUES FOR END CR PAUL CURTIS AND START FOR CR LISA BIGLIN	1		158.60

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INV 103799	28/07/2023	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	HONOUR BOARD. CHANGES TO COUNCILLOR PLAQUES FOR END CR PAUL CURTIS AND START FOR CR LISA BIGLIN	1	158.60	
EFT48042	04/08/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	RATCHET BINDER 8MM	1		301.14
INV SI-00011523/06/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	RATCHET BINDER 8MM	1	283.64	
INV SI-00012220/07/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DA46 1/2F X 3/4M ADAPTOR	1	17.50	
EFT48043	04/08/2023	ANDY'S PLUMBING SERVICE	CLACKLINE TOILETS AND BAKERS HILL PAVILLION TOILETS - REPAIRS TO TOILETS TAP RUNNING IN FEMALE TOILET AND RUNNING TAP IN MALE TOILETS.	1		3,955.60
INV A19594	14/07/2023	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN. REPLACE TAP TO RETIC FEED, SUPPLY AND INSTALL STEEL PIT COVER AND BOLLARD.	1	792.00	
INV A19593	14/07/2023	ANDY'S PLUMBING SERVICE	CLACKLINE TOILETS AND BAKERS HILL PAVILLION TOILETS - REPAIRS TO TOILETS TAP RUNNING IN FEMALE TOILET AND RUNNING TAP IN MALE TOILETS.	1	1,045.00	
INV A19603	26/07/2023	ANDY'S PLUMBING SERVICE	WUNDOWIE LIBRARY - REAR DRAIN REPAIRS AND REPAIR BLOCKED DOWNPIPES.	1	798.60	
INV A19602	26/07/2023	ANDY'S PLUMBING SERVICE	CLACKLINE STANDPIPE - CHECK FLOW METER	1	786.50	
INV A19605	26/07/2023	ANDY'S PLUMBING SERVICE	OLD DEPOT BUILDING - UNBLOCK SEPTIC SYSTEM	1	533.50	
EFT48044	04/08/2023	ATI-MIRAGE TRAINING & BUSINESS SOLUTIONS PTY LTD	INDESIGN TRAINING - 17/07/2023 - TAMIKA VAN BEEK AND IAN KIELY	1		1,683.00
INV INV-411019/07/2023		ATI-MIRAGE TRAINING & BUSINESS SOLUTIONS PTY LTD	INDESIGN TRAINING - 17/07/2023 - TAMIKA VAN BEEK AND IAN KIELY	1	1,683.00	
EFT48045	04/08/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		132.50
INV DEDUCT01/08/2023		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		132.50	
EFT48046	04/08/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/07/2023	1		65,487.00
INV PAYG 1820/07/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/07/2023	1	65,487.00	
EFT48047	04/08/2023	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM ART PRIZE - RATNA KNIGHTS - MUSIC OF SANTANA	1		500.00
INV 1048	23/11/2022	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM ART PRIZE - RATNA KNIGHTS - MUSIC OF SANTANA	1	500.00	

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EFT48048	04/08/2023	AVON VALLEY BAKERY	CUPCAKES TO BE SUPPLIED FOR NAIDOC WEEK BY 9AM ON 04/07/2023	1		200.00
INV INV-137404/07/2023		AVON VALLEY BAKERY	CUPCAKES TO BE SUPPLIED FOR NAIDOC WEEK BY 9AM ON 04/07/2023	1	200.00	
EFT48049	04/08/2023	AVON VALLEY ENVIRONMENTAL SOCIETY	QUICK RESPONSE GRANT FAUNA SURVEY OF ISLANDS IN AVON RIVER NORTHAM	1		2,475.00
INV 27	30/05/2023	AVON VALLEY ENVIRONMENTAL SOCIETY	QUICK RESPONSE GRANT FAUNA SURVEY OF ISLANDS IN AVON RIVER NORTHAM	1	2,475.00	
EFT48050	04/08/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	WHITE WASH SAND PER TRACTOR BUCKET (3 TRACTOR BUCKETS TO A M3)	1		1,782.00
INV 0000020928/07/2023		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	WHITE WASH SAND PER TRACTOR BUCKET (3 TRACTOR BUCKETS TO A M3)	1	1,782.00	
EFT48051	04/08/2023	BOEKEMAN MACHINERY (WA) PTY LTD	A70548 - WHEEL NUT	1		6.23
INV 371372 24/07/2023		BOEKEMAN MACHINERY (WA) PTY LTD	A70548 - WHEEL NUT	1	6.23	
EFT48052	04/08/2023	BUNNINGS BUILDING SUPPLIES P/L	SHELVING & PADLOCKS	1		1,989.34
INV 2432/998 22/06/2023		BUNNINGS BUILDING SUPPLIES P/L	STEAM CLEANER AND STORAGE CONTAINERS	1	593.83	
INV 2182/003 03/07/2023		BUNNINGS BUILDING SUPPLIES P/L	SPRINKLER, TAP TIMER & TARP	1	100.19	
INV 2182/003 12/07/2023		BUNNINGS BUILDING SUPPLIES P/L	ROSE FERTILISER	1	30.32	
INV 2182/002 12/07/2023		BUNNINGS BUILDING SUPPLIES P/L	SHOVEL POST HOLE LONG HANDLE AND DUCT TAPE	1	44.67	
INV 2182/003 14/07/2023		BUNNINGS BUILDING SUPPLIES P/L	NATIVE PLANTS FOR CITIZENSHIP CEREMONY	1	133.17	
INV 2182/002 18/07/2023		BUNNINGS BUILDING SUPPLIES P/L	SHELVING & PADLOCKS	1	679.00	
INV 2182/003 19/07/2023		BUNNINGS BUILDING SUPPLIES P/L	90MM STORMWATER JOINERS	1	9.63	
INV 2182/003 20/07/2023		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM DEPOT DEVELOPMENT - SUPPLY 4 X RUBBER EXTERNAL MATS AND 3 X INTERNAL MATS	1	171.48	
INV 2182/002 27/07/2023		BUNNINGS BUILDING SUPPLIES P/L	MAKITA ELECTRIC BLOWER	1	227.05	
EFT48053	04/08/2023	CADD'S FASHIONS	WORKBOOT ALLOWANCE - KUNAL PATEL	1		189.99

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INV 23-00007	19/07/2023	CADD'S FASHIONS	WORKBOOT ALLOWANCE - KUNAL PATEL	1	189.99	
EFT48054	04/08/2023	CANDICE PARKES	REIMBURSEMENT FOR PAYMENT MADE FOR ROAD CLOSURE APPLICATIONS FOR BOTH BILYA FESTIVAL (EV 11710) & NORTHAM BALLOONING FESTIVAL (EV11712)	1		448.00
INV 169625	28/07/2023	CANDICE PARKES	REIMBURSEMENT FOR PAYMENT MADE FOR ROAD CLOSURE APPLICATIONS FOR BOTH BILYA FESTIVAL (EV 11710) & NORTHAM BALLOONING FESTIVAL (EV11712)	1	448.00	
EFT48055	04/08/2023	CDA AIR & SOLAR YORK	INKPEN TIP BUILDING - SUPPLY AND INSTALL EXTRA 4KWH BATTERY TO SOLAR SYSTEM	1		3,880.00
INV 000188371	17/07/2023	CDA AIR & SOLAR YORK	INKPEN TIP BUILDING - SUPPLY AND INSTALL EXTRA 4KWH BATTERY TO SOLAR SYSTEM	1	3,880.00	
EFT48056	04/08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.001 - JD GRADER SERVICE 7,500HRS ON SITE 03/07/23	1		7,031.95
INV 0000444318	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N4174 - MULTI ROLLER SERVICE AND REPAIRS ON SITE 06/06/2023	1	1,391.83	
INV 0000444218	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.1709 - HINO TIPPER SERVICE 75,000KS 05/07/2023	1	944.46	
INV 0000444118	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.001 - JD GRADER SERVICE 7,500HRS ON SITE 03/07/23	1	1,748.29	
INV 0000444418	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.3805 - FUSO MITSUBISHI SERVICE AND TIPPER REPAIRS AS REQUIRED	1	818.87	
INV 0000443818	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM CORNER OF BORAMIN ROAD AND CARTER ROAD AND DROP OFF AT CORNER OF GRASS VALLEY SOUTH ROAD AND PEACOCK ROAD	1	709.50	
INV 0000444018	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM PARKER RD AND DROP OFF AT SMITH RD	1	709.50	
INV 0000443918	07/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM NORTHAM DEPOT AND DROP OFF AT MOKINE RD	1	709.50	
EFT48057	04/08/2023	CHARLES SERVICE COMPANY	C.202021-04 - SHIRE OF NORTHAM TOILETS - CONSUMABLES - 26/06/2023	1		300.83
INV 0003615025	07/2023	CHARLES SERVICE COMPANY	C.202021-04 - SHIRE OF NORTHAM TOILETS - CONSUMABLES - 26/06/2023	1	300.83	
EFT48058	04/08/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,824.74

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INV DEDUCT01/08/2023		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		1,824.74	
EFT48059	04/08/2023	CHRISTOPHER JOHN MCLELLAN	TRAILER LOAD OF FIREWOOD DELIVERED TO THE BKB FOR NAIDOC WEEK	1		660.00
INV 0000004719/07/2023		CHRISTOPHER JOHN MCLELLAN	TRAILER LOAD OF FIREWOOD DELIVERED TO THE BKB FOR NAIDOC WEEK	1	660.00	
EFT48060	04/08/2023	COMBINED TYRES PTY LTD	SUPPLY AND FIT TYRE FOR PN2307 TRI AXLE TRAILER	1		200.20
INV INV-364226/07/2023		COMBINED TYRES PTY LTD	SUPPLY AND FIT TYRE FOR PN2307 TRI AXLE TRAILER	1	200.20	
EFT48061	04/08/2023	CONTRAFLOW PTY LTD	TMP CREATION FOR A MANNED ROAD CLOSURE ON BROOME TERRACE AT CRN OF HAMPTON ROAD	1		792.00
INV T18/838120/07/2023		CONTRAFLOW PTY LTD	TMP CREATION FOR A MANNED ROAD CLOSURE ON BROOME TERRACE AT CRN OF HAMPTON ROAD	1	792.00	
EFT48062	04/08/2023	COUNTRY COMFORTSTYLE NORTHAM	2X OFFICE CHAIRS	1		918.00
INV 20087	04/07/2023	COUNTRY COMFORTSTYLE NORTHAM	2X OFFICE CHAIRS	1	918.00	
EFT48063	04/08/2023	CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITERING FOR VARIOUS SHIRE SITES FROM 01/08/2023-31/08/2023	1		637.87
INV CINS315 20/07/2023		CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITERING FOR VARIOUS SHIRE SITES FROM 01/08/2023-31/08/2023	1	637.87	
EFT48064	04/08/2023	CULT ARTISTS PTY LTD	KATY STEELE & BAND FOR WOMEN ROCK FESTIVAL	1		3,850.00
INV INV-101027/06/2023		CULT ARTISTS PTY LTD	KATY STEELE & BAND FOR WOMEN ROCK FESTIVAL	1	3,850.00	
EFT48065	04/08/2023	DAMIAN'S PLUMBING	CLEAR SUMP PIT ON WASH PAD AT NORTHAM DEPOT	1		880.00
INV 9154	17/07/2023	DAMIAN'S PLUMBING	CLEAR SUMP PIT ON WASH PAD AT NORTHAM DEPOT	1	880.00	
EFT48066	04/08/2023	DANIELLE AMEDURI (DJADE IN MOTION)	2 X LED SABER & LED FAN PERFORMERS DEPOSIT FOR BILYA FESTIVAL	1		198.40
INV 007	18/07/2023	DANIELLE AMEDURI (DJADE IN MOTION)	2 X LED SABER & LED FAN PERFORMERS DEPOSIT FOR BILYA FESTIVAL	1	198.40	
EFT48067	04/08/2023	FORMBYS LAWYERS	LEASE AGREEMENT FOR CLACKLINE RAILWAY CARRIAGE - CLACKLINE PROGRESS ASSOCIATION	1		1,914.00

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INV 002641	20/07/2023	FORMBYS LAWYERS	PREPARATION OF LICENCE AGREEMENT FOR MORBY COTTAGE AND THE FORMER MAYORS PARLOUR TO THE NORTHAM AND DISTRICTS HISTORICAL SOCIETY	1	627.00	
INV 002642	20/07/2023	FORMBYS LAWYERS	PREPARATION OF LICENCE AGREEMENT FOR MORBY COTTAGE AND THE FORMER MAYORS PARLOUR TO THE NORTHAM AND DISTRICTS HISTORICAL SOCIETY	1	473.00	
INV 002642	20/07/2023	FORMBYS LAWYERS	ADDITIONAL COSTS TO PO 69186 - PREPARATION OF LICENCE AGREEMENT - MORBY COTTAGE AND MAYORS FORMER PARLOUR	1	154.00	
INV 002639	20/07/2023	FORMBYS LAWYERS	LEASE AGREEMENT FOR CLACKLINE RAILWAY CARRIAGE - CLACKLINE PROGRESS ASSOCIATION	1	660.00	
EFT48068	04/08/2023	G & S INDUSTRIES	MIB 6.5M STREETLIGHTING POLE / ACCESS DOOR / POWDERCOATED / REINFORCEMENT CAGE	1		1,805.83
INV 24531	17/07/2023	G & S INDUSTRIES	MIB 6.5M STREETLIGHTING POLE / ACCESS DOOR / POWDERCOATED / REINFORCEMENT CAGE	1	1,805.83	
EFT48069	04/08/2023	GRAFTONELECTRICS	RECREATION CENTRE - FIX BLOWN EMERGENCY EXIT LIGHT ABOVE FRONT ENTRANCE DOORS	1		515.90
INV 9605	21/07/2023	GRAFTONELECTRICS	URGENT WORKS AT WWTP - REPLACE FLOAT SWITCH FOR PUMP AT TREATMENT PONDS	1	231.00	
INV 9607	21/07/2023	GRAFTON ELECTRICS	RECREATION CENTRE - FIX BLOWN EMERGENCY EXIT LIGHT ABOVE FRONT ENTRANCE DOORS	1	284.90	
EFT48070	04/08/2023	HOW YA GOING NOW PTY LTD	CATTLE - AGISTMENT, CARTING, CALVES TAGGED	1		5,141.40
INV 0000000215/07/2023		HOW YA GOING NOW PTY LTD	CATTLE - AGISTMENT, CARTING, CALVES TAGGED	1	5,141.40	
EFT48071	04/08/2023	J & A BUILDING PTY LTD	BILYA KOORT BOODJA STAGE 2. SCISSOR LIFT HIRE FOR THYLACINE LIGHTING CONSULTANT AND ELECTRICIAN FOR NEW LIGHTING.	1		960.00
INV 3544	31/07/2023	J & A BUILDING PTY LTD	BILYA KOORT BOODJA STAGE 2. SCISSOR LIFT HIRE FOR THYLACINE LIGHTING CONSULTANT AND ELECTRICIAN FOR NEW LIGHTING.	1	960.00	
EFT48072	04/08/2023	JASON SIGNMAKERS	SERVICE & TOURIST CHEVRON 3200 X 900 1.6MM ALUMINIUM SIGN 3200 X 900 CLASS 400 (CL1)	1		1,726.30
INV 31084	18/07/2023	JASON SIGNMAKERS	SIGNAGE - ST GEORGE / MOKINE / BI DIRECTIONAL	1	223.34	

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INV 31111	19/07/2023	JASON SIGNMAKERS	SERVICE & TOURIST CHEVRON 3200 X 900 1.6MM ALUMINIUM SIGN 3200 X 900 CLASS 400 (CL1)	1	1,502.96	
EFT48073	04/08/2023	KIMBERLEY SPRATT	SALE OF A PAINTING TO SHIRE OF NORTHAM ART COLLECTION	1		360.00
INV 1	17/07/2023	KIMBERLEY SPRATT	SALE OF A PAINTING TO SHIRE OF NORTHAM ART COLLECTION	1	360.00	
EFT48074	04/08/2023	LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP ROLLER FROM JARRAH ROAD WUNDOWIE AND DROP OFF AT FERNIE ROAD WUNDOWIE	1		385.00
INV INV-006106/04/2023		LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP ROLLER FROM JARRAH ROAD WUNDOWIE AND DROP OFF AT FERNIE ROAD WUNDOWIE	1	385.00	
EFT48075	04/08/2023	LUCY'S TEAROOMS	CATERING FOR FORUM MEETING - 14 JUNE 2023	1		1,528.00
INV 2957	20/04/2023	LUCY'S TEAROOMS	BACON & EGG ROLLS DELIVERED TO NORTHAM REC CENTRE	1	320.00	
INV 2968	22/05/2023	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING - 12 APRIL 2023	1	340.00	
INV 2970	22/05/2023	LUCY'S TEAROOMS	CATERING FOR AFTERNOON TEA - CITIZENSHIP CEREMONY - 14 APRIL 2023	1	208.00	
INV 2990	06/06/2023	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING (10 MAY 2023) - 20 X PASTA MEALS	1	300.00	
INV 3024	24/07/2023	LUCY'S TEAROOMS	CATERING FOR FORUM MEETING - 14 JUNE 2023	1	360.00	
EFT48076	04/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES / FOOTPATH & VERGE SWEEPING OF CBD - 10/7/2023 TO 16/07/2023	1		7,801.20
INV N0176	24/07/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES / FOOTPATH & VERGE SWEEPING OF CBD - 10/7/2023 TO 16/07/2023	1	3,900.60	
INV N0177	24/07/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES / FOOTPATH & VERGE SWEEPING OF CBD - 17/07/2023 TO 23/07/2023	1	3,900.60	
EFT48077	04/08/2023	MORRIS PEST & WEED CONTROL	SELECTIVE SPRAYING AROUND THE TOWN POOL AREA	1		4,803.70
INV INV-321618/07/2023		MORRIS PEST & WEEDCONTROL	TOWN HALL - ELIMINATE PIGEONS IN HALL AND BLOCK UP ANT GAPS	1	456.50	
INV INV-322018/07/2023		MORRIS PEST & WEEDCONTROL	SELECTIVE SPRAYING AROUND THE TOWN POOL AREA	1	4,347.20	



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EFT48078	04/08/2023	NORTH METROPOLITANTAFE	CIII IN LIBRARY AND INFORMATION TAFE FEES - ANIKA FERGUSSON	1		199.50
INV I0044409	24/07/2023	NORTH METROPOLITANTAFE	CIII IN LIBRARY AND INFORMATION TAFE FEES - ANIKA FERGUSSON	1	199.50	
EFT48079	04/08/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	QUICK RESPONSE GRANT 2022/2023 PAYMENT	1		750.00
INV 2307	27/07/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	QUICK RESPONSE GRANT 2022/2023 PAYMENT	1	750.00	
EFT48080	04/08/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM INCLUSION IN THE JULY NORTHAM ADVERTISER - FULL PAGE AD	1		440.00
INV 1547	27/06/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM INCLUSION IN THE JULY NORTHAM ADVERTISER - FULL PAGE AD	1	440.00	
EFT48081	04/08/2023	NORTHAM FEED & HIRE	1X P/MIX AND 1X GRAIN BAIT	1		95.50
INV 0000497619	07/2023	NORTHAM FEED & HIRE	1 X PRE MIX	1	23.50	
INV 0000497725	07/2023	NORTHAM FEED & HIRE	1 X PRE/MIX	1	23.50	
INV 0000498727	07/2023	NORTHAM FEED & HIRE	1X P/MIX AND 1X GRAIN BAIT	1	48.50	
EFT48082	04/08/2023	NORTHAM SWIMMING CLUBINC	QUICK RESPONSE COMMUNITY GRANT BALANCE 2022/2023	1		500.00
INV INV-012023	07/2023	NORTHAM SWIMMING CLUBINC	QUICK RESPONSE COMMUNITY GRANT BALANCE 2022/2023	1	500.00	
EFT48083	04/08/2023	NORTHAM TOWINGSERVICE	N.4531 - TRANSPORT FOOTPATH SWEEPER FROM T-QUIP, ABERNETHY RD BELMONT TO NORTHAM DEPOT	1		660.00
INV 212598	20/07/2023	NORTHAM TOWINGSERVICE	N.4531 - TRANSPORT FOOTPATH SWEEPER FROM T-QUIP, ABERNETHY RD BELMONT TO NORTHAM DEPOT	1	660.00	
EFT48084	04/08/2023	NORTHAM VETERINARY CENTRE	VET EXPENSES - INJURED SWAN "SID"	1		141.73
INV 103472	07/07/2023	NORTHAM VETERINARY CENTRE	VET EXPENSES - INJURED SWAN "SID"	1	141.73	
EFT48085	04/08/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NOTICE OF INTENTION - DIFFERENTIAL RATES - 12/07/2023	1		1,655.87
INV 1644856	31/07/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NOTICE OF INTENTION - DIFFERENTIAL RATES - 12/07/2023	1	947.65	

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INV 1644857	31/07/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERT FOR GREEN WASTE PROCESSING SERVICE TENDER - 15/07/2023	1	708.22	
EFT48086	04/08/2023	PORTER EQUIPMENT PTY LTD	N11865 AMN49500001015 - TONGUE LOCK,ARS150	1		132.00
INV IN01808224	07/2023	PORTER EQUIPMENT PTY LTD	N11865 AMN49500001015 - TONGUE LOCK,ARS150	1	132.00	
EFT48087	04/08/2023	PRESTIGEALARMS	NORTHAM DEPOT REDEVELOPMENT - SUPPLY AND INSTALL ALARM SYSTEM, DOOR ACCESS AND SWIPE GATE CONTROL	1		3,227.40
INV S16494	20/07/2023	PRESTIGEALARMS	NORTHAM DEPOT REDEVELOPMENT - SUPPLY AND INSTALL ALARM SYSTEM, DOOR ACCESS AND SWIPE GATE CONTROL	1	3,227.40	
EFT48088	04/08/2023	PRO - TRAMP AUSTRALIA PTY LTD	SNOW PIT - DELIVERY, SET UP, OPERATE & PACK UP	1		11,000.00
INV 1084	02/07/2023	PRO - TRAMP AUSTRALIA PTY LTD	SNOW PIT - DELIVERY, SET UP, OPERATE & PACK UP	1	11,000.00	
EFT48089	04/08/2023	REPCO NORTHAM	ELECTRICAL FITTINGS FOR SPRAY TANK FOR PN2007	1		57.10
INV 4980082926	07/2023	REPCO NORTHAM	ELECTRICAL FITTINGS FOR SPRAY TANK FOR PN2007	1	57.10	
EFT48090	04/08/2023	ROOF ACCESS WA PTY LTD	VARIOUS SHIRE BUILDINGS - YEARLY ROOF ACCESS EQUIPMENT INSPECTION AND REPORT	1		3,678.40
INV 3230701	13/07/2023	ROOF ACCESS WA PTY LTD	VARIOUS SHIRE BUILDINGS - YEARLY ROOF ACCESS EQUIPMENT INSPECTION AND REPORT	1	3,678.40	
EFT48091	04/08/2023	ROYAL LIFE SAVING SOCIETY WAINC	WATCH AROUND WATER 2023/24 SEASON REGISTRATION	1		440.00
INV RLSSWA18	07/2023	ROYAL LIFE SAVING SOCIETY WAINC	WATCH AROUND WATER 2023/24 SEASON REGISTRATION	1	440.00	
EFT48092	04/08/2023	S & N CREATIONS	BKB MERCHANDISE - SILK SCARF, TEALIGHT HOLDER, GLASSES CASE, WALLETS & WATER BOTTLES	1		1,733.60
INV INV-174216	04/2023	S & N CREATIONS	BKB MERCHANDISE - SILK SCARF, TEALIGHT HOLDER, GLASSES CASE, WALLETS & WATER BOTTLES	1	1,106.60	
INV INV-184908	06/2023	S & N CREATIONS	BKB MERCHANDISE - 23X WALLETS, 30X GLASSES CASE 18X T-SHIRTS	1	627.00	

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EFT48093	04/08/2023	SHIRLEY ANN SLATER	WELCOME TO COUNTRY FOR AUSTRALIAN ELECTORAL COMMISSION 13 APRIL 2023	1		300.00
INV 72147	28/07/2023	SHIRLEY ANN SLATER	WELCOME TO COUNTRY FOR AUSTRALIAN ELECTORAL COMMISSION 13 APRIL 2023	1	300.00	
EFT48094	04/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 67 BYFIELD STREET NORTHAM	1		5,560.00
INV T1598	03/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 7 CYCAD CRES, WUNDOWIE	1	1,020.00	
INV T1514	03/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 67 BYFIELD STREET NORTHAM	1	1,500.00	
INV T1438	03/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 19 LOTON DRIVE, NORTHAM	1	1,000.00	
INV T1725	03/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 13 ATKINSON STREET NORTHAM	1	1,020.00	
INV T1683	03/08/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 73 REDCOURTE ROAD BAKERS HILL	1	1,020.00	
EFT48095	04/08/2023	SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/06/2023 to 19/07/2023	1		9,280.54
INV 3358209419/07/2023		SYNERGY	335820940 CREATE 298 - 21/06/2023 to 18/07/2023		918.52	
INV 3616702520/07/2023		SYNERGY	361670250 NORTHAM LIBRARY - 15/06/2023 to 19/07/2023		512.67	
INV 7968413420/07/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 15/06/2023 to 19/07/2023		1,359.40	
INV 1365377420/07/2023		SYNERGY	136537740 AIRPORT - 15/06/2023 to 19/07/2023		1,666.14	
INV 3614739620/07/2023		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 15/06/2023 to 19/07/2023		212.55	
INV 2931107320/07/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 14/06/2023 to 11/07/2023		1,333.46	
INV 3575496920/07/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/06/2023 to 19/07/2023		1,731.05	

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INV 7471705321/07/2023		SYNERGY	747170530 SKATE PARK - CLARKE ST - 23/05/2023 to 20/07/2023		185.48	
INV 3577046021/07/2023		SYNERGY	357704600 PERINA PARK - 20/05/2023 to 20/07/2023		120.55	
INV 3575474724/07/2023		SYNERGY	357547470 MORBY COTTAGE - 24/05/2023 to 21/07/2023		128.83	
INV 9291252024/07/2023		SYNERGY	092912520 GRASS VALLEY OVAL - 23/05/2023 to 21/07/2023		115.09	
INV 3980651124/07/2023		SYNERGY	398065110 GRASS VALLEY HALL - 23/05/2023 to 21/07/2023		380.11	
INV 9414532324/07/2023		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 23/05/2023 to 21/07/2023		289.20	
INV 3575473325/07/2023		SYNERGY	357547330 APEX PARK TOILETS - 24/05/2023 to 19/07/2023		157.98	
INV 1578225627/07/2023		SYNERGY	157822560 IRISHTOWN BFB - 26/05/2023 to 21/07/2023		169.51	
EFT48096	04/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE DEPOT	1		174.56
INV 0597-S30	23/07/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE DEPOT	1	174.56	
EFT48097	04/08/2023	TELSTRA LIMITED	TELSTRA CHARGES - JUNE 2023	1		4,024.43
INV 2726008910/07/2023		TELSTRA LIMITED	TELSTRA CHARGES - JUNE 2023	1	2,982.77	
INV 2726009010/07/2023		TELSTRA LIMITED	TELSTRA CHARGES - JUNE 2023	1	125.96	
INV 9026075017/07/2023		TELSTRA LIMITED	TELSTRA CHARGES - JUNE 2023	1	915.70	
EFT48098	04/08/2023	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - JUNE 2023	1		6,142.40
INV 1928144801/07/2023		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - JUNE 2023	1	6,142.40	
EFT48099	04/08/2023	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - JUNE 2023	1		705.52
INV 1928163101/07/2023		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - JUNE 2023	1	705.52	
EFT48100	04/08/2023	TUTT BRYANT EQUIPMENT PTY LTD	05932156 LOCK PN2014 REGO N9166 - BW120AD-5 BOMAG ROLLER	1		338.73
INV 0084801419/07/2023		TUTT BRYANT EQUIPMENT PTY LTD	05581167 SHOCK ABSORBER	1	101.16	
INV 0084801419/07/2023		TUTT BRYANT EQUIPMENT PTY LTD	05932156 LOCK PN2014 REGO N9166 - BW120AD-5 BOMAG ROLLER	1	237.57	

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EFT48101	04/08/2023	TYREPOWER LTD	N10996 - SUPPLY AND FIT DUNLOP 245/65R17 111S GRANDTREK AT20, INCLUDING BALANCE AND DISPOSAL	1		397.10
INV 8265.149718/07/2023		TYREPOWER LTD	N10996 - SUPPLY AND FIT DUNLOP 245/65R17 111S GRANDTREK AT20, INCLUDING BALANCE AND DISPOSAL	1	397.10	
EFT48102	04/08/2023	WA RANGERS ASSOCIATION INC	SHOULDER BADGES - TRAINEE RANGER	1		33.60
INV 83	20/07/2023	WA RANGERS ASSOCIATION INC	SHOULDER BADGES - TRAINEE RANGER	1	33.60	
EFT48103	04/08/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CLIMATE RISK ASSESSMENT TRAINING - JENNIFER ABBOTT	1		638.00
INV SI-00441229/03/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CLIMATE RISK ASSESSMENT TRAINING - JENNIFER ABBOTT	1	638.00	
EFT48104	04/08/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 MAINTENANCE OF NORTHAM CEMETERY FOR FORTNIGHT ENDING 14/07/2023	1		5,335.21
INV 0030150214/07/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 MAINTENANCE OF NORTHAM CEMETERY FOR FORTNIGHT ENDING 14/07/2023	1	5,335.21	
EFT48105	04/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	PHOTOCOPYING / HOOKS / SCISSORS	1		266.32
INV 4609	05/05/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	PHOTOCOPYING / HOOKS / SCISSORS	1	123.55	
INV 216637	05/07/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE IRA-DX C3830 COLOUR COPIER	1	84.43	
INV 216636	05/07/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	SERVICE METER READING 05/06/2023 - 05/07/2023 BILYA KOORT BOODJA C3730 PRINTER METER/SERVICE READING 05/06/2023 - 05/07/2023	1	58.34	
EFT48106	04/08/2023	ZEA CHRISTOPHERSON	REIMBURSEMENT OF POLICE CLEARANCE ZEA CHRISTOPHERSON - LIBRARY OFFICER	1		54.90
INV 793377	12/07/2023	ZEA CHRISTOPHERSON	REIMBURSEMENT OF POLICE CLEARANCE ZEA CHRISTOPHERSON - LIBRARY OFFICER	1	54.90	
EFT48107	07/08/2023	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2023	1		2,030.05
INV JULY 20231/07/2023		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2023	1	2,030.05	
EFT48108	07/08/2023	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2023	1		500.00

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INV JULY 20231/07/2023		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2023	1	500.00	
EFT48109	07/08/2023	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR JULY 2023	1		6,445.96
INV JULY 20231/07/2023		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR JULY 2023	1	6,445.96	
EFT48110	07/08/2023	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JULY 2023	1		2,009.33
INV JULY 20231/07/2023		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JULY 2023	1	2,009.33	
EFT48111	07/08/2023	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JULY 2023	1		1,905.73
INV JULY 20231/07/2023		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JULY 2023	1	1,905.73	
EFT48112	07/08/2023	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JULY 2023	1		1,905.73
INV JULY 20231/07/2023		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JULY 2023	1	1,905.73	
EFT48113	07/08/2023	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JULY 2023	1		2,025.61
INV JULY 20231/07/2023		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JULY 2023	1	2,025.61	
EFT48114	07/08/2023	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR JULY 2023	1		2,015.25
INV JULY 20231/07/2023		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR JULY 2023	1	2,015.25	
EFT48115	07/08/2023	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JULY 2023	1		1,905.73
INV JULY 20231/07/2023		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JULY 2023	1	1,905.73	
EFT48116	07/08/2023	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2023	1		2,843.23
INV JULY 20231/07/2023		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2023	1	2,843.23	
EFT48117	07/08/2023	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JULY 2023	1		1,905.73
INV JULY 20231/07/2023		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JULY 2023	1	1,905.73	
EFT48118	08/08/2023	AUSTRALIA POST	AUSTRALIA POSTAL CHARGES - JULY 2023	1		1,204.30
INV 1012609703/08/2023		AUSTRALIA POST	AUSTRALIA POSTAL CHARGES - JULY 2023	1	1,204.30	

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EFT48119	08/08/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 01/08/2023	1		66,936.00
INV PAYG 0104/08/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 01/08/2023	1	66,936.00	
EFT48120	08/08/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JULY 2023	1		619.93
INV 3704153131/07/2023		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JULY 2023	1	619.93	
EFT48121	08/08/2023	CHELSEA CLARE	REFUND OF GRANT OF RIGHT FOR CANCELLED BURIAL	1		169.00
INV CY 0308203/08/2023		CHELSEA CLARE	REFUND OF GRANT OF RIGHT FOR CANCELLED BURIAL	1	169.00	
EFT48122	08/08/2023	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JULY 2023	1		833.37
INV AE 0808208/08/2023		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JULY 2023	1	833.37	
EFT48123	08/08/2023	KARLIE ANNE CANNING	REIMBURSEMENT OF POLICE CLEARANCE (ADMIN OFFICER DEVELOPMENT SERVICES) - KARLIE CANNING	1		54.90
INV 795101	19/07/2023	KARLIE ANNE CANNING	REIMBURSEMENT OF POLICE CLEARANCE (ADMIN OFFICER DEVELOPMENT SERVICES) - KARLIE CANNING	1	54.90	
EFT48124	08/08/2023	LUCY'S TEAROOMS	COMMUNITY SAFETY MEETING LUNCH PER HEAD CATERING	1		162.00
INV 3032	02/08/2023	LUCY'S TEAROOMS	COMMUNITY SAFETY MEETING LUNCH PER HEAD CATERING	1	162.00	
EFT48125	08/08/2023	SYNERGY	BAKERS HILL FIRE STATION FOR 29/04/2023 - 28/06/2023	1		348.85
INV 7921766205/07/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 29/04/2023 - 28/06/2023	1	348.85	
EFT48126	08/08/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - JULY 2023	1		668.82
INV 0596-S30 09/07/2023		TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - JULY 2023	1	668.82	
EFT48127	08/08/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT JULY 2023	1		50.00
INV 18	27/07/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT JULY 2023	1	50.00	
EFT48128	08/08/2023	DEPARTMENT OF PLANNING, LANDS & HERITAGE	DAP APPLICATION FEE FOR P23011- PROPOSED HYDROGEN PRODUCTION & DISTRIBUTION PLANT	1		10,883.00

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INV JJ 25072025/07/2023		DEPARTMENT OF PLANNING, LANDS & HERITAGE	DAP APPLICATION FEE FOR P23011- PROPOSED HYDROGEN PRODUCTION & DISTRIBUTION PLANT	1	10,883.00	
EFT48129	14/08/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	RENEW EXISTING HOSES AND FIT TO JETT RODDER	1		444.52
INV 2740796	21/07/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	RENEW EXISTING HOSES AND FIT TO JETT RODDER	1	380.52	
INV 2741703	25/07/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SPRAY NOZZLES FOR GATOR	1	64.00	
EFT48130	14/08/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	STIHL BRUSHCUTTER SERVICE / MOWING HEAD FIX CUT	1		267.19
INV 353663	11/07/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	STIHL BRUSHCUTTER SERVICE / MOWING HEAD FIX CUT	1	267.19	
EFT48131	14/08/2023	ANDY'S PLUMBING SERVICE	REPAIR TO CLACKLINE STANDPIPE TAP HANDLE	1		1,023.00
INV A19604	26/07/2023	ANDY'S PLUMBING SERVICE	REPAIR TO CLACKLINE STANDPIPE TAP HANDLE	1	1,023.00	
EFT48132	14/08/2023	BAILEYS FERTILISERS	GT GREEN, SURE GREEN ACTIVE, NKP BLUE GRANULATED & ENERGY TURF	1		3,426.50
INV 39616	27/07/2023	BAILEYS FERTILISERS	GT GREEN, SURE GREEN ACTIVE, NKP BLUE GRANULATED & ENERGY TURF	1	3,426.50	
EFT48133	14/08/2023	BENARA NURSERIES	TREE SEEDLINGS AND DELIVERY	1		2,893.76
INV 470678	31/07/2023	BENARA NURSERIES	TREE SEEDLINGS AND DELIVERY	1	827.62	
INV 470676	31/07/2023	BENARA NURSERIES	TREE SEEDLINGS AND DELIVERY	1	2,066.14	
EFT48134	14/08/2023	BOEKEMAN MACHINERY (WA) PTY LTD	12VOLT SPRAY PUMP	1		422.65
INV 371970	02/08/2023	BOEKEMAN MACHINERY (WA) PTY LTD	12VOLT SPRAY PUMP	1	422.65	
EFT48135	14/08/2023	BUNNINGS BUILDING SUPPLIES P/L	STORMWATER PIPE AND STORM PVC ELBOW	1		60.34
INV 2182/005	13/07/2023	BUNNINGS BUILDING SUPPLIES P/L	STORMWATER PIPE AND STORM PVC ELBOW	1	60.34	
EFT48136	14/08/2023	CADD'S FASHIONS	DEPOT - PROTECTIVE CLOTHING / UNIFORMS	1		624.79
INV 23-00008	02/08/2023	CADD'S FASHIONS	DEPOT - PROTECTIVE CLOTHING / UNIFORMS	1	399.60	
INV 23-00008	02/08/2023	CADD'S FASHIONS	WORKS DEPOT UNIFORM EMBROIDERY	1	35.20	



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INV 23-00008	02/08/2023	CADD'S FASHIONS	WORKBOOT ALLOWANCE - AARON SLATER	1	189.99	
EFT48137	14/08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.254 - REPAIRS TO PTO DRIVE AND PUMP, SUPPLY PTO REBUILD KIT AND SOLENOID	1		6,232.44
INV 0000445901	08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.002 - VOLVO GRADER SERVICE	1	1,568.77	
INV 0000445801	08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	N.254 - REPAIRS TO PTO DRIVE AND PUMP, SUPPLY PTO REBUILD KIT AND SOLENOID	1	4,663.67	
EFT48138	14/08/2023	COMBINED TYRES PTY LTD	N.007 - SUPPLY AND FIT STEERERS HANKOOK 295/80R22.5, INCLUDING BALANCE BEADS AND TYRE DISPOSAL / WHEEL ALIGNMENT	1		4,873.00
INV INV-364226	07/2023	COMBINED TYRES PTY LTD	N.002 - SUPPLY AND FIT TYRE 14.00-24 MRL INCLUDING DISPOSAL	1	1,210.00	
INV INV-363826	07/2023	COMBINED TYRES PTY LTD	N.4096 - SUPPLY AND FIT FOUR X 185/85R16 DUNLOP LT50 INCLUDING DISPOSAL	1	1,408.00	
INV INV-363726	07/2023	COMBINED TYRES PTY LTD	N.007 - SUPPLY AND FIT STEERERS HANKOOK 295/80R22.5, INCLUDING BALANCE BEADS AND TYRE DISPOSAL / WHEEL ALIGNMENT	1	2,255.00	
EFT48139	14/08/2023	CORSIGN WA PTY LTD	ROAD AND HAZARD SIGNAGE	1		1,419.00
INV 0007708721	07/2023	CORSIGN WA PTY LTD	ROAD AND HAZARD SIGNAGE	1	1,419.00	
EFT48140	14/08/2023	E FIRE & SAFETY	NORTHAM TOWN HALL - REPLACE FIRE INDICATOR PANEL BATTERIES	1		121.00
INV 591238	31/07/2023	E FIRE & SAFETY	NORTHAM TOWN HALL - REPLACE FIRE INDICATOR PANEL BATTERIES	1	121.00	
EFT48141	14/08/2023	FIRE AND SAFETY WA	OLIVER 664595 STRUCTURAL FIRE BOOTS X2 AND SURNAME BADGE	1		594.70
INV 41510	06/07/2023	FIRE AND SAFETY WA	OLIVER 664595 STRUCTURAL FIRE BOOTS X2 AND SURNAME BADGE	1	594.70	
EFT48142	14/08/2023	FORPARK AUSTRALIA - 4PARK PTY LTD T-AS	FS15 PLAYGROUNDBACKHOE	1		1,711.60
INV 61558	03/08/2023	FORPARK AUSTRALIA - 4PARK PTY LTD T-AS	FS15 PLAYGROUNDBACKHOE	1	1,711.60	
EFT48143	14/08/2023	GEOFFREY WILLIAM HEINJUS	RATES CREDIT REFUND FOR ASSESSMENT A15469	1		732.74

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INV A15469	09/08/2023	GEOFFREY WILLIAM HEINJUS	RATES CREDIT REFUND FOR ASSESSMENT A15469		732.74	
EFT48144	14/08/2023	GLEN ROBERT DE BLECOURT	RATES CREDIT REFUND FOR ASSESSMENT A15219	1		826.74
INV A15219	09/08/2023	GLEN ROBERT DE BLECOURT	RATES CREDIT REFUND FOR ASSESSMENT A15219		826.74	
EFT48145	14/08/2023	HOLCIM (AUSTRALIA) PTY LTD	WELL LINER, DRAIN BASE , GRATE COVERS INCLUDES DELIVERY TO NORTHAM	1		9,269.76
INV 9408780726/07/2023	07/2023	HOLCIM (AUSTRALIA) PTY LTD	WELL LINER, DRAIN BASE , GRATE COVERS INCLUDES DELIVERY TO NORTHAM	1	9,269.76	
EFT48146	14/08/2023	ID CONSULTING PTY LTD	PROFILE / ATLAS / ECONOMY ID YEARLY SUBSCRIPTION FEE 01/07/2023 - 30/06/2024	1		19,965.00
INV 0001502913/07/2023	07/2023	ID CONSULTING PTY LTD	PROFILE / ATLAS / ECONOMY ID YEARLY SUBSCRIPTION FEE 01/07/2023 - 30/06/2024	1	19,965.00	
EFT48147	14/08/2023	JASON SIGNMAKERS	CHS STEEL POST GALV 60OD XL 3.2M 3.2M AND RING BRACKETS	1		1,010.96
INV 31624	04/08/2023	JASON SIGNMAKERS	CHS STEEL POST GALV 60OD XL 3.2M 3.2M AND RING BRACKETS	1	1,010.96	
EFT48148	14/08/2023	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A11891	1		2,900.00
INV A11891	09/08/2023	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A11891		2,900.00	
EFT48149	14/08/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT ESSENTIALS WORKSHOP - KUNAL SARMA	1		1,180.00
INV 35827	28/06/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT ESSENTIALS WORKSHOP - KUNAL SARMA	1	1,180.00	
EFT48150	14/08/2023	NORTHAM AERO CLUB	MANAGEMENT OF AIRPORT 01/07/23 - 31/12/23	1		5,873.35
INV 0000018701/08/2023	08/2023	NORTHAM AERO CLUB	MANAGEMENT OF AIRPORT 01/07/23 - 31/12/23	1	5,873.35	
EFT48151	14/08/2023	NUTRIEN AG SOLUTIONS LIMITED	GENF PANZER 450 20L	1		677.09
INV 9092277117/07/2023	07/2023	NUTRIEN AG SOLUTIONS LIMITED	REPLACEMENT GAS BOTTLE FOR FORKLIFT	1	67.10	
INV 9092314817/07/2023	07/2023	NUTRIEN AG SOLUTIONS LIMITED	GENF PANZER 450 20L	1	572.00	
INV 9092737725/07/2023	07/2023	NUTRIEN AG SOLUTIONS LIMITED	GROSORB IBC FITTINGS	1	37.99	

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EFT48152	14/08/2023	OXTER SERVICES	80L GARBAGE BAGS, 240L GARBAGE BAGS & CUPS W/ LIDS	1		397.10
INV 27666	03/08/2023	OXTER SERVICES	80L GARBAGE BAGS, 240L GARBAGE BAGS & CUPS W/ LIDS	1	397.10	
EFT48153	14/08/2023	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - PIA COURSE 22/8/23 SUPPORTING DIVERSE & AFFORDABLE HOUSING SUPPLY	1		235.00
INV 155252	21/06/2023	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - PIA COURSE 22/8/23 SUPPORTING DIVERSE & AFFORDABLE HOUSING SUPPLY	1	235.00	
EFT48154	14/08/2023	SUPERCIVIL	SUPPLY AND INSTALL 53LM X.5 CONCRETE APRON @ 100MM THICK. LOCATION VINTAGE CAR CLUB	1		8,844.11
INV INV-145326/07/2023		SUPERCIVIL	SUPPLY AND INSTALL 53LM X.5 CONCRETE APRON @ 100MM THICK. LOCATION VINTAGE CAR CLUB	1	8,844.11	
EFT48155	14/08/2023	TEGAN DOMINEE WALSH	RATES CREDIT REFUND FOR ASSESSMENT A11340	1		199.33
INV A11340 09/08/2023		TEGAN DOMINEE WALSH	RATES CREDIT REFUND FOR ASSESSMENT A11340		199.33	
EFT48156	14/08/2023	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	WASHED WHITE SAND 5M3	1		395.00
INV INV-354124/07/2023		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	WASHED WHITE SAND 5M3	1	395.00	
EFT48157	14/08/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	208T 19MM MRD SPEC GRAVEL	1		8,139.38
INV INV-397631/07/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	208T 19MM MRD SPEC GRAVEL	1	4,118.39	
INV INV-400531/07/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	203T - 19MM MRD SPEC GRAVEL	1	4,020.99	
EFT48158	14/08/2023	VINCELEC	BILYA KOORT BOODJA - POWER WORKS BY ELECTRICIAN FOR STAGE 2 LIGHTING PROJECT.	1		2,295.00
INV IV1817 31/07/2023		VINCELEC	BILYA KOORT BOODJA - POWER WORKS BY ELECTRICIAN FOR STAGE 2 LIGHTING PROJECT.	1	2,040.00	
INV IV1825 03/08/2023		VINCELEC	NORTHAM AIRPORT - TROUBLE SHOOT ELECTRIC GATE NOT OPENING ISSUES.	1	255.00	

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EFT48159	14/08/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	10X RABBIT BAIT STATIONS	1		365.50
INV 0030150703/08/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	10X RABBIT BAIT STATIONS	1	365.50	
EFT48160	14/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA IRA-DX C3830 COLOUR COPIER SERVICE METER READING 05/06/23 - 05/07/23	1		97.70
INV 216640	05/07/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA IRA-DX C3830 COLOUR COPIER SERVICE METER READING 05/06/23 - 05/07/23	1	66.75	
INV 216635	05/07/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM SES C3730 PRINTER METER/SERVICE READING 05/06/23 - 05/07/2023	1	30.95	
EFT48161	14/08/2023	WOODLANDS DISTRIBUTORS PTY LTD	50X CARTONS DOG WASTE BAGS B300L - 300 BAG ROLLS	1		632.50
INV 5891	28/07/2023	WOODLANDS DISTRIBUTORS PTY LTD	50X CARTONS DOG WASTE BAGS B300L - 300 BAG ROLLS	1	632.50	
EFT48162	18/08/2023	ABBOTTS FORGE	MATERIALS AND LABOUR TO FABRICATE TEMPORARY FENCE STORAGE FRAMES AS PATTERN MATERIALS	1		1,677.00
INV 0000567408/08/2023		ABBOTTS FORGE	MATERIALS AND LABOUR TO FABRICATE TEMPORARY FENCE STORAGE FRAMES AS PATTERN MATERIALS	1	1,677.00	
EFT48163	18/08/2023	ACCENT RUBBER STAMPS AND TROPHIES	SELF INKING STAMPS - "PROCESSED ON-LINE NORTHAM SHIRE" X 2	1		177.87
INV 0007155112/05/2023		ACCENT RUBBER STAMPS AND TROPHIES	SELF INKING STAMPS - "PROCESSED ON-LINE NORTHAM SHIRE" X 2	1	177.87	
EFT48164	18/08/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - GLOVES RIGGER	1		147.28
INV SI-00012709/08/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1611 - AIR VALVE FOR WATER TRUCK	1	23.11	
INV SI-00012917/08/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - GLOVES RIGGER	1	124.17	
EFT48165	18/08/2023	ANDY'S PLUMBINGSERVICE	NEW DEPOT ADMIN. DISCONNECT ICE MACHINE AND WATER COOLER AND RECONNECT AT NEW DEPOT BUILDING AND REPLACE WATER FILTER.	1		1,254.00
INV A19608	02/08/2023	ANDY'S PLUMBINGSERVICE	NEW DEPOT ADMIN. DISCONNECT ICE MACHINE AND WATER COOLER AND RECONNECT AT NEW DEPOT BUILDING AND REPLACE WATER FILTER.	1	1,254.00	
EFT48166	18/08/2023	ASLAB PTY LTD	SOIL TESTING - HENRY STREET OVAL	1		1,650.00

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INV 0002499611/08/2023		ASLAB PTY LTD	SOIL TESTING - HENRY STREET OVAL	1	1,650.00	
EFT48167	18/08/2023	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	RENEWAL STANDARD GRADUATE AND DIRECTORSHIP OPPORTUNITIES SUBSCRIPTION	1		745.00
INV 1141730425/07/2023		AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	RENEWAL STANDARD GRADUATE AND DIRECTORSHIP OPPORTUNITIES SUBSCRIPTION	1	745.00	
EFT48168	18/08/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIO	1		132.50
INV DEDUCT15/08/2023		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIO		132.50	
EFT48169	18/08/2023	AUSTRALIAN TAXATION OFFICE	ATO GARNISHEE NOTICE (REFERENCE 2116237516824560) - MINT CIVIL PTY LTD - 15% DEDUCTION FROM INVOICE N3161 & N3162	1		1,338.81
INV CY 0707207/07/2023		AUSTRALIAN TAXATION OFFICE	ATO GARNISHEE NOTICE (REFERENCE 2116237516824560) - MINT CIVIL PTY LTD - 15% DEDUCTION FROM INVOICE N3161 & N3162	1	1,338.81	
EFT48170	18/08/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1902 - N11184 - 90,000KM SERVICE	1		773.07
INV 353552	11/07/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1902 - N11184 - 90,000KM SERVICE	1	773.07	
EFT48171	18/08/2023	BENJAMIN SOUTHGATE	REIMBURSEMENT OF POLICE CLEARANCE - BEN SOUTHGATE (PLANT OPERATOR/GENERAL MAINTENANCE WORKER)	1		54.90
INV 792204	08/07/2023	BENJAMIN SOUTHGATE	REIMBURSEMENT OF POLICE CLEARANCE - BEN SOUTHGATE (PLANT OPERATOR/GENERAL MAINTENANCE WORKER)	1	54.90	
EFT48172	18/08/2023	BLACKWELL PLUMBING AND GAS PTY LTD	BAKERS HILL KEANE STREET WATER STAND PIPE. INSURANCE CLAIM PR0039810 REPAIRS TO DAMAGED STANDPIPE	1		11,617.00
INV INV-288501/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	BAKERS HILL KEANE STREET WATER STAND PIPE. INSURANCE CLAIM PR0039810 REPAIRS TO DAMAGED STANDPIPE	1	11,220.00	
INV INV-288602/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIR SHOWER BUTTON	1	121.00	
INV INV-288704/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIR LEAKING TOILET	1	276.00	

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EFT48173	18/08/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28/06/2023 - 28/07/2023	1		71.20
INV 4034517429/07/2023		BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28/06/2023 - 28/07/2023	1	71.20	
EFT48174	18/08/2023	BUNNINGS BUILDING SUPPLIES P/L	MAKITA ELECTRIC BLOWER	1		787.01
INV 2182/002 31/07/2023		BUNNINGS BUILDING SUPPLIES P/L	LARGE CABLE TIES	1	41.26	
INV 2182/003 31/07/2023		BUNNINGS BUILDING SUPPLIES P/L	THREAD TAPE / PRIMER AND GLUE	1	26.68	
INV 2182/003 31/07/2023		BUNNINGS BUILDING SUPPLIES P/L	YATES SCALE GUNS	1	38.56	
INV 2182/003 01/08/2023		BUNNINGS BUILDING SUPPLIES P/L	DROP SHEETS / HOOKS / SHOWER CURTAIN / CLEANING CLOTHS / BLOWER	1	151.82	
INV 2182/003 02/08/2023		BUNNINGS BUILDING SUPPLIES P/L	TOP COAT DURABLE ENAMEL ANTI CORROSIVE SPRAY PAINT 300G X 2	1	23.48	
INV 2182/003 09/08/2023		BUNNINGS BUILDING SUPPLIES P/L	MISC - SAFETY SIGNS AND EQUIPMENT / FIXTURES AND FITTINGS	1	101.40	
INV 2182/004 09/08/2023		BUNNINGS BUILDING SUPPLIES P/L	MAKITA ELECTRIC BLOWER	1	339.00	
INV 2182/002 10/08/2023		BUNNINGS BUILDING SUPPLIES P/L	PACKING TAPE HEAVY DUTY 3PACK	1	6.15	
INV 2182/003 11/08/2023		BUNNINGS BUILDING SUPPLIES P/L	BILYA FESTIVAL, EXCHANGE 2 X GAS BOTTLES.	1	58.66	
EFT48175	18/08/2023	BURGESS RAWSON (WA) PTY LTD	WATER USAGE & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2032 - 31/08/2023	1		59.51
INV 19315	20/07/2023	BURGESS RAWSON (WA) PTY LTD	WATER USAGE & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2032 - 31/08/2023	1	59.51	
EFT48176	18/08/2023	CADD'S FASHIONS	JACKY JURMANN - UNIFORMS	1		309.90
INV 23-00008 02/08/2023		CADD'S FASHIONS	JACKY JURMANN - UNIFORMS	1	309.90	
EFT48177	18/08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PN2014 REGO N9166 - BOMAG ROLLER SERVICE AND REPAIRS	1		1,455.47
INV 0000443026/06/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM CHITIBIN ROAD AND DROP OFF AT HABGOOD ROAD	1	577.50	
INV 0000446208/08/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN2014 REGO N9166 - BOMAG ROLLER SERVICE AND REPAIRS	1	877.97	

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EFT48178	18/08/2023	CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES 19/06/2023 - 23/07/2023	1		13,625.32
INV 0003610823/07/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING WUNDOWIE OVAL TOILETS 19/06/2023 - 23/07/2023	1	2,056.67	
INV 0003610723/07/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES 19/06/2023 - 23/07/2023	1	11,568.65	
EFT48179	18/08/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,643.93
INV DEDUCT15/08/2023		CHILD SUPPORT AGENCY	PAYROLL DEDU		1,643.93	
EFT48180	18/08/2023	COMBINED TYRES PTY LTD	SUPPLY & FIT FULL SET (4) TOYO 255/70R16 H/T TYRES INCLUDING BALANCE, FIT, DISPOSAL OF OLD TYRES AND WHEEL ALIGNMENT	1		1,432.20
INV INV-367810/08/2023		COMBINED TYRES PTY LTD	SUPPLY & FIT FULL SET (4) TOYO 255/70R16 H/T TYRES INCLUDING BALANCE, FIT, DISPOSAL OF OLD TYRES AND WHEEL ALIGNMENT	1	1,432.20	
EFT48181	18/08/2023	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESSES JULY 2023	1		2,088.48
INV INV7819 31/07/2023		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESSES JULY 2023	1	2,088.48	
EFT48182	18/08/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NEW DEPOT BUILDING. SET UP ALARM FOR MONITORING AND YEARLY MONITORING FEE.	1		838.53
INV 131564	27/07/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NEW DEPOT BUILDING. SET UP ALARM FOR MONITORING AND YEARLY MONITORING FEE.	1	462.65	
INV 131634	27/07/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	VISITORS CNETRE. REPLACE HEAT DETECTOR FOR ALARM SYSTEM.	1	375.88	
EFT48183	18/08/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	DFES DBA ANNUAL MONITORING FOR KILLARA	1		1,881.00
INV 67164	28/07/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	DFES DBA ANNUAL MONITORING FOR KILLARA	1	1,881.00	
EFT48184	18/08/2023	DONNELL SMITH	5X SPEAKING BONES / 5X NOONGAR ANATOMY	1		250.00
INV 2	08/08/2023	DONNELL SMITH	5X SPEAKING BONES / 5X NOONGAR ANATOMY	1	250.00	
EFT48185	18/08/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP FROM BAILEYS FERTILISER KWINANA 3 PALLETS AND DELIVER TO SHIRE OF NORTHAM DEPOT	1		1,000.62

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INV 0000585631/07/2023		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP FROM BAILEYS FERTILISER KWINANA 3 PALLETS AND DELIVER TO SHIRE OF NORTHAM DEPOT	1	565.46	
INV 0000585631/07/2023		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP OF LIGHT POLE AND CAGE FROM 97 GUTHRIE STREET OSBORNE PARK AND DELIVER TO SHIRE OF NORTHAM DEPOT	1	435.16	
EFT48186	18/08/2023	EASIFLEET	PAYROLL DEDUCTIONS	1		619.53
INV DEDUCT15/08/2023		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT15/08/2023		EASIFLEET	PAYROLL DEDUCTIONS		299.00	
EFT48187	18/08/2023	ECHO NEWSPAPER	14X3 AD IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE - AUGUST 2023	1		990.00
INV 0003259728/07/2023		ECHO NEWSPAPER	14X3 AD IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE - AUGUST 2023	1	495.00	
INV 0003267604/08/2023		ECHO NEWSPAPER	14X3 AD IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE BILYA FESTIVAL - AUGUST 2023	1	495.00	
EFT48188	18/08/2023	EVENTS INDUSTRY ASSOCIATION	EVENTS INDUSTRY ASSOCIATION 2023 CONFERENCE - GORDON TESTER / PIERCE LLOYD	1		500.00
INV INV-000410/08/2023		EVENTS INDUSTRY ASSOCIATION	EVENTS INDUSTRY ASSOCIATION 2023 CONFERENCE - GORDON TESTER / PIERCE LLOYD	1	500.00	
EFT48189	18/08/2023	FIRE MITIGATION SERVICES	ICS122121 - UNSAFE TREE ON BERRY BROW ROAD	1		816.00
INV 0000076531/07/2023		FIRE MITIGATION SERVICES	ICS122121 - UNSAFE TREE ON BERRY BROW ROAD	1	816.00	
EFT48190	18/08/2023	FREEDOM FAIRIES PTY LTD	BILYA FESTIVAL - PAGEANT EVENTS / FACE PAINTING / GLITTER BAR / BUBBLES / BALLOON TWISTING / HAIR BRAIDING	1		5,000.00
INV INV-399122/05/2023		FREEDOM FAIRIES PTY LTD	BILYA FESTIVAL - PAGEANT EVENTS / FACE PAINTING / GLITTER BAR / BUBBLES / BALLOON TWISTING / HAIR BRAIDING	1	5,000.00	
EFT48191	18/08/2023	FRESH TRADING CO OPS PTY LTD	CATERING REC STAFF MORNING TEA	1		69.50
INV INV-122512/07/2023		FRESH TRADING CO OPS PTY LTD	CATERING REC STAFF MORNING TEA	1	69.50	
EFT48192	18/08/2023	GRAFTON ELECTRICS	CONNECT PUMPS AS REQUIRED	1		672.76



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INV 9630	08/08/2023	GRAFTON ELECTRICS	INVESTIGATE POWER AT BMX	1	231.00	
INV 9629	08/08/2023	GRAFTON ELECTRICS	CONNECT PUMPS AS REQUIRED	1	441.76	
EFT48193	18/08/2023	JASON SIGNMAKERS	FLAMMABLE LIQUID STICKERS / DANGER NO SMOKING STICKERS	1		89.36
INV 31709	09/08/2023	JASON SIGNMAKERS	FLAMMABLE LIQUID STICKERS / DANGER NO SMOKING STICKERS	1	89.36	
EFT48194	18/08/2023	JB HI-FI GROUP PTY LTD	HISENSE 85' A7KAU 4K UHD LED SMART TV [2023] - DEPOT	1		2,495.00
INV BD1206403/08/2023		JB HI-FI GROUP PTY LTD	HISENSE 85' A7KAU 4K UHD LED SMART TV [2023] - DEPOT	1	2,495.00	
EFT48195	18/08/2023	JS TECHNOLOGY & DIGITAL PTY LTD	2 X GLASS SCREEN PROTECTORS	1		40.00
INV INV3107 31/07/2023		JS TECHNOLOGY & DIGITAL PTY LTD	2 X GLASS SCREEN PROTECTORS	1	40.00	
EFT48196	18/08/2023	KLEENHEAT GAS	ANNUAL GAS BOTTLE HIRE/SERVICE FEE	1		93.50
INV 4527695	01/07/2023	KLEENHEAT GAS	ANNUAL GAS BOTTLE HIRE/SERVICE FEE	1	93.50	
EFT48197	18/08/2023	KUNAL PATEL	REIMBURSEMENT OF POLICE CLEARANCE - KUNAL PATEL (CIVIL CONSTRUCTION DESIGN TRAINEE)	1		54.90
INV 799755	07/08/2023	KUNAL PATEL	REIMBURSEMENT OF POLICE CLEARANCE - KUNAL PATEL (CIVIL CONSTRUCTION DESIGN TRAINEE)	1	54.90	
EFT48198	18/08/2023	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/08/2023-31/08/2023	1		1,191.67
INV 0000073727/07/2023		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/08/2023-31/08/2023	1	1,191.67	
EFT48199	18/08/2023	MCLEODS BARRISTERS & SOLICITORS	MOU - WINWARD BALLOONS (ADDITIONAL COSTS)	1		536.66
INV 131136 31/07/2023		MCLEODS BARRISTERS & SOLICITORS	MOU - WINWARD BALLOONS (ADDITIONAL COSTS)	1	536.66	
EFT48200	18/08/2023	MILLS RECRUITMENT	CEO RECRUITMENT (2)	1		453.51
INV 20599	31/07/2023	MILLS RECRUITMENT	CEO RECRUITMENT (2)	1	453.51	

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EFT48201	18/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 24/07/2023 - 30/07/2023	1		7,801.20
INV N0187	07/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 24/07/2023 - 30/07/2023	1	3,900.60	
INV N0188	07/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 31/07/2023 - 06/08/2023	1	3,900.60	
EFT48202	18/08/2023	MM ELECTRICAL MERCHANDISING	5MT ETHERNET CABLES - CAAPLC6BLS	1		74.38
INV 201964-6	17/07/2023	MM ELECTRICAL MERCHANDISING	5MT ETHERNET CABLES - CAAPLC6BLS	1	74.38	
EFT48203	18/08/2023	MORRIS PEST & WEED CONTROL	INVESTIGATE AND SPRAY TREATMENT FOR BULL ANTS THROUGHOUT THE NORTHAM DEPOT PROPERTY	1		170.50
INV INV-327015	08/2023	MORRIS PEST & WEED CONTROL	INVESTIGATE AND SPRAY TREATMENT FORBULL ANTS THROUGHOUT THE NORTHAM DEPOT PROPERTY	1	170.50	
EFT48204	18/08/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL OF A RT-200 (197,134 LITRE) COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 3	1		71,439.50
INV 1125370	28/07/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL OF A RT-200 (197,134 LITRE) COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 3	1	71,439.50	
EFT48205	18/08/2023	NORTHAM BETTA HOME LIVING	HISENSE SMART TV / BRACKET / DELIVERY	1		2,127.85
INV 2001005731	07/2023	NORTHAM BETTA HOME LIVING	HISENSE SMART TV / BRACKET / DELIVERY	1	2,127.85	
EFT48206	18/08/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARDS FOR BILYA FESTIVAL STREET PARADE WINNERS	1		1,200.00
INV 1712	17/08/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARDS FOR BILYA FESTIVAL STREET PARADE WINNERS	1	1,200.00	
EFT48207	18/08/2023	NORTHAM FEED & HIRE	1 X PREMIX / 1 X JERKY	1		119.00
INV 0000498931	07/2023	NORTHAM FEED & HIRE	1 X PREMIX / 1 X JERKY	1	48.50	
INV 0000499702	08/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	

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INV 0000499804/08/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 0000499907/08/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
EFT48208	18/08/2023	NORTHAM LIQUOR BARONS	AVON RIVER BILYA FESTIVAL - REFRESHMENTS	1		1,294.39
INV 1210-160	27/07/2023	NORTHAM LIQUOR BARONS	AVON RIVER BILYA FESTIVAL - REFRESHMENTS	1	850.63	
INV 1210-161	01/08/2023	NORTHAM LIQUOR BARONS	AVON RIVER BILYA FESTIVAL - REFRESHMENTS	1	443.76	
EFT48209	18/08/2023	OFFICEWORKS SUPERSTORES PTY LTD	SIT STAND DESK - KIM HAMPTON / FREIGHT	1		370.94
INV 608 1156208/07/2023		OFFICEWORKS SUPERSTORES PTY LTD	LIHIT LAB A4 REPORT COVER SPINE BLACK X 27	1	21.06	
INV 6084837611/07/2023		OFFICEWORKS SUPERSTORES PTY LTD	DEFLECTO BALLOT/DONATION BOX A6 / FREIGHT	1	40.93	
INV 6084850912/07/2023		OFFICEWORKS SUPERSTORES PTY LTD	SIT STAND DESK - KIM HAMPTON / FREIGHT	1	308.95	
EFT48210	18/08/2023	P&M HODGSON STEEL FABRICATION	PN2017 REGO N.15088 - WELD ALUMINIUM FLAT BAR (100 X 50 X 10MM ) TO TRAILER RAMPS	1		814.00
INV 5967	07/08/2023	P&M HODGSON STEEL FABRICATION	PN2017 REGO N.15088 - WELD ALUMINIUM FLAT BAR (100 X 50 X 10MM ) TO TRAILER RAMPS	1	814.00	
EFT48211	18/08/2023	PAT DAVIS	WELCOME TO COUNTRY FOR AVON DESCENT ON 12TH AUGUST 23	1		300.00
INV 20	16/08/2023	PAT DAVIS	WELCOME TO COUNTRY FOR AVON DESCENT ON 12TH AUGUST 23	1	300.00	
EFT48212	18/08/2023	RED DOT STORE	GIFT BAGS - DEPOT LAUNCH	1		12.00
INV 9761452	18/07/2023	RED DOT STORE	GIFT BAGS - DEPOT LAUNCH	1	12.00	
EFT48213	18/08/2023	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 MIONE SPEC COMPLIANCE) UNTIL REPLACEMENT PN1307 IS DELIVERED 12/4/2023 - 23/5/2023	1		4,586.32

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INV XAU033229/07/2023		REDSHOT 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 MIONE SPEC COMPLIANCE) UNTIL REPLACEMENT PN1307 IS DELIVERED 12/4/2023 - 23/5/2023	1	4,586.32	
EFT48214	18/08/2023	ROYAL LIFE SAVING SOCIETY WA INC	DEBBIE BEAUMONT LIFEGUARD LICENSE REQUAL	1		169.00
INV 156870	03/08/2023	ROYAL LIFE SAVING SOCIETY WA INC	DEBBIE BEAUMONT LIFEGUARD LICENSE REQUAL	1	169.00	
EFT48215	18/08/2023	SHRED-X PTY LTD	ADMIN SHREDDER BIN REPLACEMENT - JUNE 2023 / RENTAL	1		175.37
INV 0205294630	06/2023	SHRED-X PTY LTD	DEPOT SHREDDER BIN REPLACEMENT - JUNE 2023	1	79.94	
INV 0205294630	06/2023	SHRED-X PTY LTD	ADMIN SHREDDER BIN REPLACEMENT - JUNE 2023 / RENTAL	1	95.43	
EFT48216	18/08/2023	SMARTSHEET INC	SMARTSHEET - ENTERPRISE PLAN PLUS STANDARD SUPPORT - LICENCED USERS 28/7/2023 - 27/7/2024	1		5,760.00
INV INV1430	29/07/2023	SMARTSHEET INC	SMARTSHEET - ENTERPRISE PLAN PLUS STANDARD SUPPORT - LICENCED USERS 28/7/2023 - 27/7/2024	1	5,760.00	
EFT48217	18/08/2023	SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS - JULY 2023	1		1,623.60
INV 7151078031	07/2023	SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS - JULY 2023	1	1,425.60	
INV 7151077931	07/2023	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWN INTERVIEWS - JULY 2023	1	198.00	
EFT48218	18/08/2023	SPECIALE SMASHREPAIRS	PN2012 - N11254 - REPAIRS OF DAMAGE CAUSED BY HITTING A KANGAROO	1		1,158.14
INV 21605/1	19/07/2023	SPECIALE SMASHREPAIRS	PN2012 - N11254 - REPAIRS OF DAMAGE CAUSED BY HITTING A KANGAROO	1	1,158.14	
EFT48219	18/08/2023	SPECIALISED TREESERVICE	C.202324-02 - ANNUAL PRUNNING - WUNDOWIE TOWNSITE	1		26,125.00
INV 4136	17/08/2023	SPECIALISED TREESERVICE	C.202324-02 - ANNUAL PRUNNING - WUNDOWIE TOWNSITE	1	26,125.00	
EFT48220	18/08/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	PN2205 - 1HKP430 - NEW VEHICLE FIRST AID KIT	1		75.00

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INV FAINV0120/08/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	PN2205 - 1HKP430 - NEW VEHICLE FIRST AID KIT	1	75.00	
EFT48221	18/08/2023	SYNERGY	357548700 TOWN HALL & LESSER HALL - 09/06/2023 to 07/08/2023	1		8,495.89
INV 3575477120/07/2023		SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 17/05/2023 to 19/07/2023		152.70	
INV 3577049821/07/2023		SYNERGY	357704980 CLARKE ST PUMP - 23/05/2023 to 20/07/2023		989.00	
INV 3355969204/08/2023		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 07/06/2023 to 03/08/2023		1,266.61	
INV 3577000204/08/2023		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 07/06/2023 to 03/08/2023		1,004.48	
INV 3575476607/08/2023		SYNERGY	357547660 RUSHTON PARK - 19/05/2023 to 25/07/2023		95.38	
INV 3749669507/08/2023		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 08/06/2023 to 04/08/2023		178.99	
INV 3577047908/08/2023		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 09/06/2023 to 03/08/2023		962.53	
INV 3575483208/08/2023		SYNERGY	357548320 BERNARD PARK TOILETS - 09/06/2023 to 03/08/2023		212.72	
INV 3575475208/08/2023		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 09/06/2023 to 03/08/2023		140.26	
INV 3575487008/08/2023		SYNERGY	357548700 TOWN HALL & LESSER HALL - 09/06/2023 to 07/08/2023		1,450.49	
INV 3577034209/08/2023		SYNERGY	357703420 PURSLOWE PARK - 09/06/2023 to 04/08/2023		111.35	
INV 3577039909/08/2023		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 12/07/2023 to 08/08/2023		703.95	
INV 3575481309/08/2023		SYNERGY	357548130 MEMORIAL HALL - 08/06/2023 to 04/08/2023		807.08	
INV 1127695009/08/2023		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 08/06/2023 to 04/08/2023		305.01	
INV 2361098010/08/2023		SYNERGY	236109800 RAP PARK - 10/06/2023 to 07/08/2023		115.34	
EFT48222	18/08/2023	T-QUIP	PN2106 - PERUZZO 1800 MOWER, PEP07062520 ARM-LOCK X 2, INCLUDING FREIGHT	1		185.20
INV 120166 #208/06/2023		T-QUIP	PN2106 - PERUZZO 1800 MOWER, PEP07062520 ARM-LOCK X 2, INCLUDING FREIGHT	1	185.20	

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EFT48223	18/08/2023	TAMIKA VAN BEEK	PURCHASE OF MEALS FOR COUNCIL FORUM/SPECIAL COUNCIL MEETING 09/08/2023.	1		393.50
INV 19368	09/08/2023	TAMIKA VAN BEEK	PURCHASE OF MEALS FOR COUNCIL FORUM/SPECIAL COUNCIL MEETING 09/08/2023.	1	393.50	
EFT48224	18/08/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT - DEPOT - JULY 2023	1		15.69
INV 0598-S3031/07/2023		TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT - DEPOT - JULY 2023	1	15.69	
EFT48225	18/08/2023	TERESA MARIA JUKIC - (BURN 4 YOU)	50TH ANNIVERSARY AVON DESCENT & BILYA BOARDS X 3	1		90.00
INV 72260	11/08/2023	TERESA MARIA JUKIC - (BURN 4 YOU)	50TH ANNIVERSARY AVON DESCENT & BILYA BOARDS X 3	1	90.00	
EFT48226	18/08/2023	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	16M3 WHITE SAND INCLUDING DELIVERY	1		1,334.00
INV INV-354607/08/2023		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	16M3 WHITE SAND INCLUDING DELIVERY	1	1,334.00	
EFT48227	18/08/2023	TYRECYCLE PTY LTD	TYRE COLLECTION OLD QUARRY WASTE MANAGEMENT FACILITY - 31/07/2023	1		6,996.59
INV 128202	31/07/2023	TYRECYCLE PTY LTD	TYRE COLLECTION OLD QUARRY WASTE MANAGEMENT FACILITY - 31/07/2023	1	4,150.41	
INV 128201	31/07/2023	TYRECYCLE PTY LTD	COLLECT TYRES FROM INKPEN REFUSE SITE - 31/7/2023	1	2,846.18	
EFT48228	18/08/2023	VINCELEC	SUPPLY 2 X 32A - 15A POWER / SUPPLY 1 X 32A - 30M POWER LEADBOARDS FOR EVENTS	1		4,488.32
INV IV1830	10/08/2023	VINCELEC	SUPPLY 2 X 32A - 15A POWER / SUPPLY 1 X 32A - 30M POWER LEADBOARDS FOR EVENTS	1	4,488.32	
EFT48229	18/08/2023	WA FLAGS AND BANNERS - YATINDRA GODBOLE T/AS	INDOOR COUNTRY FLAGS	1		536.80
INV 7754	05/08/2023	WA FLAGS AND BANNERS - YATINDRA GODBOLE T/AS	INDOOR COUNTRY FLAGS	1	536.80	
EFT48230	18/08/2023	WARRICKS NEWSAGENCY	SHIRE ADMIN BUILDING - GENERAL STATIONERY	1		588.45
INV 71654	10/07/2023	WARRICKS NEWSAGENCY	LUMBAR SUPPORT / SOFT POUCH / A4 PARCHMENT	1	163.33	

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INV SN00 01731/07/2023		WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE & NEWSPAPER SUBSCRIPTIONS 01/07/2023-31/7/2023	1	191.26	
INV 72007	08/08/2023	WARRICKS NEWSAGENCY	SHIRE ADMIN BUILDING - GENERAL STATIONERY	1	233.86	
EFT48231	18/08/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES - TAMIKA VAN BEEK	1		638.00
INV SI-00639202/08/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES - TAMIKA VAN BEEK	1	638.00	
EFT48232	18/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DELI PAPER SHREDDER	1		211.20
INV 7409	26/07/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	COLLINS FY 23/24 A4 PLANNER	1	37.20	
INV 7703	04/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DELI PAPER SHREDDER	1	174.00	
EFT48233	18/08/2023	YVETTES CAKES & GRAZING TABLES	GRAZING PLATTER FOR VIP EVENT @ BILYA FESTIVAL	1		900.00
INV 113	14/08/2023	YVETTES CAKES & GRAZING TABLES	GRAZING PLATTER FOR VIP EVENT @ BILYA FESTIVAL	1	900.00	
EFT48234	21/08/2023	LGIS WA	BUSHFIRES ANNUAL 1ST INSTALLMENT PREMIUMS 2023/2024	1		502,770.93
INV 100-155004/07/2023		LGIS WA	BUSHFIRES ANNUAL 1ST INSTALLMENT PREMIUMS 2023/2024		353,408.72	
INV 100-1550 04/07/2023		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - BRIDGE 4109 - WONGAMINE CREEK		54,494.55	
INV 100-1550 04/07/2023		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - KILLARA		84,427.93	
INV 100-1550 04/07/2023		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - SOUND SHELL - BERNARD PARK		10,440.10	
INV 100-1550 04/07/2023		LGIS WA	DEPOT LGIS WORKCARE - 1ST INSTALLMENT ROUNDING ADJUSTMENT 2023-2024	1	-0.37	
EFT48235	24/08/2023	AKRON PTY LTD	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 10 RIVERSIDE OUTLOOK, NORTHAM.	1		1,020.00
INV T1741	23/08/2023	AKRON PTY LTD	INFRASTRUCTURE BOND REFUND, NO DAMAGE. 10 RIVERSIDE OUTLOOK, NORTHAM.	1	1,020.00	

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EFT48236	24/08/2023	AMPAC DEBT RECOVERY (WA)P/L	DEBT RECOVERY FOR PERIOD ENDING 31 JULY 2023 - INVOICE 98614	1		731.50
INV 98614	31/07/2023	AMPAC DEBT RECOVERY (WA)P/L	DEBT RECOVERY FOR PERIOD ENDING 31 JULY 2023 - INVOICE 98614	1	731.50	
EFT48237	24/08/2023	ANDY'S PLUMBING SERVICE	RIVERS EDGE CAFE - REPAIR GAS OVEN	1		1,364.00
INV A19610	17/08/2023	ANDY'S PLUMBING SERVICE	RIVERS EDGE CAFE - REPAIR GAS OVEN	1	1,364.00	
EFT48238	24/08/2023	AUSTRALIAN TAXATION OFFICE	ATO BAS JULY 2023 - NET GST PAYABLE	1		25,786.00
INV BAS - JU23/08/2023		AUSTRALIAN TAXATION OFFICE	ATO BAS JULY 2023 - NET GST PAYABLE	1	25,786.00	
EFT48239	24/08/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 15/08/2023	1		68,718.18
INV PAYG15.21/08/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 15/08/2023	1	68,718.18	
EFT48240	24/08/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	SOIL CONDITIONER	1		35.00
INV 0000021816/08/2023		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	SOIL CONDITIONER	1	35.00	
EFT48241	24/08/2023	AVON WASTE	C.202122-04 - MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY / WASTE TRANSFER STN / INKPEN LANDFILL FOR JULY 2023	1		103,219.13
INV 0005739531/07/2023		AVON WASTE	C.202122-04 - MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY / WASTE TRANSFER STN / INKPEN LANDFILL FOR JULY 2023	1	102,934.13	
INV 0005779214/08/2023		AVON WASTE	BINS SUPPLIED FOR THE BILYA FESTIVAL	1	285.00	
EFT48242	24/08/2023	AXIIS CONTRACTING PTY LTD	INFRASTRUCTURE BOND REFUND - 50 LINLEY VALLEY ROAD, WUNDOWIE PERMIT # 22027 - T1627	1		1,530.00
INV T1627	23/08/2023	AXIIS CONTRACTING PTY LTD	INFRASTRUCTURE BOND REFUND - 50 LINLEY VALLEY ROAD, WUNDOWIE PERMIT # 22027 - T1627	1	1,530.00	



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EFT48243	24/08/2023	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVER 51.42T GRAVEL TO INKPEN WASTE MANAGEMENT FACILITY	1		955.45
INV IQ41211	06/08/2023	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVER 51.42T GRAVEL TO INKPEN WASTE MANAGEMENT FACILITY	1	526.59	
INV IQ41210	06/08/2023	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	OLD QUARRY TIP - 26.74T DUST GRANITE COURSE	1	428.86	
EFT48244	24/08/2023	BLACKWELL PLUMBING AND GAS PTY LTD	NEW DEPOT ADMIN - REPAIR LEAKING FEMALE TOILET, AND MALE TOILET CISTERN NOT FILLING UP	1		309.10
INV 28968	17/08/2023	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM REC CENTRE - SERVICED BASIN TAP IN CHANGEROOM	1	127.60	
INV INV-289617/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	NEW DEPOT ADMIN - REPAIR LEAKING FEMALE TOILET, AND MALE TOILET CISTERN NOT FILLING UP	1	181.50	
EFT48245	24/08/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1		1,047.83
INV 2182/003	21/06/2023	BUNNINGS BUILDING SUPPLIES P/L	COMPOST BIN WASTE STORAGE CAGE	1	39.95	
INV 2182/005	08/08/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1	586.80	
INV 2182/003	08/08/2023	BUNNINGS BUILDING SUPPLIES P/L	4FT TABLE - COUNCIL MARQUEE SET	1	42.00	
INV 2182/003	09/08/2023	BUNNINGS BUILDING SUPPLIES P/L	STORAGE TUBS, TAPE & CABLE MANAGEMENT TIES	1	129.45	
INV 2182/003	11/08/2023	BUNNINGS BUILDING SUPPLIES P/L	6MM DOWEL, CABLE MANAGEMNT TIES & MULTIPURPOSE BUCKET	1	127.62	
INV 2182/003	11/08/2023	BUNNINGS BUILDING SUPPLIES P/L	6MM DOWEL TASMANIAN OAK SELECT 2.4M I/N: 0080787	1	-3.99	
INV 2182/003	11/08/2023	BUNNINGS BUILDING SUPPLIES P/L	6MM DOWEL TASMANIAN OAK SELECT 2.4M I/N: 0080787	1	26.60	
INV 2182/003	15/08/2023	BUNNINGS BUILDING SUPPLIES P/L	42L PLASTIC TUBS X20	1	99.40	
EFT48246	24/08/2023	CADD'S FASHIONS	KUNAL SARMA - UNIFORMS	1		1,071.94
INV 23-00007	18/07/2023	CADD'S FASHIONS	WORKBOOT ALLOWANCE - KEITH BOASE	1	200.00	
INV 23-00008	02/08/2023	CADD'S FASHIONS	KUNAL SARMA - UNIFORMS	1	286.80	
INV 23-00008	08/08/2023	CADD'S FASHIONS	IONA SHEEHAN - UNIFORMS	1	245.15	
INV 23-00008	16/08/2023	CADD'S FASHIONS	KAYLA BURGESS - WORK BOOTS	1	139.99	
INV 23-00008	16/08/2023	CADD'S FASHIONS	JENNY ABBOTT - WORK BOOTS	1	200.00	

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EFT48247	24/08/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 REGO N.4346 - EXCAVATOR SERVICE 3,000HR.	1		1,622.78
INV 0000447214/08/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 REGO N.4346 - EXCAVATOR SERVICE 3,000HR.	1	1,622.78	
EFT48248	24/08/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JULY 2023	1		491.46
INV 193	31/07/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JULY 2023	1	491.46	
EFT48249	24/08/2023	COMBINED TYRES PTY LTD	PN1502 - SUPPLY ROLLER TYRE INCLUDING DISPOSAL AS PER QUOTE 23300	1		1,619.20
INV INV-366907/08/2023		COMBINED TYRES PTY LTD	PN1502 - CALLOUT TO SCOTT RD, SOUTHERN BROOK	1	392.70	
INV INV-367409/08/2023		COMBINED TYRES PTY LTD	PN1502 - SUPPLY ROLLER TYRE INCLUDING DISPOSAL AS PER QUOTE 23300	1	1,226.50	
EFT48250	24/08/2023	DALE MARGARET DYSON (SAPPHIRE EVENTS)	SNOWMAN PHOTOBOOTH FOR BILYA FESTIVAL	1		400.00
INV 0168	22/06/2023	DALE MARGARET DYSON (SAPPHIRE EVENTS)	SNOWMAN PHOTOBOOTH FOR BILYA FESTIVAL	1	400.00	
EFT48251	24/08/2023	DONNELL SMITH	GIFT - DEPARTING EMPLOYEE	1		1,300.00
INV 03	21/08/2023	DONNELL SMITH	GIFT - DEPARTING EMPLOYEE	1	1,000.00	
INV 04	23/08/2023	DONNELL SMITH	ORIGINAL BALLARDONG DOT PAINTING	1	300.00	
EFT48252	24/08/2023	DUN DIRECT PTY LTD	FUEL CHARGES FOR JULY 2023	1		22,803.66
INV JULY 20231/07/2023		DUN DIRECT PTY LTD	FUEL CHARGES FOR JULY 2023	1	22,803.66	
EFT48253	24/08/2023	E FIRE & SAFETY	OLD QUARRY TIP - REMOVE FROM SITE AND DISPOSE OF ALL APPROX 42 WASTE FIRE EXTINGUISHERS.	1		506.00
INV 591563	03/08/2023	E FIRE & SAFETY	OLD QUARRY TIP - REMOVE FROM SITE AND DISPOSE OF ALL APPROX 42 WASTE FIRE EXTINGUISHERS.	1	506.00	
EFT48254	24/08/2023	FORMBYS LAWYERS	HANGAR 1 DEED OF ASSIGNMENT AND VARIATION	1		660.00
INV 002683	16/08/2023	FORMBYS LAWYERS	HANGAR 1 DEED OF ASSIGNMENT AND VARIATION	1	660.00	
EFT48255	24/08/2023	FOUR LANDSCAPE STUDIO PTY LTD	C.202223-15 CHARATER STUDIES & STREETSCAPE CONCEPT PLAN - PROGRESS CLAIM TWO	1		6,682.50

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INV FOUR15303/07/2023		FOUR LANDSCAPE STUDIO PTY LTD	C.202223-15 CHARATER STUDIES & STREETScape CONCEPT PLAN - PROGRESS CLAIM TWO	1	4,042.50	
INV FOUR15711/08/2023		FOUR LANDSCAPE STUDIO PTY LTD	C.202223-15 CHARATER STUDIES & STREETSape CONCEPT PLAN - STAKEHOLDER ENGAGEMENT MEETING	1	2,640.00	
EFT48256	24/08/2023	GRAFTON ELECTRICS	INVESTIGATE PUMP ISSUE AT WWTP	1		181.50
INV 9614	24/07/2023	GRAFTON ELECTRICS	INVESTIGATE PUMP ISSUE AT WWTP	1	181.50	
EFT48257	24/08/2023	HARDWIRED ELECTRICAL WA PTY LTD	AVON MALL.SUPPLY AND INSTALL WEATHER PROOF ELECTRICAL BOX AND MOVE POWER POINTS FROM EXISTING BOX AND INSTALL TIMER	1		654.50
INV INV-073914/08/2023		HARDWIRED ELECTRICAL WA PTY LTD	AVON MALL.SUPPLY AND INSTALL WEATHER PROOF ELECTRICAL BOX AND MOVE POWER POINTS FROM EXISTING BOX AND INSTALL TIMER	1	654.50	
EFT48258	24/08/2023	IAN KIELY	REIMBURSEMENT FOR THE PURCHASE OF CLIPBOARDS FOR STREET PARADE JUDGES & ADDITIONAL WINE FOR THE VIP EVENT - BILYA FESTIVAL 2023	1		119.85
INV 0708202317/08/2023		IAN KIELY	REIMBURSEMENT FOR THE PURCHASE OF CLIPBOARDS FOR STREET PARADE JUDGES & ADDITIONAL WINE FOR THE VIP EVENT - BILYA FESTIVAL 2023	1	119.85	
EFT48259	24/08/2023	IT VISION AUSTRALIA PTY LTD	PLAY ACCOUNT REFRESH	1		554.40
INV 38873	31/07/2023	IT VISION AUSTRALIA PTY LTD	PLAY ACCOUNT REFRESH	1	554.40	
EFT48260	24/08/2023	J & A BUILDING PTY LTD	C.202021-08. NORTHAM DEPOT - MACHINERY SHED KIT & DELIVERY - PROGRESS CLAIM 8	1		129,057.00
INV 3545	03/08/2023	J & A BUILDING PTY LTD	C.202021-08. NORTHAM DEPOT - MACHINERY SHED KIT & DELIVERY - PROGRESS CLAIM 8	1	126,000.00	
INV T1740	23/08/2023	J & A BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND: 23011: 3 LOTON DRIVE, NORTHAM - T1740	1	1,020.00	
INV T1688	23/08/2023	J & A BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND: - 22160: 11 DUKE ST, NORTHAM - T1688	1	1,017.00	
INV T1672	23/08/2023	J & A BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND - 22126: 28 OLD YORK RD, NORTHAM - T1672	1	1,020.00	

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EFT48261	24/08/2023	JAXON ROBERTS (PHOTOGRAPHY)	VIDEOGRAPHY FOR BILYA FESTIVAL FROM 5PM TO 9PM ON FRIDAY THE 11TH AUGUST 2023	1		1,000.00
INV 545	21/08/2023	JAXON ROBERTS (PHOTOGRAPHY)	VIDEOGRAPHY FOR BILYA FESTIVAL FROM 5PM TO 9PM ON FRIDAY THE 11TH AUGUST 2023	1	1,000.00	
EFT48262	24/08/2023	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 ONE	1		19,761.50
INV 25994	31/07/2023	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 ONE	1	19,761.50	
EFT48263	24/08/2023	KATE KARPINSKA	REIMBURSEMENT OF POLICE CLEARANCE KATE KARPINSKIA LIBRARY OFFICER	1		58.70
INV 21/08/20221/08/2023		KATE KARPINSKA	REIMBURSEMENT OF POLICE CLEARANCE KATE KARPINSKIA LIBRARY OFFICER	1	58.70	
EFT48264	24/08/2023	KATHY DAVIS	STORY TELLING FOR KIDSAFE BOOKING 8 AUGUST 2023	1		300.00
INV 72302	22/08/2023	KATHY DAVIS	STORY TELLING FOR KIDSAFE BOOKING 8 AUGUST 2023	1	300.00	
EFT48265	24/08/2023	KEITH BOASE	REIMBURSE KEITH - 2X HOE DUTCH SAXON - SYNERGY WAS INACCESSIBLE DUE TO UPDATES.	1		31.98
INV 2182/003 16/08/2023		KEITH BOASE	REIMBURSE KEITH - 2X HOE DUTCH SAXON - SYNERGY WAS INACCESSIBLE DUE TO UPDATES.	1	31.98	
EFT48266	24/08/2023	KENNARDS HIRE PTY LTD	4 X LIGHTING TOWERS - BILYA FESTIVAL	1		736.00
INV 2529837614/08/2023		KENNARDS HIRE PTY LTD	4 X LIGHTING TOWERS - BILYA FESTIVAL	1	736.00	
EFT48267	24/08/2023	KUNAL SARMA	REIMBURSE FOR PARKING AND FOOD FOR TRAINING HELD FROM THE 16/18 AUGUST 2023 & OFFICE FURNITURE	1		119.23
INV KH 2308223/08/2023		KUNAL SARMA	REIMBURSE FOR PARKING AND FOOD FOR TRAINING HELD FROM THE 16/18 AUGUST 2023 & OFFICE FURNITURE	1	119.23	
EFT48268	24/08/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - 151 CLYDESDALE ROAD	1		5,935.08

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INV 131054	31/07/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - 151 CLYDESDALE ROAD	1	3,125.43	
INV 131053	31/07/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 3 JESSUP TERRACE	1	1,469.30	
INV 131052	31/07/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA	1	1,340.35	
EFT48269	24/08/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - JULY 2023	1		2,488.48
INV INV - 01115/08/2023		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - JULY 2023	1	2,488.48	
EFT48270	24/08/2023	MM ELECTRICAL MERCHANDISING	CONDUIT FULL SADDLE METAL 20MM 50X16X23MM	1		5.01
INV 202879-6	17/08/2023	MM ELECTRICAL MERCHANDISING	CONDUIT FULL SADDLE METAL 20MM 50X16X23MM	1	5.01	
EFT48271	24/08/2023	MODERN TEACHING AIDS PTYLTD	EARLY LEARNING ACTIVITIES FOR WUNDOWIE AND NORTHAM LIBRARIES	1		71.45
INV 4550947412/07/2023		MODERN TEACHING AIDS PTYLTD	EARLY LEARNING ACTIVITIES FOR WUNDOWIE AND NORTHAM LIBRARIES	1	71.45	
EFT48272	24/08/2023	MOW MASTER TURFEQUIPMENT	PN1801 - SERVICE KIT FOR WR660 CRICKET PITCH ROLLER AS PER QUOTE #66470	1		299.60
INV 0006661716/08/2023		MOW MASTER TURFEQUIPMENT	PN1801 - SERVICE KIT FOR WR660 CRICKET PITCH ROLLER AS PER QUOTE #66470	1	299.60	
EFT48273	24/08/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PN1909 - N.4487 - SUZUKI - 95,000KM SERVICE	1		329.00
INV 140788	17/03/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PN1909 - N.4487 - SUZUKI - 95,000KM SERVICE	1	329.00	
EFT48274	24/08/2023	NORTHAM AVON DESCENT ASSOCIATION	SHIRE OF NORTHAM SPONSORSHIP OF THE 2023 AVON DESCENT	1		22,000.00
INV 2023-01307/08/2023		NORTHAM AVON DESCENT ASSOCIATION	SHIRE OF NORTHAM SPONSORSHIP OF THE 2023 AVON DESCENT	1	22,000.00	
EFT48275	24/08/2023	NORTHAM BALLOONING EVENTS INC	2023/2024 COMMUNITY GRANT FUNDING 5TH FAI WOMEN'S WORLDS HOT AIR BALLOONING CHAMPIONSHIPS NORTHAM	1		47,000.00
INV 030 /23	17/08/2023	NORTHAM BALLOONING EVENTS INC	SHIRE OF NORTHAM CONTRIBUTION FOR JOINT PROMOTION OF THE WOMEN'S WORLD CHAMPIONSHIP BY BRIGHT COMMUNICATIONS	1	7,000.00	

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INV 030/23	21/08/2023	NORTHAM BALLOONING EVENTS INC	2023/2024 COMMUNITY GRANT FUNDING 5TH FAI WOMEN'S WORLDS HOT AIR BALLOONING CHAMPIONSHIPS NORTHAM	1	40,000.00	
EFT48276	24/08/2023	NORTHAM BETTA HOME LIVING	LG LG 24MK430H 24 INCH FHD MONITOR - MODEL LG24MK430HB	1		643.80
INV 2001005710/08/0203		NORTHAM BETTA HOMELIVING	BRATECK ADJUSTABLE MULTIFUNCTIOAL THIN CLIENT MOUNT AS PER QUOTE #20012001299	1	45.90	
INV 2001005714/08/2023		NORTHAM BETTA HOMELIVING	LG LG 24MK430H 24 INCH FHD MONITOR - MODEL LG24MK430HB	1	498.00	
INV 2001005714/08/2023		NORTHAM BETTA HOME LIVING	NEW DEPOT ADMIN. SUPPLY 2M HDMI CORD.	1	59.95	
INV 2001005716/08/2023		NORTHAM BETTA HOME LIVING	KORDZ PRO3 4K 18GBPS HDMI LEAD 3M - AS PER QUOTE#20012001311	1	39.95	
EFT48277	24/08/2023	NORTHAM FEED & HIRE	DOG LEADS X2 & JERKY X2	1		223.00
INV 0000500709/08/2023		NORTHAM FEED & HIRE	1 PACK PRE MIX	1	23.50	
INV 0000500810/08/2023		NORTHAM FEED & HIRE	DOG LEADS X2 & JERKY X2	1	82.00	
INV 0000501811/08/2023		NORTHAM FEED & HIRE	PRE MIX X2	1	47.00	
INV 0000501914/08/2023		NORTHAM FEED & HIRE	PRE MIX X1	1	23.50	
INV 0000502016/08/2023		NORTHAM FEED & HIRE	PRE MIX X1	1	23.50	
INV 0000502118/08/2023		NORTHAM FEED & HIRE	PRE MIX X1	1	23.50	
EFT48278	24/08/2023	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL CHAMBERS	1		133.98
INV 1201-445	08/08/2023	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL CHAMBERS	1	133.98	
EFT48279	24/08/2023	NORTHAM MOTORS PTY LTD	PN1310 - KILLARA - PLEASE CONDUCT 70,000KM / 8 YR SERVICE SERVICE INCLUDING ROTATION OF TYRES - 16/08/2023	1		845.00
INV 1432276	16/08/2023	NORTHAM MOTORS PTY LTD	PN1310 - KILLARA - PLEASE CONDUCT 70,000KM / 8 YR SERVICE SERVICE INCLUDING ROTATION OF TYRES - 16/08/2023	1	430.00	
INV 1432331	18/08/2023	NORTHAM MOTORS PTY LTD	PN2012 - N11254 - PLEASE CONDUCT 105,000KM SERVICE INCUDING ROTATION OF TYRES - 15/08/2023	1	415.00	

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EFT48280	24/08/2023	NORTHAM TOWINGSERVICE	COLLECTION OF N79 FROM WUNDOWIE FIRE STATION AND DELIVER TO WESTWIDE AUTO'S VIA VALLEY FORD	1		583.00
INV 212668	14/08/2023	NORTHAM TOWINGSERVICE	COLLECTION OF N79 FROM WUNDOWIE FIRE STATION AND DELIVER TO WESTWIDE AUTO'S VIA VALLEY FORD	1	363.00	
INV 212667	14/08/2023	NORTHAM TOWING SERVICE	1x RED SEDAN - TOWED FROM IRISHTOWN ROAD NEAR BUCKLAND ESTATE TO IMPOUND YARD	1	220.00	
EFT48281	24/08/2023	OXTER SERVICES	C.202223-13 BURIAL DATE 09/08/2023 - NEW GRAVE FOR THE BURIAL OF CLARE GLASS & GRAVE CERTIFICATION & BURIAL DATE 14/08/2023 - NEW GRAVE FOR THE BURIAL OF LAURANCE ARTHUR & GRAVE CERTIFICATION	1		8,074.00
INV 27616	25/07/2023	OXTER SERVICES	NEW BURIAL FOR ELIZABETH MUNRO	1	1,639.00	
INV 27643	31/07/2023	OXTER SERVICES	C.202223-13 BURIAL DATE 28/07/2023 - NEW GRAVE FOR THE BURIAL OF GRAEME PHILIP PAINTER & GRAVE CERTIFICATION	1	1,639.00	
INV 27709	14/08/2023	OXTER SERVICES	C.202223-13 BURIAL DATE 09/08/2023 - NEW GRAVE FOR THE BURIAL OF CLARE GLASS & GRAVE CERTIFICATION & BURIAL DATE 14/08/2023 - NEW GRAVE FOR THE BURIAL OF LAURANCE ARTHUR & GRAVE CERTIFICATION	1	3,278.00	
INV 27722	15/08/2023	OXTER SERVICES	C.202223-13 BURIAL DATE 14/08/2023 - RE-OPENING FOR THE BURIAL OF EILEEN JOYCE SANDS & GRAVE CERTIFICATION	1	1,518.00	
EFT48282	24/08/2023	SAFE T CARD AUSTRALIA PTY LTD	VISTORS CENTRE X1 KILLARA X2 LIBRARY X2 DEVELOPMENT SERVICES X2 - SAFETCARD DEVICE MONITERING FEE 01/07/2023-06/07/2023	1		59.60
INV INV-347506/07/2023		SAFE T CARD AUSTRALIA PTY LTD	VISTORS CENTRE X1 KILLARA X2 LIBRARY X2 DEVELOPMENT SERVICES X2 - SAFETCARD DEVICE MONITERING FEE 01/07/2023-06/07/2023	1	59.60	
EFT48283	24/08/2023	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BILYA KOORT BOODJA - ATTEND SITE AND TROUBLESHOOT LIGHTING ISSUES	1		1,430.00
INV 0000100127/07/2023		SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BILYA KOORT BOODJA - ATTEND SITE AND TROUBLESHOOT LIGHTING ISSUES	1	1,430.00	
EFT48284	24/08/2023	SERENITY RISK SOLUTIONS PTY LTD	SECURITY SERVICES AT AVON DESCENT BILYA FESTIVAL	1		3,255.71

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INV INV-097613/08/2023		SERENITY RISK SOLUTIONS PTY LTD	SECURITY SERVICES AT AVON DESCENT BILYA FESTIVAL	1	3,255.71	
EFT48285	24/08/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,625.00) & MOBILE PHONE PLAN (\$58.00) - JULY 2023: INVOICE 1292	1		3,010.89
INV T957	23/08/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$650.00) & MOBILE PHONE PLAN (\$58.00) - JUNE 2023: INVOICE 1267	1	708.00	
INV T957	23/08/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS 12/04/2023 - 20/06/2023 - \$360.39: INVOICE - 1268	1	360.39	
INV T957	23/08/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,625.00) & MOBILE PHONE PLAN (\$58.00) - JULY 2023: INVOICE 1292	1	1,683.00	
INV T957	23/08/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS JULY 2023 - \$259.50: INVOICE - 1293	1	259.50	
EFT48286	24/08/2023	SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	ARTWORK SETUP, DESIGN AND PRINTING FOR ANNUAL TIP PASSES	1		1,844.21
INV F040-33210/08/2023		SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	ARTWORK SETUP, DESIGN AND PRINTING FOR ANNUAL TIP PASSES	1	1,844.21	
EFT48287	24/08/2023	STONE AND GARDEN EARTHWORKS	BAKERS HILL RECREATION PRECINCT EARTHWORKS	1		7,249.00
INV INV-006117/08/2023		STONE AND GARDEN EARTHWORKS	BAKERS HILL RECREATION PRECINCT EARTHWORKS	1	7,249.00	
EFT48288	24/08/2023	STRATAGREEN	5 X 75MM POTTIPUTKI TREE PLANTER	1		1,869.36
INV 157405 08/08/2023		STRATAGREEN	5 X 75MM POTTIPUTKI TREE PLANTER	1	1,869.36	
EFT48289	24/08/2023	SWAN EVENT HIRE	BILYA FESTIVAL/AVON DESCENT - MARQUEE, PICKET FENCE & DELIVERY	1		3,908.00
INV 17164	10/08/2023	SWAN EVENT HIRE	BILYA FESTIVAL/AVON DESCENT - MARQUEE, PICKET FENCE & DELIVERY	1	3,908.00	
EFT48290	24/08/2023	TENNANT AUSTRALIA	REPAIRS TO FLOOR SCRUBBER - T1B-10754251	1		3,316.84
INV 9197730007/08/2023		TENNANT AUSTRALIA	REPAIRS TO FLOOR SCRUBBER - T1B-10754251	1	1,353.68	
INV 9197730007/08/2023		TENNANT AUSTRALIA	SERVICE OF FLOOR SCRUBBER - T1B-10754251	1	457.60	
INV 9197730007/08/2023		TENNANT AUSTRALIA	REPAIRS TO FLOOR SCRUBBER RIDER - T7-30127095	1	897.26	



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INV 9197730007/08/2023		TENNANT AUSTRALIA	SERVICE OF FLOOR SCRUBBER - T7-30127095	1	608.30	
EFT48291	24/08/2023	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	25M3 BLACK, 25M3 RED & 50M3 BROWN WOODCHIPS	1		13,000.00
INV INV-354231/07/2023		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	25M3 BLACK, 25M3 RED & 50M3 BROWN WOODCHIPS	1	13,000.00	
EFT48292	24/08/2023	TOTAL GREEN RECYCLING PTY LTD	RECYCLING / TRANSPORT COSTS - E WASTE	1		3,020.96
INV INV1418 15/08/2023		TOTAL GREEN RECYCLING PTY LTD	RECYCLING / TRANSPORT COSTS - E WASTE	1	3,020.96	
EFT48293	24/08/2023	TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	RUBBER WHEEL STOPS AND FIXINGS INCLUDING TWO FOR ACROD PARKING	1		4,774.44
INV 0000379916/08/2023		TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	RUBBER WHEEL STOPS AND FIXINGS INCLUDING TWO FOR ACROD PARKING	1	4,774.44	
EFT48294	24/08/2023	TURQUOISE CREATIVE / PAPER & BLOOM - SARAH REBUT T/AS	SON - PERSONALISED SEED EMBEDDED BUSINESS CARDS	1		522.50
INV 1404	14/08/2023	TURQUOISE CREATIVE / PAPER & BLOOM - SARAH REBUT T/AS	SON - PERSONALISED SEED EMBEDDED BUSINESS CARDS	1	522.50	
EFT48295	24/08/2023	UTF AUSTRALIA PTY LTD	OVERPAYMENT OF INV#28501	1		3,381.73
INV CY 1008210/08/2023		UTF AUSTRALIA PTY LTD	OVERPAYMENT OF INV#28501	1	3,381.73	
EFT48296	24/08/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL ALL ELECTRICAL COMPONENTS	1		52,800.00
INV 97679	21/07/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL ALL ELECTRICAL COMPONENTS	1	52,800.00	
EFT48297	24/08/2023	VIP ENTERTAINMENT WA PTY LTD	2 X HUMAN STATUES 6:30PM TO 9PM	1		2,365.00
INV 4150	17/07/2023	VIP ENTERTAINMENT WA PTY LTD	2 X HUMAN STATUES 6:30PM TO 9PM	1	2,365.00	
EFT48298	24/08/2023	WA CONTRACT RANGER SERVICES	C.202324-01 MANAGEMENT OF NORTHAM POUND FACILITY 17/07/2023-06/08/2023	1		1,925.00
INV 0000491809/08/2023		WA CONTRACT RANGER SERVICES	C.202324-01 MANAGEMENT OF NORTHAM POUND FACILITY 17/07/2023-06/08/2023	1	1,155.00	

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INV 0000492910/08/2023		WA CONTRACT RANGER SERVICES	CAT IMPOUND & TEMPORARY CARE AS PER SERVICE AGREEMENT FOR MONTH OF JULY 2023	1	770.00	
EFT48299	24/08/2023	WCP CIVIL PTY LTD	C.202122-07 - 12 MONTH DEFECT LIABILITY FINAL RELEASE	1		4,508.52
INV T1722	23/08/2023	WCP CIVIL PTY LTD	C.202122-07 - 12 MONTH DEFECT LIABILITY FINAL RELEASE	1	4,508.52	
EFT48300	24/08/2023	WEST COAST FIREWORKS PTY LTD	SUPPLY & RUN FIREWORKS DISPLAY - INCLUDING ALL PERMITS AND DOCUMENTATION REQUIRED	1		8,800.00
INV 1039	21/08/2023	WEST COAST FIREWORKS PTY LTD	SUPPLY & RUN FIREWORKS DISPLAY - INCLUDING ALL PERMITS AND DOCUMENTATION REQUIRED	1	8,800.00	
EFT48301	24/08/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -	1		135,494.07
INV 228	23/08/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -		135,494.07	
EFT48302	24/08/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 MAINTENANCE OF NORTHAM CEMETERY 18/07/2023-28/07/2023	1		5,049.66
INV 0030150928/07/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 MAINTENANCE OF NORTHAM CEMETERY 18/07/2023-28/07/2023	1	5,049.66	
EFT48303	24/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	A4 WALL MOUNTED PORTRAIT CLEAR ACRYLIC BROCHURE HOLDER	1		14.90
INV 8030	15/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	A4 WALL MOUNTED PORTRAIT CLEAR ACRYLIC BROCHURE HOLDER	1	14.90	
EFT48304	24/08/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - JULY 2023	1		2,100.50
INV ST-0413101/08/2023		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - JULY 2023	1	2,100.50	
EFT48305	24/08/2023	WUNDOWIE GOLF CLUB INC	2023/24 QUICK RESPONSE GRANT PAYMENT RANGER CUP	1		500.00
INV 2023/17 17/08/2023		WUNDOWIE GOLF CLUB INC	2023/24 QUICK RESPONSE GRANT PAYMENT RANGER CUP	1	500.00	
EFT48306	24/08/2023	WUNDOWIE PROGRESS ASSOCIATION	2023 GRANT FUNDING WUNDOWIE IRON FESTIVAL PAYMENT	1		20,000.00

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INV 0000006815/07/2023		WUNDOWIE PROGRESS ASSOCIATION	2023 GRANT FUNDING WUNDOWIE IRON FESTIVAL PAYMENT	1	20,000.00	
EFT48307	24/08/2023	ZENIEN	4 X SAS HARD DRIVES	1		3,357.20
INV I11167	25/07/2023	ZENIEN	4 X SAS HARD DRIVES	1	3,357.20	
EFT48308	31/08/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	SKID PLATES, WASHERS ANDBOLTS	1		558.02
INV 355862	17/08/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	SKID PLATES, WASHERS ANDBOLTS	1	558.02	
EFT48309	31/08/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	GALVANSISED WASHERS, HEX AND NEAT CUTTING TAP	1		105.35
INV SI-00013023/08/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	GALVANSISED WASHERS, HEX AND NEAT CUTTING TAP	1	105.35	
EFT48310	31/08/2023	ALLMARK & ASSOCIATES PTY LTD	DOOR SIGNAGE FOR NEW DEPOT	1		220.00
INV IN00396824/08/2023		ALLMARK & ASSOCIATES PTY LTD	DOOR SIGNAGE FOR NEW DEPOT	1	220.00	
EFT48311	31/08/2023	ANDY'S PLUMBING SERVICE	KURINGAL UNIT 7 - REPAIRS TO HOT WATER SYSTEM	1		2,057.00
INV A19616	21/08/2023	ANDY'S PLUMBING SERVICE	KURINGAL UNIT 7 - REPAIRS TO HOT WATER SYSTEM	1	2,057.00	
EFT48312	31/08/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEBINAR - EARTHQUAKE ASSESSMENTS & TECHNOLOGY SOLUTIONS FOR SEISMIC BRACING IN COMMERCIAL CONSTRUCTION - GORDON TESTER	1		115.50
INV 45018	19/07/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEBINAR - EARTHQUAKE ASSESSMENTS & TECHNOLOGY SOLUTIONS FOR SEISMIC BRACING IN COMMERCIAL CONSTRUCTION - GORDON TESTER	1	115.50	
EFT48313	31/08/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		132.50
INV DEDUCT29/08/2023		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		132.50	
EFT48314	31/08/2023	AV-SEC ATF LOMMERS FAMILYTRUST	298 FITZGERALD STREET. AFTER HOURS SECURITY CALL OUT FEE 10/03/2023	1		65.00
INV 754	21/05/2023	AV-SEC ATF LOMMERS FAMILYTRUST	298 FITZGERALD STREET. AFTER HOURS SECURITY CALL OUT FEE 10/03/2023	1	65.00	
EFT48315	31/08/2023	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM VISITOR CENTRE MERCHANDISE	1		1,886.80

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INV 1060	15/08/2023	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM VISITOR CENTRE MERCHANDISE	1	1,886.80	
EFT48316	31/08/2023	AVON VALLEY ENVIRONMENTAL SOCIETY	PONTOONS SUPPLIED FOR FIREWORKS FOR BILYA FESTIVAL	1		660.00
INV 28	22/08/2023	AVON VALLEY ENVIRONMENTAL SOCIETY	PONTOONS SUPPLIED FOR FIREWORKS FOR BILYA FESTIVAL	1	660.00	
EFT48317	31/08/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	N11363 - 60,000KM SERVICE INCLUDING THE ROTATION OF TYRES	1		1,045.66
INV 354090	23/08/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	N11363 - 60,000KM SERVICE INCLUDING THE ROTATION OF TYRES	1	1,045.66	
EFT48318	31/08/2023	AVON VALLEY TOYOTA	PN2306 - N11986 - 10,000KM SERVICE INCLUDING ROTATION OF TYRES - 23/8/2023	1		290.00
INV JC14012323/08/2023		AVON VALLEY TOYOTA	PN2306 - N11986 - 10,000KM SERVICE INCLUDING ROTATION OF TYRES - 23/8/2023	1	290.00	
EFT48319	31/08/2023	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - FORTNIGHT ENDING 28/07/2023	1		127,211.83
INV 56983	14/07/2023	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - FORTNIGHT ENDING 14/07/2023	1	42,211.82	
INV 57363	28/07/2023	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - FORTNIGHT ENDING 28/07/2023	1	43,514.50	
INV 57892	11/08/2023	AVON WASTE	SHIRE OF NORTHAM - DOMESTIC / COMMERCIAL RUBBISH COLLECTION - FORTNIGHT ENDING 57892	1	41,485.51	
EFT48320	31/08/2023	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM AQUATIC CENTRE - REPLACE UNIT IN FEMALE TOILETS (POOL SIDE) IN THE DUCT ROOM	1		1,137.40
INV INV-289515/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM AQUATIC CENTRE - REPLACE UNIT IN FEMALE TOILETS (POOL SIDE) IN THE DUCT ROOM	1	897.60	
INV INV-290124/08/2023		BLACKWELL PLUMBING AND GAS PTY LTD	NEW DEPOT ADMIN BUILDING. OUTSIDE MALE TOILET BLOCKED, INSIDE MALE TOILET CISTERN CONTINUOUSLY RUNNING AND OUTSIDE MENS URINAL CONSTANTLY RUNNING.	1	239.80	
EFT48321	31/08/2023	BUNNINGS BUILDING SUPPLIES P/L	PLIERS / TOOL BAG / LUBRICANT	1		162.60
INV 2182/003 01/08/2023		BUNNINGS BUILDING SUPPLIES P/L	PLIERS / TOOL BAG / LUBRICANT	1	102.97	
INV 2182/003 17/08/2023		BUNNINGS BUILDING SUPPLIES P/L	PIPE FITTINGS & BATTERIES	1	59.63	

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EFT48322	31/08/2023	CADD'S FASHIONS	WORK BOOTS FOR IAN & ELLIJAH	1		439.98
INV 23-00008	07/08/2023	CADD'S FASHIONS	WORK BOOTS FOR IAN & ELLIJAH	1	439.98	
EFT48323	31/08/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JULY 2023	1		353.07
INV 104	31/07/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JULY 2023	1	353.07	
EFT48324	31/08/2023	CHARLES SERVICE COMPANY	C.202122-004 SHIRE OF NORTHAM FACILITIES - CLEANING 24/7/2023 TO 20/8/2023	1		10,900.26
INV 0003617620	08/2023	CHARLES SERVICE COMPANY	C.202122-004 SHIRE OF NORTHAM FACILITIES - CLEANING 24/7/2023 TO 20/8/2023	1	9,254.92	
INV 0003617720	08/2023	CHARLES SERVICE COMPANY	C.202122-004 - WUNDOWIE OVAL CLEANING 24/7/2023 TO 20/08/2023	1	1,645.34	
EFT48325	31/08/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,777.37
INV DEDUCT29	08/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		1,777.37	
EFT48326	31/08/2023	COLLEAGUES NAGELS PTY LTD	ANIMAL RELEASE BOOKS X 15	1		567.93
INV R54154	03/08/2023	COLLEAGUES NAGELS PTY LTD	ANIMAL RELEASE BOOKS X 15	1	567.93	
EFT48327	31/08/2023	COUNTRY COMFORTSTYLE NORTHAM	FURNITURE FOR COUNCIL CHAMBERS	1		1,822.00
INV 20484	25/08/2023	COUNTRY COMFORTSTYLE NORTHAM	FURNITURE FOR COUNCIL CHAMBERS	1	1,822.00	
EFT48328	31/08/2023	COUNTRYWIDE GROUP	CHAINSAW REPAIRS W/O 3972	1		203.73
INV ACC002217	08/2023	COUNTRYWIDE GROUP	CHAINSAW REPAIRS W/O 3972	1	203.73	
EFT48329	31/08/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN BUIDLING. CHECK FAULT COMING THROUGH TO THE MONITORING COMPANY ABOUT LOW BATTERY.	1		594.14
INV 131289	12/06/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN BUIDLING. CHECK FAULT COMING THROUGH TO THE MONITORING COMPANY ABOUT LOW BATTERY.	1	594.14	
EFT48330	31/08/2023	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADE HT CURV SERRATED 1828 X 203 X 25 X 13H (5/8")	1		3,017.52
INV 3352815	15/08/2023	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADE HT CURV SERRATED 1828 X 203 X 25 X 13H (5/8")	1	3,017.52	

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EFT48331	31/08/2023	E FIRE & SAFETY	NEW DEPOT ADMIN. SUPPLY AND INSTALL 4 X 4.5KG, 1 @ 1.2 X 1.8M FIRE BLANKET.	1		1,072.50
INV 592772	23/08/2023	E FIRE & SAFETY	NEW DEPOT ADMIN. SUPPLY AND INSTALL 4 X 4.5KG, 1 @ 1.2 X 1.8M FIRE BLANKET.	1	836.00	
INV 592773	25/08/2023	E FIRE & SAFETY	AG SHOW GROUNDS. YEARLY SERVICE OF FIRE EXTINGUISHERS.	1	236.50	
EFT48332	31/08/2023	EASIFLEET	PAYROLL DEDUCTIONS	1		619.53
INV DEDUCT29/08/2023	29/08/2023	EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT29/08/2023	29/08/2023	EASIFLEET	PAYROLL DEDUCTIONS		299.00	
EFT48333	31/08/2023	ECHO NEWSPAPER	NORTHAM FESTIVAL OF BALLOONING ADVERT IN ECHO NEWSPAPER	1		495.00
INV 0003302425/08/2023	25/08/2023	ECHO NEWSPAPER	NORTHAM FESTIVAL OF BALLOONING ADVERT IN ECHO NEWSPAPER	1	495.00	
EFT48334	31/08/2023	ENCHANTED CHARACTERS PTY LTD	STILT PERFORMERS @ 3 X 45MIN SESSIONS	1		1,760.00
INV INV-048125/07/2023	25/07/2023	ENCHANTED CHARACTERS PTY LTD	STILT PERFORMERS @ 3 X 45MIN SESSIONS	1	1,760.00	
EFT48335	31/08/2023	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS 01/06/2023-31/05/2024	1		275.00
INV 1539967030/06/2023	30/06/2023	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEWVOLUNTEER FIREFIGHTING MEMBERS 01/06/2023-31/05/2024	1	275.00	
EFT48336	31/08/2023	FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT - SURVEY POINTS FOR FENCING PROJECT / WELLINGTON STREET FOOTPATH CONSTRUCTION. SURVEY PICK UP FOR FOOTPATH CONSTRUCTION.	1		2,970.00
INV 0002160204/08/2023	24/08/2023	FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT - SURVEY POINTS FOR FENCING PROJECT / WELLINGTON STREET FOOTPATH CONSTRUCTION. SURVEY PICK UP FOR FOOTPATH CONSTRUCTION.	1	2,970.00	
EFT48337	31/08/2023	FOCUS PROMOTIONS	BILYA FESTIVAL - FREE RADICAL BAND PERFORMANCE	1		1,760.00
INV 15898	14/08/2023	FOCUS PROMOTIONS	BILYA FESTIVAL - FREE RADICAL BAND PERFORMANCE	1	1,760.00	

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EFT48338	31/08/2023	FORMBYS LAWYERS	EXTENSION AND VARIATION OF LEASE FOR 33 WELLINGTON STREET - AVON VALLEY ARTS SOCIETY	1		1,320.00
INV 002693	23/08/2023	FORMBYS LAWYERS	EXTENSION AND VARIATION OF LEASE FOR 33 WELLINGTON STREET - AVON VALLEY ARTS SOCIETY	1	660.00	
INV 002697	25/08/2023	FORMBYS LAWYERS	DEED OF ASSIGNMENT - HANGAR 14	1	660.00	
EFT48339	31/08/2023	FRESH START RECOVERY PROGRAMME	BILYA FESTIVAL 2023 - TYRE CHAIR PACK AWAY & GENERAL CLEAN UP	1		500.00
INV 0029244423/08/2023		FRESH START RECOVERY PROGRAMME	BILYA FESTIVAL 2023 - TYRE CHAIR PACKAWAY & GENERAL CLEAN UP	1	500.00	
EFT48340	31/08/2023	FULTON HOGAN INDUSTRIES PTY LTD	3X IBC CONTAINERS OF EMULSION	1		4,290.00
INV 1803698721/08/2023		FULTON HOGAN INDUSTRIES PTY LTD	3X IBC CONTAINERS OF EMULSION	1	4,290.00	
EFT48341	31/08/2023	GHD PTY LTD	C.202122-10 SHIRE OF NORTHAM REUSE WATER SCHEME UPGRADE	1		12,017.50
INV 112-017126/07/2023		GHD PTY LTD	C.202122-10 SHIRE OF NORTHAM REUSE WATER SCHEME UPGRADE	1	12,017.50	
EFT48342	31/08/2023	GRAFTON ELECTRICS	DISCONNECT PUMP AT JUBILEE PARK	1		121.00
INV 9667	23/08/2023	GRAFTON ELECTRICS	DISCONNECT PUMP AT JUBILEE PARK	1	121.00	
EFT48343	31/08/2023	HERSEY'S SAFETY PTY LTD	12X PROSENSE GLOVES SIZE 7, 12X LITEGRIP GLOVES SIZE 7 & 4X LITTER PICKERS	1		409.61
INV INV-486024/08/2023		HERSEY'S SAFETY PTY LTD	12X PROSENSE GLOVES SIZE 7, 12X LITEGRIP GLOVES SIZE 7 & 4X LITTER PICKERS	1	409.61	
EFT48344	31/08/2023	HOLCIM (AUSTRALIA) PTY LTD	TWIN 450 HEADWALL AND DELIVERY TO SHIRE OF NORTHAM	1		5,940.00
INV 9408810714/08/2023		HOLCIM (AUSTRALIA) PTY LTD	TWIN 450 HEADWALL AND DELIVERY TO SHIRE OF NORTHAM	1	5,940.00	
EFT48345	31/08/2023	ICE SCULPTURES PERTH - JENNA LEE SMITH T/AS	POLAR BEAR CHAINSAW ICE SCULPTURE	1		1,200.00
INV INV-003802/08/2023		ICE SCULPTURES PERTH - JENNA LEE SMITH T/AS	POLAR BEAR CHAINSAW ICE SCULPTURE	1	1,200.00	

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EFT48346	31/08/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD	REMOTE ACCESS OPERATIONAL COSTS OF THE 5 X NORTHAM STANDPIPE CONTROLLERS FROM 01/07/2023 - 31/12/2023	1		2,065.25
INV SINV-15215/08/2023		INDUSTRIAL AUTOMATION GROUP PTY LTD	REMOTE ACCESS OPERATIONAL COSTS OF THE 5 X NORTHAM STANDPIPE CONTROLLERS FROM 01/07/2023 - 31/12/2023	1	2,065.25	
EFT48347	31/08/2023	JASONSIGNMAKERS	NORTHAM TOWN STREET SIGNS - DOUBLE SIDED STREET BLADE SON SPECS INCLUDING BRACKET, BOLTS, NUTS & WASHERS	1		1,431.48
INV 30767	05/07/2023	JASONSIGNMAKERS	MINSON AVE - DOUBLE SIDED STREET BLADE SON SPECS	1	53.69	
INV 32024	21/08/2023	JASON SIGNMAKERS	NORTHAM TOWN STREET SIGNS - DOUBLE SIDED STREET BLADE SON SPECS INCLUDING BRACKET, BOLTS, NUTS & WASHERS	1	1,377.79	
EFT48348	31/08/2023	JB AUTOMATIONSUPPLIES	NORTHAM AIRPORT - CALL OUT FOR ELECTRICAL GATE REPAIRS	1		220.00
INV SON03	21/06/2023	JB AUTOMATIONSUPPLIES	NORTHAM AIRPORT - CALL OUT FOR ELECTRICAL GATE REPAIRS	1	220.00	
EFT48349	31/08/2023	JH COMPUTER SERVICES WA PTYLTD	PROVIDE MONTHLY COMPUTER SUPPORT - PACKAGES / PROTECTION / LICENCES - JULY 2023	1		8,377.05
INV 000172-D21/07/2023		JH COMPUTER SERVICES WA PTYLTD	ONSITE MOVING OF EQUIPMENT FROM OLD TO NEW DEPOT SITE INCLUDING TRAVEL TIME	1	858.00	
INV 000435-D13/08/2023		JH COMPUTER SERVICES WA PTY LTD	PROVIDE MONTHLY COMPUTER SUPPORT - PACKAGES / PROTECTION / LICENCES - JULY 2023	1	7,601.55	
INV 000514-D22/08/2023		JH COMPUTER SERVICES WA PTY LTD	ACCESS POINT MONTHLY SUBSCRIPTION CREDIT	1	-82.50	
EFT48350	31/08/2023	JOHN YOUNG T/AS YOUNG CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - 54 - 56 FAIRWAY BEND NORTHAM WA 6401 - BA21257	1		1,020.00
INV T1602	31/08/2023	JOHN YOUNG T/AS YOUNG CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - 54 - 56 FAIRWAY BEND NORTHAM WA 6401 - BA21257	1	1,020.00	
EFT48351	31/08/2023	KATHY DAVIS	STORY TELLING FOR CURTIN UNI AT BKB	1		300.00
INV 08	30/08/2023	KATHY DAVIS	STORY TELLING FOR CURTIN UNI AT BKB	1	300.00	
EFT48352	31/08/2023	KLEENWEST	100X BIN LINERS 240L SAMSON AND 48X TOILET ROLL	1		537.68



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INV 0008406416/08/2023		KLEENWEST	100X BIN LINERS 240L SAMSON AND 48X TOILET ROLL	1	537.68	
EFT48353	31/08/2023	LANDGATE	COPY OF CERTIFICATE OF TITLE A16359 RUFFIAN COURT	1		30.50
INV 1304414	01/08/2023	LANDGATE	COPY OF CERTIFICATE OF TITLE A16359 RUFFIAN COURT	1	30.50	
EFT48354	31/08/2023	LEISURE INSTITUTE OF W AAQUATICS	WA AQUATIC RECREATION CONFERENCE ANNUAL STATEMENT AND INDIVIDUAL MEMBERSHIP	1		2,266.00
INV 4278	08/08/2023	LEISURE INSTITUTE OF W AAQUATICS	WA AQUATIC RECREATION CONFERENCE ANNUAL STATEMENT AND INDIVIDUAL MEMBERSHIP	1	2,266.00	
EFT48355	31/08/2023	LFA FIRST RESPONSE	PHILLIPS HS1/FRX DEFIB BATTERY	1		482.50
INV IN32971	18/08/2023	LFA FIRST RESPONSE	PHILLIPS HS1/FRX DEFIB BATTERY	1	482.50	
EFT48356	31/08/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES2023-2024	1		2,813.35
INV MA2023	14/07/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES2023-2024	1	2,813.35	
EFT48357	31/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 07/08/2023-13/07/2023	1		7,801.20
INV N0189	21/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 07/08/2023-13/07/2023	1	3,900.60	
INV N0190	21/08/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD 14/08/2023-20/08/2023	1	3,900.60	
EFT48358	31/08/2023	MITCHELL'S BOILER SERVICE PTY LTD	SERVICE AND TEST GAS BOILERS AS PER QUOTE-MBS-QT00292	1		1,254.00
INV 2034	26/08/2023	MITCHELL'S BOILER SERVICE PTY LTD	SERVICE AND TEST GAS BOILERS AS PER QUOTE-MBS-QT00292	1	1,254.00	
EFT48359	31/08/2023	MORRIS PEST & WEEDCONTROL	NEW DEPOT BUILDING. REMOVE BEE HIVE IN TREE TRUNK ON FENCELINE.	1		346.50
INV INV-326815/08/2023		MORRIS PEST & WEEDCONTROL	NEW DEPOT BUILDING. REMOVE BEE HIVE IN TREE TRUNK ON FENCELINE.	1	346.50	

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EFT48360	31/08/2023	MURRAY RIVER NORTH PTY LTD	INFRASTRUCTURE BOND REFUND - BA 23002 LOT #832 (66) TUCKER GROVE, BAKERS HILL WA	1		1,020.00
INV T1738	31/08/2023	MURRAY RIVER NORTH PTY LTD	INFRASTRUCTURE BOND REFUND - BA 23002 LOT #832 (66) TUCKER GROVE, BAKERS HILL WA	1	1,020.00	
EFT48361	31/08/2023	NORTHAM BETTA HOME LIVING	DEPOT REDEVELOPMENT. SUPPLY AND DELIVER CHIQ CTM410NW TOP MOUNT REFRIGERATOR FOR SECOND KITCHEN.	1		928.00
INV 2001005731/07/2023		NORTHAM BETTA HOME LIVING	DEPOT REDEVELOPMENT. SUPPLY AND DELIVER CHIQ CTM410NW TOP MOUNT REFRIGERATOR FOR SECOND KITCHEN.	1	928.00	
EFT48362	31/08/2023	NORTHAM FEED & HIRE	1 X DOG LEAD / 1 X PREMIX	1		86.50
INV 0000503221/08/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 0000503323/08/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 0000504025/08/2023		NORTHAM FEED & HIRE	1 X DOG LEAD / 1 X PREMIX	1	39.50	
EFT48363	31/08/2023	NORTHAM FLORIST	CONDOLANCE FLOWERS - LITTLEFAIR FAMILY	1		100.00
INV 25823	25/08/2023	NORTHAM FLORIST	CONDOLANCE FLOWERS - LITTLEFAIR FAMILY	1	100.00	
EFT48364	31/08/2023	NORTHAM LIQUOR BARONS	REFRESHMENTS - BALLOONING CHAMPIONSHIPS	1		804.66
INV 1210-161	24/08/2023	NORTHAM LIQUOR BARONS	REFRESHMENTS - BALLOONING CHAMPIONSHIPS	1	804.66	
EFT48365	31/08/2023	NORTHAM MOTORS PTY LTD	PN2012 - N11254 - 105,000KM SERVICE INCUDING ROTATION OF TYRES - 15/08/2023	1		1,297.00
INV 1432377	22/08/2023	NORTHAM MOTORS PTY LTD	PN2012 - N11254 - 105,000KM SERVICE INCUDING ROTATION OF TYRES - 15/08/2023	1	1,297.00	
EFT48366	31/08/2023	NORTHAM SENIOR HIGH SCHOOL	2023/24 EDUCATIONAL PRIZES & DONATIONS ALLOCATION	1		500.00
INV 11830	17/08/2023	NORTHAM SENIOR HIGH SCHOOL	2023/24 EDUCATIONAL PRIZES & DONATIONS ALLOCATION	1	500.00	
EFT48367	31/08/2023	NORTHAM SPRINGFIELD FOOTBALL CLUB	2023/24 QUICK RESPONSE GRANT FOOTBALL WEST CLINICS	1		1,000.00
INV 61	25/08/2023	NORTHAM SPRINGFIELD FOOTBALL CLUB	2023/24 QUICK RESPONSE GRANT FOOTBALL WEST CLINICS	1	1,000.00	

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EFT48368	31/08/2023	OXTER SERVICES	CLINGWRAP, PLATES CUPS & WOODEN UTENSILS FOR VISTORS CENTRE	1		132.25
INV 27788	25/08/2023	OXTER SERVICES	CLINGWRAP, PLATES CUPS & WOODEN UTENSILS FOR VISTORS CENTRE	1	132.25	
EFT48369	31/08/2023	PAMELA SUE RICHES	20 X PAINTED MAGNETS	1		90.00
INV 5	18/08/2023	PAMELA SUE RICHES	20 X PAINTED MAGNETS	1	90.00	
EFT48370	31/08/2023	RED INK HOMES PTY LTD	INFRASTRUCTURE BOND REFUND BA21095 - T1462, 56 HIGGS PLACE, BAKERS HILL	1		2,000.00
INV T1462	31/08/2023	RED INK HOMES PTY LTD	INFRASTRUCTURE BOND REFUND BA21095 - T1462, 56 HIGGS PLACE, BAKERS HILL	1	1,000.00	
INV T1393	31/08/2023	RED INK HOMES PTY LTD	INFRASTRUCTURE BOND REFUND - BA21022 - T1393, 4410 GUMTREE ROAD, BAKERS HILL	1	1,000.00	
EFT48371	31/08/2023	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - MAUREEN MALLOCH	1		99.00
INV 0088555	24/08/2023	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - MAUREEN MALLOCH	1	99.00	
EFT48372	31/08/2023	ROYAL LIFE SAVING SOCIETY WA INC	DAVID EMERY LIFEGUARD LICENCE RENEWAL	1		159.00
INV 156869	03/08/2023	ROYAL LIFE SAVING SOCIETY WA INC	DAVID EMERY LIFEGUARD LICENCE RENEWAL	1	159.00	
EFT48373	31/08/2023	SAPIO PTY LTD	MAINTENTANCE OF CCTV CAMERAS IN AND AROUND WUNDOWIE TOWN SITE	1		2,191.94
INV 244072	16/08/2023	SAPIO PTY LTD	MAINTENTANCE OF CCTV CAMERAS IN AND AROUND WUNDOWIE TOWN SITE	1	2,191.94	
EFT48374	31/08/2023	SHERWOOD FLOORING WA PTY LTD	WUNDOWIE TOWN HALL. SAND AND RESEAL TIMBER FLOORS AND RE MARK LINES FOR BADMINGTON AS PER QUOTE 2311	1		17,228.75
INV INV-239931/07/2023		SHERWOOD FLOORING WA PTY LTD	WUNDOWIE TOWN HALL. SAND AND RESEAL TIMBER FLOORS AND RE MARK LINES FOR BADMINGTON AS PER QUOTE 2311	1	17,228.75	
EFT48375	31/08/2023	SPECIALE SMASH REPAIRS	INSURANCE EXCESS FOR 1DID141	1		1,000.00
INV 21688/2	18/08/2023	SPECIALE SMASH REPAIRS	INSURANCE EXCESS FOR 1DID141	1	1,000.00	

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EFT48376	31/08/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - EL CABALLO ESTATE	1		26,438.50
INV 4139	24/08/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - SPENCERS BROOK TOWNSITE	1	2,403.50	
INV 4137	24/08/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - BAKERS HILL	1	8,360.00	
INV 4138	24/08/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - EL CABALLO ESTATE	1	10,450.00	
INV 4145	29/08/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - CLACKLINE TOWNSITE	1	5,225.00	
EFT48377	31/08/2023	SYNERGY	168618990 STEETLIGHTING - 25.06.2023 TO 24.07.2023	1		43,978.80
INV 3616693120/07/2023		SYNERGY	361669310 RECREATION PRECINCT - 14/06/2023 to 11/07/2023		672.44	
INV 1686149901/08/2023		SYNERGY	168618990 STEETLIGHTING - 25.06.2023 TO 24.07.2023	1	26,136.50	
INV 9152416401/08/2023		SYNERGY	915241640 AUXILLARY LIGHTING - 28/06/2023 to 27/07/2023		143.33	
INV 3575491203/08/2023		SYNERGY	357549120 NORTHAM DEPOT - PEEL ST - 03/06/2023 to 02/08/2023		1,254.52	
INV 3805238603/08/2023		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 27/05/2023 to 31/07/2023		376.86	
INV 3616693109/08/2023		SYNERGY	361669310 RECREATION PRECINCT - 12/07/2023 to 08/08/2023		8,919.09	
INV 3575480811/08/2023		SYNERGY	357548080 DOG POUND COLEBATCH RD - 13/05/2023 to 27/07/2023		650.41	
INV 3577051111/08/2023		SYNERGY	357705110 RAILWAY MUSEUM - 14/06/2023 to 10/08/2023		365.92	
INV 3358209416/08/2023		SYNERGY	335820940 CREATE 298 - 19/07/2023 to 15/08/2023		891.64	
INV 3575496917/08/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 20/07/2023 to 16/08/2023		1,417.63	
INV 7968413417/08/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 20/07/2023 to 16/08/2023		1,082.19	
INV 3614739617/08/2023		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 20/07/2023 to 16/08/2023		170.50	
INV 8110294717/08/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 20/07/2023 to 16/08/2023		84.44	
INV 3616702517/08/2023		SYNERGY	361670250 NORTHAM LIBRARY - 20/07/2023 to 16/08/2023		380.92	

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INV 1365377417/08/2023		SYNERGY	136537740 AIRPORT - 20/07/2023 to 16/08/2023		1,286.96	
INV 1539025118/08/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 30/05/2023 to 01/08/2023		145.45	
EFT48378	31/08/2023	THINKPROJECT AUSTRALIA PTY LTD T-AS RAMM SOFTWARE PTY LTD	SET UP RAMM ASSET VALUATION MODULE FOR INFRASTRUCTURE ASSETS AS PER QUOTE QU-0197	1		5,720.00
INV INV-061031/07/2023		THINKPROJECT AUSTRALIA PTY LTD T-AS RAMM SOFTWARE PTY LTD	SET UP RAMM ASSET VALUATION MODULE FOR INFRASTRUCTURE ASSETS AS PER QUOTE QU-0197	1	5,720.00	
EFT48379	31/08/2023	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - JULY 2023	1		6,041.67
INV 1939512901/08/2023		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - JULY 2023	1	6,041.67	
EFT48380	31/08/2023	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - JULY 2023	1		705.52
INV 1939978701/08/2023		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - JULY 2023	1	705.52	
EFT48381	31/08/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT AUGUST 2023	1		100.00
INV 19	10/08/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT AUGUST 2023	1	50.00	
INV 20	24/08/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT AUGUST 2023	1	50.00	
EFT48382	31/08/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	SHIRE ADMIN BUILDING - RELOCATION OF DATA POINTS	1		699.60
INV 97236	16/05/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	SHIRE ADMIN BUILDING - RELOCATION OF DATA POINTS	1	699.60	
EFT48383	31/08/2023	VINCELEC	REMOVE AND REPLACE FAULTY ROLLER SHUTTER DOOR AT THE OLD QUARRY WASTE MANAGEMENT FACILITY GATEHOUSE	1		350.00
INV IV1848	18/08/2023	VINCELEC	REMOVE AND REPLACE FAULTY ROLLER SHUTTER DOOR AT THE OLD QUARRY WASTE MANAGEMENT FACILITY GATEHOUSE	1	350.00	
EFT48384	31/08/2023	WB PARTY HIRE ANDEVENTS	BILYA FESTIVAL - PALLET BAR / PALLET CHAMPAGNE WALL HIRE INC DELIVERY & P/UP	1		300.00
INV INV0327 04/08/2023		WB PARTY HIRE ANDEVENTS	BILYA FESTIVAL - PALLET BAR / PALLET CHAMPAGNE WALL HIRE INC DELIVERY & P/UP	1	300.00	

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EFT48385	31/08/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	LOCAL GOVERNMENT ACT ESSENTIALS - TAMIKA VAN BEEK	1		638.00
INV SI-00665023/08/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	LOCAL GOVERNMENT ACT ESSENTIALS - TAMIKA VAN BEEK	1	638.00	
EFT48386	31/08/2023	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 3-5L POTS, ALL LOCAL NATIVE VARIETIES.	1		2,999.18
INV INV-019609/08/2023		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 3-5L POTS, ALL LOCAL NATIVE VARIETIES.	1	2,999.18	
EFT48387	31/08/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN79 - REPLACE BATTERY WITH A LONG LIFE LITHIUM	1		3,897.36
INV INV-156011/07/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN79 - REPLACE BATTERY WITH A LONG LIFE LITHIUM	1	1,218.96	
INV INV-156628/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2302 - MITSUBISHI UTE, REPAIR TRAILER PLUG AND WIRING TO ENABLE USE OF SPRAY UNIT	1	205.00	
INV INV-157028/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0916 - REPLACE HORN TO CLARK BOBCAT	1	423.50	
INV INV-157028/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2202 - INVESTIGATE AND REPAIR PANEL TO VMB	1	330.00	
INV INV-157928/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN10863 - CASE TRACTOR, SUPPLY AND FIT NEW BATTERY ON SITE, TEST FUSES	1	884.05	
INV INV-158928/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1413 REGO 1TQM573 - REPAIR TRAILER AND MOWING TRUCK PLUG	1	395.45	
INV INV-156228/08/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN4490 - SUPPLY AND FIT BATTERY	1	440.40	
EFT48388	31/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DIARY A4 FINANCIAL YEAR WEEK/PAGE	1		27.00
INV 8440	25/08/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DIARY A4 FINANCIAL YEAR WEEK/PAGE	1	27.00	
EFT48389	31/08/2023	ZENIEN	NORTHAM REC CENTRE - CCTV UPGRADE	1		1,765.28
INV I11233	11/08/2023	ZENIEN	NORTHAM REC CENTRE - CCTV UPGRADE	1	1,765.28	

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DD19519.1	01/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		28,327.93
INV SUPER	01/08/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	24,998.31	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,322.47	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	39.16	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	39.16	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	102.27	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	57.19	
INV DEDUCT01/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	69.37	
DD19519.2	01/08/2023	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		569.72
INV SUPER	01/08/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	434.07	
INV DEDUCT01/08/2023		PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	135.65	
DD19519.3	01/08/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		547.06
INV SUPER	01/08/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	547.06	
DD19519.4	01/08/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		588.19
INV SUPER	01/08/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	588.19	
DD19519.5	01/08/2023	QSUPER	PAYROLL DEDUCTIONS	1		749.93
INV SUPER	01/08/2023	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	584.84	
INV DEDUCT01/08/2023		QSUPER	PAYROLL DEDUCTIONS	1	165.09	
DD19519.6	01/08/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,007.72
INV SUPER	01/08/2023	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	743.10	
INV DEDUCT01/08/2023		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT01/08/2023		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	214.62	

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DD19519.7	01/08/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		911.15
INV SUPER	01/08/2023	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	673.46	
INV DEDUCT01/08/2023		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD19519.8	01/08/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		273.53
INV SUPER	01/08/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	273.53	
DD19519.9	01/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1		385.00
INV SUPER	01/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1	385.00	
DD19553.1	15/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,134.32
INV SUPER	15/08/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,619.11	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,357.50	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	41.58	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	41.58	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	102.27	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	126.70	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	68.20	
INV DEDUCT15/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	77.38	
DD19553.2	15/08/2023	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		727.22
INV SUPER	15/08/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	554.07	
INV DEDUCT15/08/2023		PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	173.15	
DD19553.3	15/08/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		547.06
INV SUPER	15/08/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	547.06	
DD19553.4	15/08/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		660.83



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INV SUPER	15/08/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	660.83	
DD19553.5	15/08/2023	QSUPER	PAYROLL DEDUCTIONS	1		749.93
INV SUPER	15/08/2023	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	584.84	
INV DEDUCT	15/08/2023	QSUPER	PAYROLL DEDUCTIONS	1	165.09	
DD19553.6	15/08/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		912.59
INV SUPER	15/08/2023	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	647.97	
INV DEDUCT	15/08/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	15/08/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	214.62	
DD19553.7	15/08/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		911.15
INV SUPER	15/08/2023	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	673.46	
INV DEDUCT	15/08/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD19553.8	15/08/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		273.53
INV SUPER	15/08/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	273.53	
DD19553.9	15/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1		385.00
INV SUPER	15/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1	385.00	
DD19596.1	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		31,581.95
INV SUPER	29/08/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	27,838.27	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,664.68	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	47.41	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	47.41	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	118.63	
INV DEDUCT	29/08/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	96.41	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT29/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	79.96	
INV DEDUCT29/08/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	-10.82	
DD19596.2	29/08/2023	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		658.52
INV SUPER 29/08/2023		PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	501.73	
INV DEDUCT29/08/2023		PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	156.79	
DD19596.3	29/08/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		638.32
INV SUPER 29/08/2023		COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	638.32	
DD19596.4	29/08/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		780.83
INV SUPER 29/08/2023		HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	780.83	
DD19596.5	29/08/2023	QSUPER	PAYROLL DEDUCTIONS	1		869.49
INV SUPER 29/08/2023		QSUPER	SUPERANNUATION CONTRIBUTIONS	1	677.84	
INV DEDUCT29/08/2023		QSUPER	PAYROLL DEDUCTIONS	1	191.65	
DD19596.6	29/08/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		763.38
INV SUPER 29/08/2023		HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	570.72	
INV DEDUCT29/08/2023		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT29/08/2023		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	142.66	
DD19596.7	29/08/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		1,056.93
INV SUPER 29/08/2023		YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	781.21	
INV DEDUCT29/08/2023		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	275.72	
DD19596.8	29/08/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		318.79
INV SUPER 29/08/2023		MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	318.79	
DD19596.9	29/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1		447.19

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INV SUPER	29/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1	447.19	
DD19602.1	10/08/2023	BANKWEST	PAUL DEVICIC MASTERCARD 23 JUNE TO 21 JULY 2023	1		8,703.45
INV A ESPEY	10/08/2023	BANKWEST	ALEX ESPEY MASTERCARD 23 JUNE TO 21 JULY 2023	1	126.71	
INV C YOUN	10/08/2023	BANKWEST	COLIN YOUNG MASTERCARD 23 JUNE TO 21 JULY 2023	1	4,869.96	
INV J WHITE	10/08/2023	BANKWEST	JASON WHITEAKER MASTERCARD 23 JUNE TO 21 JULY 2023	1	1,755.93	
INV P DEVIC	10/08/2023	BANKWEST	PAUL DEVICIC MASTERCARD 23 JUNE TO 21 JULY 2023	1	1,950.85	
DD19604.1	03/08/2023	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT AUGUST 2023	1		573.75
INV AUGUST	03/08/2023	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT AUGUST 2023	1	573.75	
DD19519.10	01/08/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		215.38
INV SUPER	01/08/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	215.38	
DD19519.11	01/08/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		337.33
INV SUPER	01/08/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	337.33	
DD19519.12	01/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		4,491.99
INV SUPER	01/08/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,013.05	
INV DEDUCT	01/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	378.94	
INV DEDUCT	01/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	100.00	
DD19519.13	01/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		261.38
INV SUPER	01/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	261.38	
DD19519.14	01/08/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		710.70
INV DEDUCT	01/08/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	185.40	
INV SUPER	01/08/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	525.30	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19519.15	01/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,720.64
INV DEDUCT01/08/2023		REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	239.10	
INV SUPER 01/08/2023		REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,481.54	
DD19519.16	01/08/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,377.04
INV DEDUCT01/08/2023		UNISUPER	PAYROLL DEDUCTIONS	1	172.40	
INV DEDUCT01/08/2023		UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER 01/08/2023		UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	744.64	
DD19519.17	01/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		976.35
INV DEDUCT01/08/2023		AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	134.00	
INV SUPER 01/08/2023		AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	842.35	
DD19519.18	01/08/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		238.35
INV SUPER 01/08/2023		AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	238.35	
DD19519.19	01/08/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		295.61
INV SUPER 01/08/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	295.61	
DD19519.20	01/08/2023	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		100.74
INV SUPER 01/08/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	100.74	
DD19553.10	15/08/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		234.89
INV SUPER 15/08/2023		MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	234.89	
DD19553.11	15/08/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		337.33
INV SUPER 15/08/2023		MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	337.33	
DD19553.12	15/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		4,648.47

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	15/08/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,156.05	
INV DEDUCT	15/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	392.42	
INV DEDUCT	15/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	100.00	
DD19553.13	15/08/2023	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		64.76
INV SUPER	15/08/2023	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	64.76	
DD19553.14	15/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		261.38
INV SUPER	15/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	261.38	
DD19553.15	15/08/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		668.08
INV DEDUCT	15/08/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	174.28	
INV SUPER	15/08/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	493.80	
DD19553.16	15/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,798.94
INV DEDUCT	15/08/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	250.34	
INV SUPER	15/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,548.60	
DD19553.17	15/08/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,430.96
INV DEDUCT	15/08/2023	UNISUPER	PAYROLL DEDUCTIONS	1	176.47	
INV DEDUCT	15/08/2023	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	15/08/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	794.49	
DD19553.18	15/08/2023	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1		923.49
INV SUPER	15/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	789.49	
INV DEDUCT	15/08/2023	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	134.00	
DD19553.19	15/08/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		238.35
INV SUPER	15/08/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	238.35	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19553.20	15/08/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		297.96
INV SUPER	15/08/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	297.96	
DD19553.21	15/08/2023	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		119.93
INV SUPER	15/08/2023	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	119.93	
DD19596.10	29/08/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		250.14
INV SUPER	29/08/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	250.14	
DD19596.11	29/08/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		391.56
INV SUPER	29/08/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	391.56	
DD19596.12	29/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		5,258.54
INV SUPER	29/08/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,673.66	
INV DEDUCT	29/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	434.88	
INV DEDUCT	29/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
DD19596.13	29/08/2023	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		69.55
INV SUPER	29/08/2023	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	69.55	
DD19596.14	29/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		293.82
INV SUPER	29/08/2023	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	293.82	
DD19596.15	29/08/2023	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		76.17
INV SUPER	29/08/2023	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	76.17	
DD19596.16	29/08/2023	RETIREMENT PORTFOLIO SERVICE	SUPERANNUATION CONTRIBUTIONS	1		93.30
INV SUPER	29/08/2023	RETIREMENT PORTFOLIO SERVICE	SUPERANNUATION CONTRIBUTIONS	1	93.30	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19596.17	29/08/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		784.84
INV SUPER	29/08/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	580.10	
INV DEDUCT	29/08/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	204.74	
DD19596.18	29/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		2,220.45
INV DEDUCT	29/08/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	325.47	
INV SUPER	29/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,894.98	
DD19596.19	29/08/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,451.14
INV DEDUCT	29/08/2023	UNISUPER	PAYROLL DEDUCTIONS	1	183.08	
INV DEDUCT	29/08/2023	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	29/08/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	808.06	
DD19596.20	29/08/2023	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1		1,088.12
INV SUPER	29/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	932.16	
INV DEDUCT	29/08/2023	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	155.96	
DD19596.21	29/08/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		287.04
INV SUPER	29/08/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	287.04	
DD19596.22	29/08/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		344.52
INV SUPER	29/08/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	344.52	
DD19596.23	29/08/2023	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		136.84
INV SUPER	29/08/2023	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	136.84	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,393,354.95
<b>TOTAL</b>		<b>2,393,354.95</b>



**Payment dates 1<sup>st</sup> August 2023 – 31<sup>st</sup> August 2023**

- Municipal Fund payment cheque numbers 35594 to 35597 Total \$21,279.17.

Electronic Funds Transfer

- Municipal Fund EFT48040 to EFT48389 Total \$2,223,525.24
- Direct Debits Total \$148,550.54.

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

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					\$ -
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$ 53,102.54</b>	<b>\$ 3,363,295.72</b>	<b>\$ 237,496.62</b>	<b>\$ 1,230,605.23</b>	<b>\$ 4,884,500.11</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD19602.1 - \$8,703.45

Summary Credit Card Payments	\$	Total
<b>CEO</b>		
24/06/2023 - PUMA ENERGY EL CABALO - FUEL FOR COUNCIL VEHICLE	120.83	
26/06/23 - WA NEWS DTI - WA NEWS ONLINE SUBSCRIPTION	84.00	
27/06/23 - DEPT HEALTH PHARM - LICENCE RENEWAL	211.00	
27/06/23 - SHIRE OF NORTHAM - TEMP MOVEMENT PERMIT	24.35	
07/07/23 - DOME NORTHAM - CEO & PRESIDENTS MEETING	4.70	

10/07/23 - CATCH.COM.AU - LAPTOP MONITOR a/c TAMIKA	414.00	
10/07/23 - BDC SERVICES - LIBRARY UPS BATTERY REPLACEMENT	235.40	
ATI MIRAGE TRAINING - RECRUITMENT TRAINING - ALISON ROWLAND	569.25	
ATI MIRAGE TRAINING - RECRUITMENT TRAINING - ALISON ROWLAND	92.40	
		<b>\$ 1,755.93</b>
<b>Executive Manager of Community Services</b>		<b>\$ -</b>
<b>Executive Manager of Corporate Services</b>		
21/6/23 - CLASSIC IT - 2 x LIBRARY PC, MONITOR, KB +MOUSE	3850.00	
30/6/23 - AMAYSIM MOBILE PTY LTD - LIBRARY LIFT PHONE DATA	10.00	
14/7/23 - ADOBE ID CREATIVE - MONTHLY FEES	225.96	
FOREIGN TRANSACTION FEE	2.44	
22/06/23 M.A.L AUTOMOTIVES	699.00	
25/06/23 DYN SUBSCRIPTION FOR CLORINE GAS ALARM AT NAF	82.56	
		<b>\$ 4,869.96</b>
<b>Executive Manager of Development Services</b>		<b>\$ -</b>
<b>Executive Manager of Engineering Services</b>		
HOLIDAY INN (IHG HOTEL) - ACCOM FOR KUNAL FOR TRAINING COURSE 16TH-18TH JULY	327.85	
HOLIDAY INN (IHG HOTEL) - ACCOM FOR KUNAL FOR TRAINING COURSE 16TH-18TH JULY	158.00	
ST AMMES FLORIST AND GIFTS	1465.00	
		<b>\$ 1,950.85</b>
<b>Community Emergency Services Manager</b>		
KLEENHEAT GAS BILL - CLACKINE BFB	126.71	
		<b>\$ 126.71</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 8,703.45</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 \$3,151,664.06 was submitted to the Ordinary Meeting of Council on Wednesday, 20 September 2023.

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

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,151,664.06 was submitted to each member of the Council on Wednesday, 20 September 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 Statement for the period ending 31 July 2023 and 31 August 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kudzai Matanga (Senior Accountant), 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 31 July and 31 August 2023.

#### ATTACHMENTS

1. Statement of Financial Activity - July 2023 [**13.4.2.1** - 13 pages]
2. Statement of Financial Activity - August 2023 [**13.4.2.2** - 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 31 July and 31 August 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. If Councillors wish to discuss the report contents or any other matters relating to this matter, please contact Council finance staff prior to the meeting.

### **Notes to the Financial Statements (items in bold represent new notes)**

#### **Operating Revenue**

1. Operating grants up by 69% compared to budget due to timing. We received \$241,718 more than budget grant funding under the Commonwealth Home Support Program.
2. Interest earnings are under budget by 69% due to the timing of interest being brought to account on Shire investments.

#### **Operating Expenditure**

3. Following revaluation of other infrastructure as of 30 June 2023, we have not run depreciation as of 31 August pending balancing of revalued infrastructure to be assigned of by Shire auditors.
4. Insurance expenses are over budget by \$ 295,825 as we budgeted to pay invoice in September however insurance was paid for in August.
5. Other expenditure is over budget by \$54,749 due to public works overheads allocations that are under budget due to timing of the capital works program.
6. Non-Operating grants are under budget by 100% due to timing of receipts of grant funding.
7. No profit or loss on asset disposal recorded as we have not disposed any assets yet.

## **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 Council's 23/24 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**

The net result from operation is overstated by the depreciation amount that is yet to be applied once revalued assets are balanced.

**RECOMMENDATION**

**That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 July 2023 and 31 August 2023.**



Shire of Northam

## SHIRE OF NORTHAM

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JUL 2023

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Shire of Northam

SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JUL 2023

NOTE	2023/24 Budget	Ytd Budget	2023/24 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
<b>OPERATING REVENUE</b>					
Rates	11,986,145	8,333	0	(8,333)	-100%
Operating Grants Subsidies and Contributions	1,976,927	521,828	849,139	327,311	63%
Fees and Charges	4,868,229	103,408	135,008	31,600	31%
Interest Earnings	379,500	29,583	4,760	(24,823)	-84%
Other Revenue	1,126,997	71,946	139,495	67,549	94%
<b>TOTAL OPERATING REVENUE</b>	<b>20,337,798</b>	<b>735,098</b>	<b>1,128,402</b>	<b>393,304</b>	<b>54%</b>
<b>OPERATING EXPENSES</b>					
Employee Costs	(10,453,625)	(638,144)	(531,260)	106,884	-17%
Materials and Contracts	(7,764,501)	(278,796)	(200,368)	78,428	-28%
Utility Charges	(1,185,797)	(3,829)	(46,867)	(43,038)	1124%
Depreciation of Non Current Assets	(5,164,280)	(423,327)	0	423,327	-100%
Finance Costs	(279,554)	(12,193)	0	12,193	-100%
Insurance Expenses	(657,036)	0	(9,845)	(9,845)	#DIV/0!
Other Expenditure	(286,968)	(10,454)	(1,990)	8,464	-81%
<b>TOTAL OPERATING EXPENSE</b>	<b>(25,791,761)</b>	<b>(1,366,743)</b>	<b>(790,330)</b>	<b>576,413</b>	<b>-42%</b>
Capital Grants Subsidies and Contributions	4,535,431	34,895	0	(34,895)	-100%
Profit on Asset Disposals	854,044	666	0	(666)	-100%
Loss on Asset Disposals	(199,968)	(1,920)	0	1,920	-100%
<b>RESULTING FROM OPERATIONS</b>	<b>(264,456)</b>	<b>(598,004)</b>	<b>338,072</b>	<b>936,076</b>	<b>-157%</b>
<b>Removal of Non-Cash Items</b>					
(Profit)/Loss on Asset Disposals	(654,076)	(1,254)	0	1,254	
Movement Provisions	377,023	0	0	0	
Depreciation on Assets	5,164,280	(423,327)	0	423,327	
<b>Non Operating Items</b>					
Purchase Land and Buildings	(2,854,807)	(95,467)	(26,356)	69,111	
Purchase Plant and Equipment	(1,629,382)	(10,103)	0	10,103	
Purchase Furniture and Equipment	(381,756)	0	0	0	
Purchase Infrastructure Assets - Roads	(4,302,004)	(101,472)	(64,990)	36,482	
Bridges	(400,000)	0	0	0	
Purchase Infrastructure Assets - Footpaths	(1,010,545)	0	0	0	
Purchase Infrastructure Assets - Drainage	(1,108,282)	(33,953)	(31,263)	2,690	
Purchase Infrastructure Assets - Parks & Ovals	(2,128,919)	(21,650)	(36,005)	(14,355)	
Purchase Infrastructure Assets - Airfields	0	(7,501)	0	7,501	
Purchase Infrastructure Assets - Other	(471,119)	(16,096)	0	16,096	
Proceeds from Disposal of Assets	1,603,682	0	0	0	
Repayment of Debentures	(460,849)	0	0	0	
Proceeds from New Debentures	0	0	0	0	
Self-Supporting Loan Principal Income	22,208	0	0	0	
Transfers to Restricted Assets (Reserves)	(1,185,958)	0	0	0	
Transfers from Restricted Asset (Reserves)	520,703	0	0	0	
ADD Net Current Assets July 1 B/Fwd	9,164,256	9,164,256	3,634,394	(5,529,862)	
LESS Net Current Assets Year to Date	-	7,855,429	9,224,546	1,369,117	
<b>Surplus/Deficit</b>	<b>(0)</b>	<b>0</b>	<b>(5,410,694)</b>	<b>(5,410,694)</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 31 JUL 2023**

<b>Operating</b>	<b>NOTE</b>				
	<b>23/24 Budget \$</b>	<b>Ytd Budget \$</b>	<b>23/24 Ytd Actual \$</b>	<b>Variances Actuals to Budget \$</b>	<b>Variances Actuals to Budget %</b>
<b>Revenues</b>					
Governance	51,620	124	0	(124)	(100.00%)
General Purpose Funding Other	12,592,606	49,582	17,486	(32,096)	(64.73%)
Law, Order, Public Safety	1,680,321	32,792	159,622	126,830	386.77%
Health	61,000	3,073	25,299	22,226	723.27%
Education and Welfare	1,486,699	314,837	558,173	243,336	77.29%
Housing	107,176	8,930	0	(8,930)	(100.00%)
Community Amenities	3,401,757	24,169	56,594	32,425	134.16%
Recreation and Culture	1,963,675	48,085	5,973	(42,112)	(87.58%)
Transport	2,767,297	251,007	265,182	14,175	5.65%
Economic Services	1,563,922	31,212	32,933	1,721	5.51%
Other Property and Services	51,200	6,848	7,142	294	4.29%
<b>Total Operating Revenue</b>	<b>25,727,273</b>	<b>770,659</b>	<b>1,128,404</b>	<b>357,745</b>	<b>46.42%</b>
<b>Expenses</b>					
Governance	(3,723,321)	(87,217)	(98,551)	(11,334)	(13.00%)
General Purpose Funding	(233,121)	(22,205)	(29,731)	(7,526)	(33.89%)
Law, Order, Public Safety	(1,730,905)	(144,518)	(104,205)	40,313	27.89%
Health	(403,007)	(28,239)	(44,276)	(16,037)	(56.79%)
Education and Welfare	(1,265,825)	(90,826)	(71,040)	19,786	21.78%
Housing	(105,755)	(8,132)	(2,561)	5,571	68.51%
Community Amenities	(3,906,311)	(127,442)	(176,707)	(49,265)	(38.66%)
Recreation & Culture	(4,676,158)	(325,291)	(152,533)	172,758	53.11%
Transport	(4,919,822)	(429,783)	(178,565)	251,218	58.45%
Economic Services	(2,458,290)	(176,575)	(108,634)	67,941	38.48%
Other Property and Services	(2,569,214)	71,565	176,471	104,906	(146.59%)
<b>Total Operating Expenses</b>	<b>(25,991,729)</b>	<b>(1,368,663)</b>	<b>(790,332)</b>	<b>578,331</b>	<b>42.26%</b>
<b>NET RESULT</b>	<b>-264,456</b>	<b>-598,004</b>	<b>338,072</b>	<b>936,076</b>	<b>89%</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 31 JUL 2023

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	9,636,635.00	9,678,088
Receivables	2,387,957.00	2,918,323
Inventories & Other Assets	3,145,569.30	<u>3,613,248</u>
<b>TOTAL CURRENT ASSETS</b>	<b>15,170,161</b>	<b>16,209,659</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	577,625	577,625
Inventories	0	0
Land and Buildings	59,003,305	58,976,949
Property, Plant and Equipment	6,101,034	6,101,034
Infrastructure	285,341,932	285,209,674
Financial & Other Assets	282,064	<u>282,064</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>351,305,960</b>	<b>351,147,346</b>
<b>TOTAL ASSETS</b>	<b>366,476,121</b>	<b>367,357,005</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,573,579	2,567,251
Interest-bearing Liabilities	1,477,329	1,299,726
Provisions	1,454,704	<u>1,454,704</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,505,612</b>	<b>5,321,681</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,596,433	6,596,433
Provisions	276,326	276,326
Payables	0	<u>0</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,872,759</b>	<b>6,872,759</b>
<b>TOTAL LIABILITIES</b>	<b>11,378,371</b>	<b>12,194,440</b>
<b>NET ASSETS</b>	<b>355,097,750</b>	<b>355,162,565</b>
<b>EQUITY</b>		
Retained Surplus	117,815,551	117,880,366
Reserves - Cash Backed	3,033,010	3,033,010
Reserves - Asset Revaluation	234,249,189	<u>234,249,189</u>
<b>TOTAL EQUITY</b>	<b>355,097,750</b>	<b>355,162,565</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JUL 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	26,356
Plant and Equipment		1,629,382	0
Furniture and Equipment		381,756	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,302,004	64,990
Infrastructure Assets - Footpaths		1,010,545	0
Infrastructure Assets - Bridges & Culverts		400,000	0
Infrastructure Assets - Drainage		1,108,282	31,263
Infrastructure Assets - Parks & Ovals		2,128,919	36,005
Infrastructure Assets - Airfields		0	0
Infrastructure Assets - Other		471,119	0
		14,286,814	158,614



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JUL 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)	
		22/23 Budget \$	692845 Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Governance</b>							
PN1915 Ford Ranger Ute 4X4		12,675.80	-	44,545.00	-	31,869.20	-
<b>Law Order &amp; Public Safety</b>							
CESM Vehicle PN1711 c/fwd		21,035.00	-	27,273.00	-	6,238.00	-
PN 2012 Toyota Hilux Duel Cab C/fwd		27,552.00	-	24,500.00	-	(3,052.00)	-
PN1902 Mitsubishi Triton		21,864.46	-	10,909.00	-	(10,955.46)	-
<b>Welfare</b>							
Hyundai VF2 I40 2.O Auto Wagon		15,000	-	9,091	-	(5,909.00)	-
<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	-	40,455.00	-	838.00	-
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	-	32,727.00	-	4,494.00	-
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	-	6,000.00	-	(909.00)	-
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	-	1,603,682.00	-	654,076.36	-



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JUL 2023

4. DISPOSALS OF ASSETS CONTINUED

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1915 Ford Ranger Ute 4X4	12,675.80	-	44,545.00	-	31,869	-
CESM Vehicle PN1711 c/fwd	21,035.00	-	27,273.00	-	6,238	-
PN 2012 Toyota Hilux Duel Cab C/fwd	27,552.00	-	24,500.00	-	(3,052)	-
PN1902 Mitsubishi Triton	21,864.46	-	10,909.00	-	(10,955)	-
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	-	9,091.00	-	(5,909)	-
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 (N.003) c/fwd	10,960.00 39,617.00	- -	1,500.00 40,455.00	- -	(9,460) 838	- -
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	-	32,727.00	-	4,494	-
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	-	6,000.00	-	(909)	-
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 Mower	20,011.00 7,474.00	- -	1,000.00 1,000.00	- -	(19,011) (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	-	1,603,682.00	-	654,076.36	-
					<b>22/23 Budget</b>	<b>Ytd Actual</b>
<b>Summary</b>					<b>\$</b>	<b>\$</b>
Profit on Asset Disposals					854,044	0
Loss on Asset Disposals					(199,968)	0
					<u>654,076</u>	<u>0</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JUL 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	22,208	0	58,686	80,894	2,955	0
Loan 224 - Recreation Facilities	6.48%	610,035	0	60,354	0	549,681	610,035	42,777	0
Loan 227 - Youth Space	2.26%	313,370	0	49,338	0	264,032	313,370	8,967	0
Loan 228 - Swimming Pool	1.88%	3,828,654	0	199,939	0	3,628,715	3,828,654	97,469	0
Loan 229- Depot	4.74%	1,700,000	0	79,630	0	1,620,370	1,700,000	92,386	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	499,120	0	49,380	0	449,740	499,120	35,000	0
		7,032,073	0	460,849	0	6,571,224	7,032,073	279,554	0

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 31 JUL 2023

	23/24 Budget			Total	23/24 Ytd Actual			Total
	Opening Bal	Tfr To Reserve	Tfr From Reserve		Opening Bal	Tfr To Reserve	Tfr From Reserve	
<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

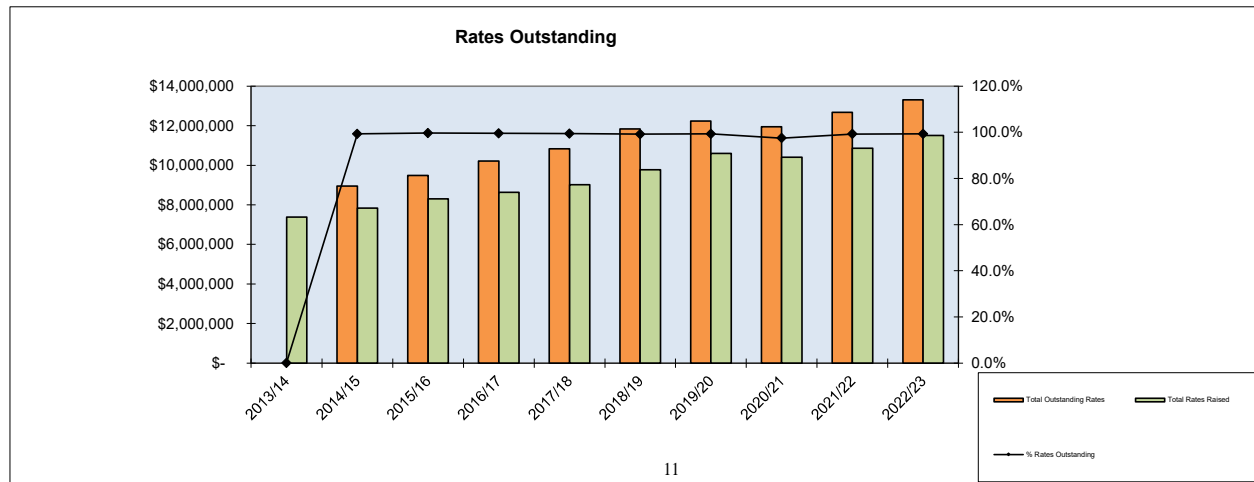
FOR THE PERIOD ENDING 31 JUL 2023

	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	9,636,635	9,678,088
Cash - Restricted Reserves	3,773,263	3,033,010	3,033,010
Self Supporting Loan	0	28,208	28,208
Receivables	2,766,113	205,714	943,969
Rates - Current	0	2,330,431	2,403,658
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	0	186,562
Inventories	0	0	0
	<u>6,739,376</u>	<u>15,170,161</u>	<u>16,209,657</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,238,130)	8,907	(652,670)
Rates Income in Advance	(469,461)	(469,461)	(391,910)
GST Payable	0	(65,487)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(57,106)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(945,724)	(768,121)
Payg Payable	0	0	0
Loan Liability	(463,054)	(463,054)	(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	(1,058,983)	(1,311,074)
	<u>(4,571,073)</u>	<u>(4,505,612)</u>	<u>(5,321,680)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,168,303</b>	<b>10,664,549</b>	<b>10,887,977</b>
Less: Cash - Reserves - Restricted	(3,773,263)	(3,033,010)	(3,033,010)
Current Portion of Lease Liabilities	0	11,444	11,444
Less: Loans receivable - clubs/institutions	0	(28,208)	(28,208)
Add: Current Loan Liability	460,849	463,065	463,065
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>	<b><u>0</u></b>	<b><u>9,224,546</u></b>	<b><u>9,447,973</u></b>

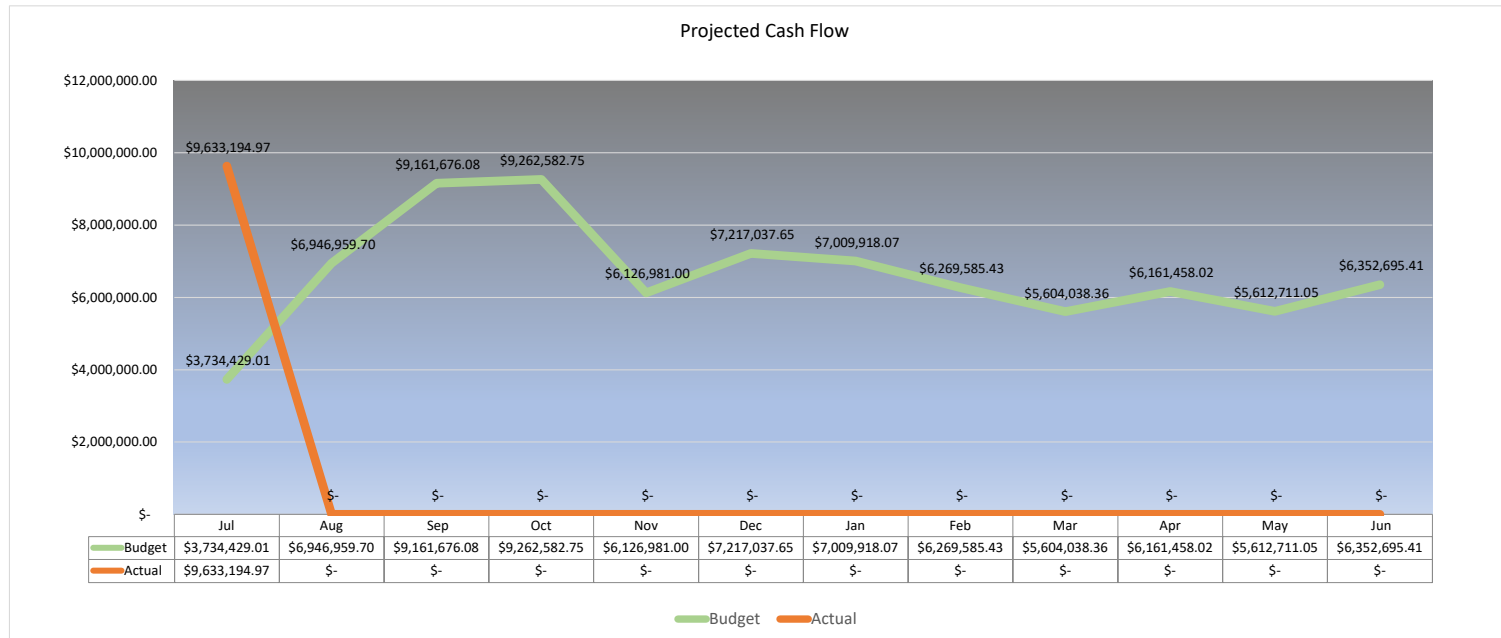


SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 JULY 2023

	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	\$13,307,063
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	
Interest, Ex gratia, interim and back rates less writeoffs	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$1,533
<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										
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
<b>% Ytd Rates Outstanding</b>	<b>99.3%</b>	<b>99.7%</b>	<b>99.6%</b>	<b>99.4%</b>	<b>99.2%</b>	<b>99.3%</b>	<b>97.5%</b>	<b>99.3%</b>	<b>99.3%</b>	<b>99.5%</b>
Ytd Outstanding	8,956,335	9,479,942	10,212,222	10,832,957	11,840,986	12,243,254	11,946,124	12,683,807	13,307,063	13,241,300



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



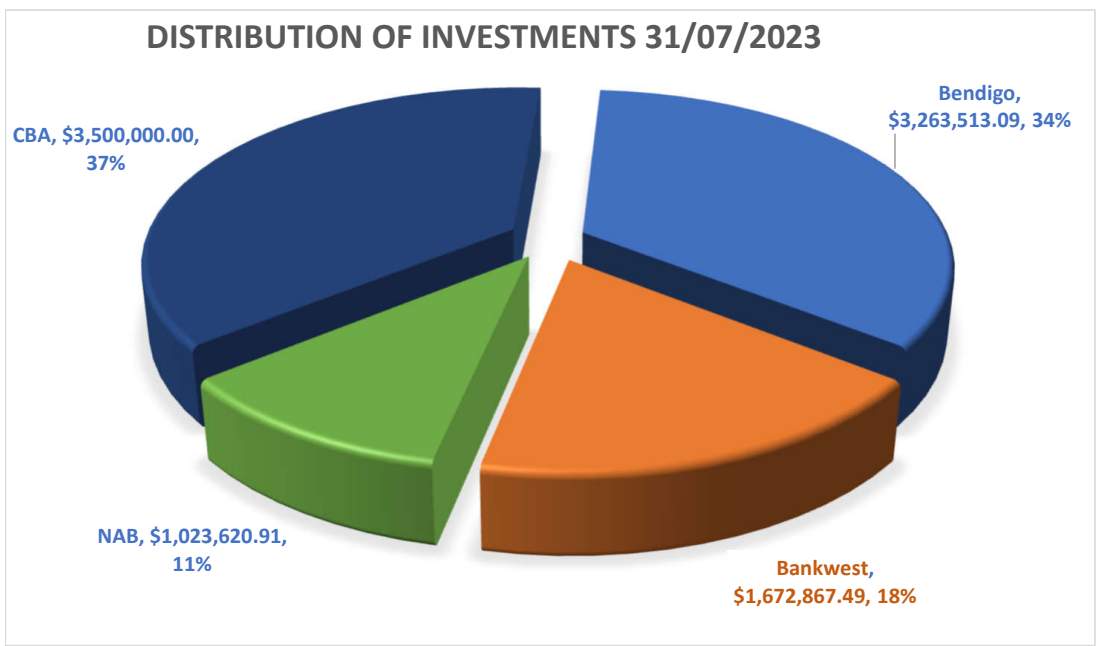
# INVESTMENT REGISTER

Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 31/07/23

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo Ref# 3834916	30/06/23	30/11/23	\$1,036,219.54	5.15%	5
Bendigo- Ref 3834911	30/03/23	30/08/23	\$2,227,293.55	4.35%	5
Bankwest- Ref 412001820-2	19/06/23	19/09/23	\$1,531,438.36	3.85%	3
Bankwest TRUST AROC	16/07/23	16/08/23	\$141,429.13	1.25%	1
NAB	15/07/23	15/11/23	\$1,023,620.91	3.06%	4
Combank	27/06/23	27/12/23	\$1,000,000.00	5.10%	6
Combank	04/07/23	04/08/23	\$500,000.00	4.24%	1
Combank	04/07/23	04/09/23	\$1,000,000.00	4.55%	2
Combank	04/07/23	04/10/23	\$500,000.00	4.84%	3
Combank	04/07/23	04/12/23	\$500,000.00	5.01%	5
<b>Total</b>			<b>\$9,460,001.49</b>		





Shire of Northam

## SHIRE OF NORTHAM

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2023

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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 AUGUST 2023

	NOTE	2023/24 Budget	Ytd Budget	2023/24 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,986,145	11,874,121	11,856,419	(17,702)	0%
Operating Grants Subsidies and Contributions	1	1,976,927	526,909	890,572	363,663	69%
Fees and Charges		4,868,229	2,238,042	1,933,001	(305,041)	-14%
Interest Earnings	2	379,500	61,207	19,138	(42,069)	-69%
Other Revenue		1,126,997	149,058	213,276	64,218	43%
<b>TOTAL OPERATING REVENUE</b>		<b>20,337,798</b>	<b>14,849,337</b>	<b>14,912,406</b>	<b>63,069</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(10,453,625)	(1,386,305)	(1,822,508)	(436,203)	31%
Materials and Contracts		(7,764,501)	(1,176,911)	(913,085)	263,826	-22%
Utility Charges		(1,185,797)	(91,484)	(100,712)	(9,228)	10%
Depreciation of Non Current Assets	3	(5,164,280)	(845,422)	0	845,422	-100%
Finance Costs		(279,554)	(19,903)	(35,992)	(16,089)	81%
Insurance Expenses	4	(657,036)	0	(295,825)	(295,825)	#DIV/0!
Other Expenditure	5	(286,968)	(48,222)	(102,971)	(54,749)	114%
<b>TOTAL OPERATING EXPENSE</b>		<b>(25,791,761)</b>	<b>(3,568,247)</b>	<b>(3,271,093)</b>	<b>297,154</b>	<b>-8%</b>
Capital Grants Subsidies and Contributions	6	4,535,431	284,914	0	(284,914)	-100%
Profit on Asset Disposals	7	854,044	1,332	0	(1,332)	-100%
Loss on Asset Disposals	7	(199,968)	(3,840)	0	3,840	-100%
<b>RESULTING FROM OPERATIONS</b>		<b>(264,456)</b>	<b>11,563,496</b>	<b>11,641,314</b>	<b>77,818</b>	<b>1%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(654,076)	(2,508)	0	2,508	
Movement Provisions		377,023	0	0	0	
Depreciation on Assets		5,164,280	(845,422)	0	845,422	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,854,807)	(164,027)	(265,319)	(101,292)	
Purchase Plant and Equipment		(1,629,382)	(20,206)	0	20,206	
Purchase Furniture and Equipment		(381,756)	0	(1,604)	(1,604)	
Purchase Infrastructure Assets - Roads		(4,302,004)	(212,719)	(64,990)	147,729	
Purchase Infrastructure Assets - Bridges		(400,000)	0	(9,745)	(9,745)	
Purchase Infrastructure Assets - Footpaths		(1,010,545)	0	0	0	
Purchase Infrastructure Assets - Drainage		(1,108,282)	(73,164)	(40,719)	32,445	
Purchase Infrastructure Assets - Parks & Ovals		(2,128,919)	(43,300)	(111,229)	(67,929)	
Purchase Infrastructure Assets - Airfields		0	(15,002)	0	15,002	
Purchase Infrastructure Assets - Other		(471,119)	(17,192)	0	17,192	
Proceeds from Disposal of Assets		1,603,682	0	0	0	
Repayment of Debentures		(460,849)	0	0	0	
Proceeds from New Debentures		0	0	0	0	
Self-Supporting Loan Principal Income		22,208	0	0	0	
Transfers to Restricted Assets (Reserves)		(1,185,958)	0	0	0	
Transfers from Restricted Asset (Reserves)		520,703	0	0	0	
ADD Net Current Assets July 1 B/Fwd		9,164,256	9,164,256	3,634,394	(5,529,862)	
LESS Net Current Assets Year to Date		-	19,334,212	20,459,983	1,125,771	
<b>Surplus/Deficit</b>		<b>(0)</b>	<b>0</b>	<b>(5,677,881)</b>	<b>(5,677,881)</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 31 AUGUST 2023**

	NOTE			Variances	Variances
<u>Operating</u>	23/24	Ytd	23/24	Actuals to	Actuals to
	Budget	Budget	Ytd Actual	Budget	Budget
	\$	\$	\$	\$	%
<b>Revenues</b>					
Governance	51,620	5,412	0	(5,412)	(100.00%)
General Purpose Funding Other	12,592,606	11,963,409	11,946,655	(16,754)	(0.14%)
Law, Order, Public Safety	1,680,321	65,584	168,023	102,439	156.20%
Health	61,000	6,146	27,520	21,374	347.77%
Education and Welfare	1,486,699	338,669	581,762	243,093	71.78%
Housing	107,176	17,860	8,002	(9,858)	(55.20%)
Community Amenities	3,401,757	2,059,206	1,615,802	(443,404)	(21.53%)
Recreation and Culture	1,963,675	96,170	20,211	(75,959)	(78.98%)
Transport	2,767,297	405,789	419,450	13,661	3.37%
Economic Services	1,563,922	168,806	84,612	(84,194)	(49.88%)
Other Property and Services	51,200	8,532	40,369	31,837	373.15%
<b>Total Operating Revenue</b>	<b>25,727,273</b>	<b>15,135,583</b>	<b>14,912,406</b>	<b>(223,177)</b>	<b>(1.47%)</b>
<b>Expenses</b>					
Governance	(3,723,321)	(406,634)	(218,397)	188,237	46.29%
General Purpose Funding	(233,121)	(46,036)	(34,211)	11,825	25.69%
Law, Order, Public Safety	(1,730,905)	(307,996)	(194,965)	113,031	36.70%
Health	(403,007)	(60,487)	(78,732)	(18,245)	(30.16%)
Education and Welfare	(1,265,825)	(197,384)	(161,923)	35,461	17.97%
Housing	(105,755)	(17,567)	(6,711)	10,856	61.80%
Community Amenities	(3,906,311)	(488,128)	(449,576)	38,552	7.90%
Recreation & Culture	(4,676,158)	(701,062)	(696,114)	4,948	0.71%
Transport	(4,919,822)	(974,376)	(683,305)	291,071	29.87%
Economic Services	(2,458,290)	(374,604)	(266,520)	108,084	28.85%
Other Property and Services	(2,569,214)	2,187	(480,638)	(482,825)	22077.05%
<b>Total Operating Expenses</b>	<b>(25,991,729)</b>	<b>(3,572,087)</b>	<b>(3,271,092)</b>	<b>300,995</b>	<b>8.43%</b>
<b>NET RESULT</b>	<b>-264,456</b>	<b>11,563,496</b>	<b>11,641,314</b>	<b>77,818</b>	<b>7%</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 31 AUGUST 2023

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	7,627,681.00	9,678,088
Receivables	16,554,690.00	2,918,323
Inventories & Other Assets	3,149,402.30	3,613,248
<b>TOTAL CURRENT ASSETS</b>	<b>27,331,773</b>	<b>16,209,659</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	577,625	577,625
Inventories	0	0
Land and Buildings	59,242,268	58,976,949
Property, Plant and Equipment	6,102,638	6,101,034
Infrastructure	285,444,354	285,209,674
Financial & Other Assets	282,064	282,064
<b>TOTAL NON-CURRENT ASSETS</b>	<b>351,648,949</b>	<b>351,147,346</b>
<b>TOTAL ASSETS</b>	<b>378,980,722</b>	<b>367,357,005</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,121,326	2,567,251
Interest-bearing Liabilities	1,756,244	1,299,726
Provisions	1,454,704	1,454,704
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,332,274</b>	<b>5,321,681</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,596,433	6,596,433
Provisions	276,326	276,326
Payables	0	0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,872,759</b>	<b>6,872,759</b>
<b>TOTAL LIABILITIES</b>	<b>12,205,033</b>	<b>12,194,440</b>
<b>NET ASSETS</b>	<b>366,775,689</b>	<b>355,162,565</b>
<b>EQUITY</b>		
Retained Surplus	129,493,490	117,880,366
Reserves - Cash Backed	3,033,010	3,033,010
Reserves - Asset Revaluation	234,249,189	234,249,189
<b>TOTAL EQUITY</b>	<b>366,775,689</b>	<b>355,162,565</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 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	265,319
Plant and Equipment		1,629,382	0
Furniture and Equipment		381,756	1,604
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,302,004	64,990
Infrastructure Assets - Footpaths		1,010,545	0
Infrastructure Assets - Bridges & Culverts		400,000	9,745
Infrastructure Assets - Drainage		1,108,282	40,719
Infrastructure Assets - Parks & Ovals		2,128,919	111,229
Infrastructure Assets - Airfields		0	0
Infrastructure Assets - Other		471,119	0
		14,286,814	493,606





SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 AUGUST 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)	
		22/23 Budget \$	692845 Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Governance</b>							
PN1915 Ford Ranger Ute 4X4		12,675.80	-	44,545.00	-	31,869.20	-
<b>Law Order &amp; Public Safety</b>							
CESM Vehicle PN1711 c/fwd		21,035.00	-	27,273.00	-	6,238.00	-
PN 2012 Toyota Hilux Duel Cab C/fwd		27,552.00	-	24,500.00	-	(3,052.00)	-
PN1902 Mitsubishi Triton		21,864.46	-	10,909.00	-	(10,955.46)	-
<b>Welfare</b>							
Hyundai VF2 I40 2.0 Auto Wagon		15,000	-	9,091	-	(5,909.00)	-
<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	-	40,455.00	-	838.00	-
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	-	32,727.00	-	4,494.00	-
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	-	6,000.00	-	(909.00)	-
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	-	1,603,682.00	-	654,076.36	-



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 AUGUST 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)	
	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1915 Ford Ranger Ute 4X4	12,675.80	-	44,545.00	-	31,869	-
CESM Vehicle PN1711 c/fwd	21,035.00	-	27,273.00	-	6,238	-
PN 2012 Toyota Hilux Duel Cab C/fwd	27,552.00	-	24,500.00	-	(3,052)	-
PN1902 Mitsubishi Triton	21,864.46	-	10,909.00	-	(10,955)	-
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	-	9,091.00	-	(5,909)	-
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	-	40,455.00	-	838	-
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	-	32,727.00	-	4,494	-
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	-	6,000.00	-	(909)	-
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	-	1,603,682.00	-	654,076.36	-

**Summary**

Profit on Asset Disposals 7  
Loss on Asset Disposals 7

22/23 Budget \$	Ytd Actual \$
854,044	0
(199,968)	0
<u>654,076</u>	<u>0</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 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	0	58,686	80,894	2,955	0
Loan 224 - Recreation Facilities 6.48%	610,035	0	0	60,354	0	549,681	610,035	42,777	0
Loan 227 - Youth Space 2.26%	313,370	0	0	49,338	0	264,032	313,370	8,967	0
Loan 228 - Swimming Pool 1.88%	3,828,654	0	0	199,939	0	3,628,715	3,828,654	97,469	35,992
loan 229- Depot 4.74%	1,700,000	0	0	79,630	0	1,620,370	1,700,000	92,386	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase 6.48%	499,120	0	0	49,380	0	449,740	499,120	35,000	0
	7,032,073	0	0	460,849	0	6,571,224	7,032,073	279,554	35,992

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 31 AUGUST 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

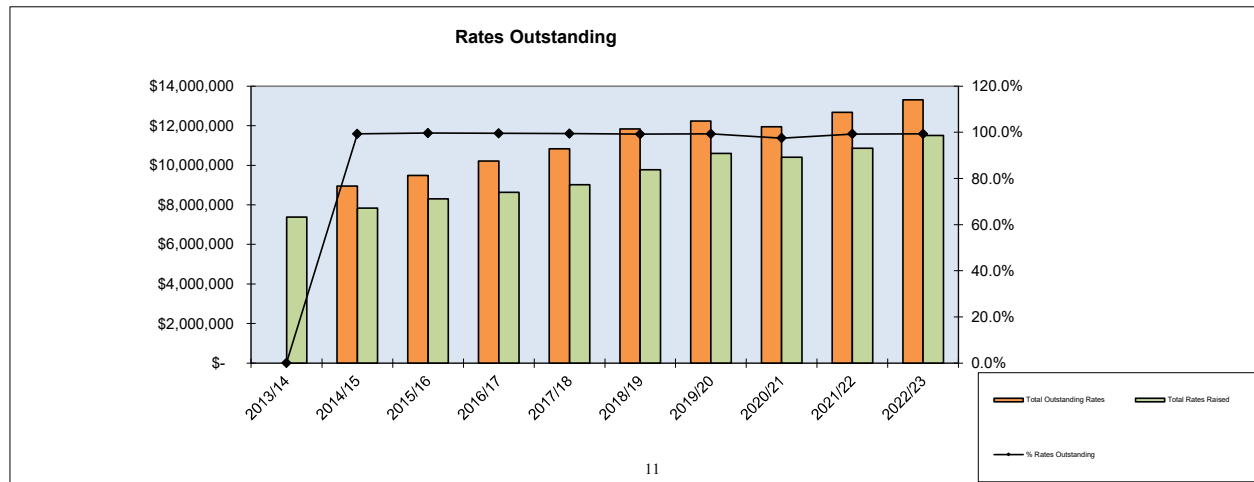
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2023

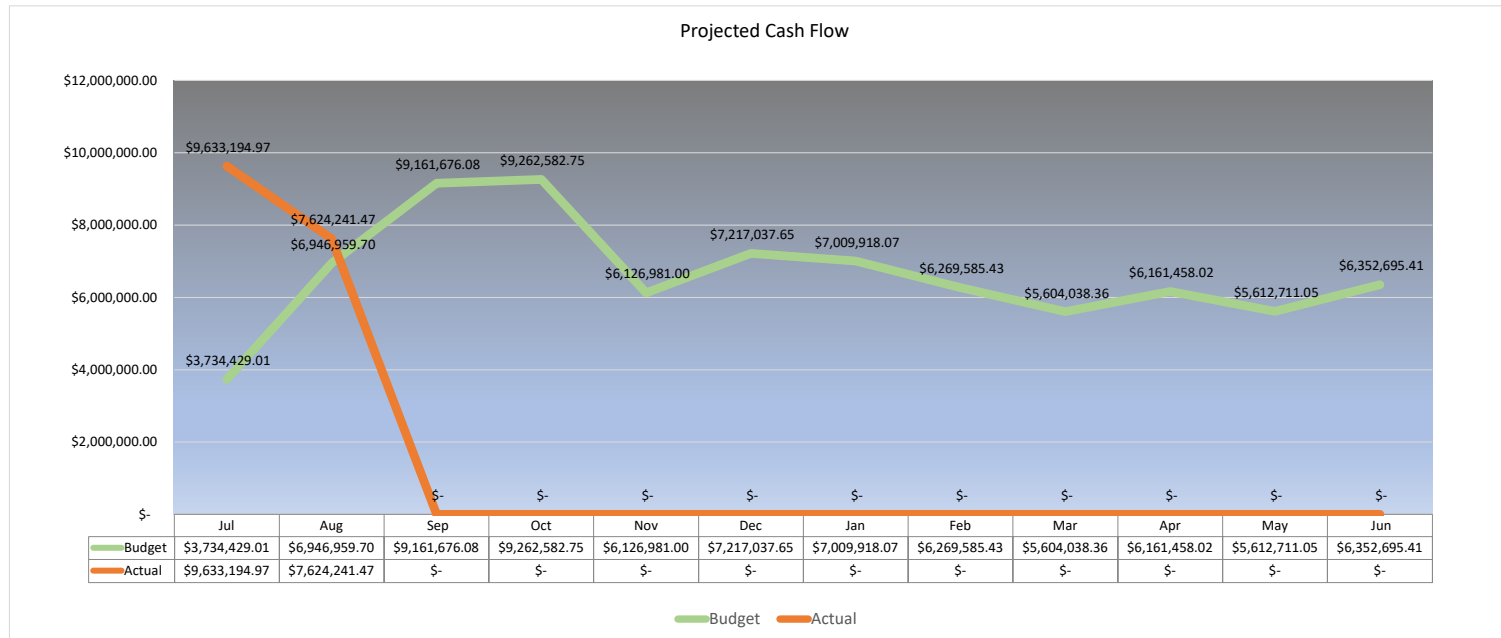
	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	7,627,681	9,678,088
Cash - Restricted Reserves	3,773,263	3,033,010	3,033,010
Self Supporting Loan	0	28,208	28,208
Receivables	2,766,113	284,928	943,969
Rates - Current	0	16,269,495	2,403,658
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	152,288	186,562
Inventories	0	0	0
	<u>6,739,376</u>	<u>27,331,773</u>	<u>16,209,657</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,238,130)	(640,911)	(652,670)
Rates Income in Advance	(469,461)	(307,607)	(391,910)
GST Payable	0	(45,120)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(57,106)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(1,324,141)	(768,121)
Payg Payable	0	(80,150)	0
Loan Liability	(463,054)	(363,552)	(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	(1,058,983)	(1,311,074)
	<u>(4,571,073)</u>	<u>(5,332,274)</u>	<u>(5,321,680)</u>
<b>NET CURRENT ASSET POSITION</b>	2,168,303	21,999,499	10,887,977
Less: Cash - Reserves - Restricted	(3,773,263)	(3,033,010)	(3,033,010)
Current Portion of Lease Liabilities	0	11,444	11,444
Less: Loans receivable - clubs/institutions	0	(28,208)	(28,208)
Add: Current Loan Liability	460,849	363,552	463,065
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>20,459,983</u>	<u>9,447,973</u>

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 JULY 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	\$13,307,063
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	
Interest, Ex gratia, interim and back rates less writeoffs	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$1,533
<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										
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
<b>% Ytd Rates Outstanding</b>	<b>99.3%</b>	<b>99.7%</b>	<b>99.6%</b>	<b>99.4%</b>	<b>99.2%</b>	<b>99.3%</b>	<b>97.5%</b>	<b>99.3%</b>	<b>99.3%</b>	<b>99.5%</b>
Ytd Outstanding	8,956,335	9,479,942	10,212,222	10,832,957	11,840,986	12,243,254	11,946,124	12,683,807	13,307,063	13,241,300



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



# INVESTMENT REGISTER

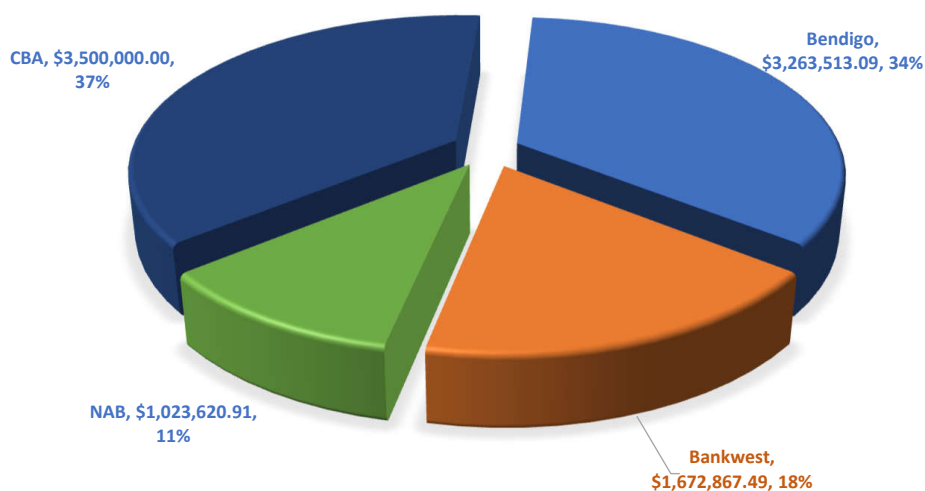
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 31/08/23

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo Ref# 3834916	30/06/23	30/11/23	\$1,036,219.54	5.15%	5
Bendigo- Ref 3834911	30/08/23	29/02/24	\$2,227,293.55	5.25%	6
Bankwest- Ref 412001820-2	19/06/23	19/09/23	\$1,531,438.36	3.85%	3
Bankwest TRUST AROC	16/08/23	16/09/23	\$141,429.13	1.25%	1
NAB	15/07/23	15/11/23	\$1,023,620.91	3.06%	4
Combank	27/06/23	27/12/23	\$1,000,000.00	5.10%	6
Combank	04/08/23	04/12/23	\$500,000.00	4.85%	4
Combank	04/07/23	04/09/23	\$1,000,000.00	4.55%	2
Combank	04/07/23	04/10/23	\$500,000.00	4.84%	3
Combank	04/07/23	04/12/23	\$500,000.00	5.01%	5
<b>Total</b>			<b>\$9,460,001.49</b>		

DISTRIBUTION OF INVESTMENTS 31/08/2023





### 13.5 COMMUNITY SERVICES

Nil.

### 14 MATTERS BEHIND CLOSED DOORS

Nil.

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

#### 15.1 FENCING AT THE NORTHAM RECREATION CENTRE

##### BACKGROUND

Cr R W Tinetti previously raised the issue of making the perimeter fence of the recreation precinct more secure not only as a safety aspect but also to allow ticketed events to be held at the venue without people entering over the existing fence without paying.

Both the Northam Ag Society and the Avon Vintage Car Club have voiced concerns about this with the car club considering moving their event to York or Toodyay.

##### OFFICER COMMENT

Council officers have recently been in discussions with event organisers regarding the fencing of the entire recreation precinct with respect to large events. Since the construction of the new Northam Aquatic Facility there is a large section of the perimeter that is unfenced. Arrangements have been made for the erection of temporary fencing for the next major upcoming event.

Should the proposed motion be adopted Council Staff will include in the budget consideration additional temporary fencing to assist with major events, along with the repair and upgrading options of the existing fence.

##### MOTION

**Moved: Cr R W Tinetti**

**That Council requests the Chief Executive Officer to provide cost estimates to resolve the fencing issues raised at the Northam Recreation precinct and include the project for consideration in the 2024/25 budget.**

**16 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17 DECLARATION OF CLOSURE**