



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

21 December 2022



NOTICE PAPER
Ordinary Council Meeting
21 December 2022

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 21 December 2022 at 5:30pm.

There was a Forum meeting held in the Council Chambers on 14 December 2022 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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

Contents

1.	DECLARATION OF OPENING.....	6
2.	ACKNOWLEDGEMENT TO COUNTRY.....	6
3.	ATTENDANCE.....	6
3.1	APOLOGIES.....	6
3.2	APPROVED LEAVE OF ABSENCE.....	6
3.3	ABSENT.....	6
4.	DISCLOSURE OF INTERESTS.....	6
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	8
6.	PUBLIC QUESTION TIME.....	10
6.1	PUBLIC QUESTIONS.....	10
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	10
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	10
8.1	PETITIONS.....	10
8.2	PRESENTATIONS.....	10
8.3	DEPUTATIONS.....	10
9.	APPLICATION FOR LEAVE OF ABSENCE.....	11
10.	CONFIRMATION OF MINUTES.....	11
10.1	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 16 NOVEMBER 2022.....	11
10.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 NOVEMBER 2022.....	11
10.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 DECEMBER 2022.....	11
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	27
12.	REPORTS OF COMMITTEE MEETINGS.....	27
12.1	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 NOVEMBER 2022.....	27
12.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01 DECEMBER 2022.....	56
12.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2022.....	98
12.4	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 16 DECEMBER 2022.....	136

13.	OFFICER REPORTS	275
13.1	CEO'S OFFICE	275
13.1.1	Lease of 444 (Lot 440) Irishtown Road, Irishtown	275
13.1.2	Western Australian Local Government Association (WALGA) – Best Practice Governance Review.....	282
13.1.3	Lease of a Portion of Lot 1 Withers Street, Northam.....	328
13.1.4	Zero Emission Vehicle Transition Plan.....	335
13.1.5	Resignation of Councillor and Extraordinary Election	340
13.1.6	Disposal of Portion of Lot 202 Fitzgerald Street, Northam	348
13.2	ENGINEERING SERVICES.....	354
13.3	DEVELOPMENT SERVICES	354
13.3.1	Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam	354
13.3.2	Review of Fees & Charges – Old Quarry Road Liquid Waste Facility.....	378
13.4	CORPORATE SERVICES.....	381
13.4.1	Accounts & Statements of Accounts – 1 st November 2022 to 30 th November 2022.....	381
13.4.2	Financial Statement for the period ending 30 th November 2022.....	456
13.4.3	Department of Transport Licensing Agreement	474
13.5	COMMUNITY SERVICES	478
14.	MATTERS BEHIND CLOSED DOORS	478
14.1	CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 09 NOVEMBER 2022.....	478
14.2	CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 14 DECEMBER 2022	478
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	478
15.1	ALL-ABILITIES PLAYGROUNDS WITHIN THE SHIRE OF NORTHAM	478
15.2	EXTENSION OF ROADSIDE RUBBISH COLLECTION TO QUELLINGTON AREA.....	479
16.	URGENT BUSINESS APPROVED BY DECISION.....	479
17.	DECLARATION OF CLOSURE	479

1. DECLARATION OF OPENING

2. ACKNOWLEDGEMENT TO 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

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

M P Ryan

D Galloway

R W Tinetti

A J Mencshelyi

J E G Williams

D A Hughes

H Appleton

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Acting Executive Manager Development Services

Acting Executive Manager Community Services

Acting Executive Manager Corporate Services

Acting Governance Coordinator

Acting Governance Officer

J B Whiteaker

S Patterson

J Jurmann

N Hampton

K Matanga

A McCall

T Van Beek

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Cr M I Girak has been granted leave of absence from 18 December 2022 to 05 February 2023 (inclusive)

3.3 ABSENT

Nil.

4. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee held on 06 December 2022	12.3	Cr C R Antonio	Impartiality	Cr Antonio's brother is mentioned in the report.
Lease of a Portion of Lot 1 Withers Street, Northam	13.1.3	Cr C R Antonio	Impartiality	The potential lessors are known to Cr Antonio.
		Mrs A McCall	Impartiality	Mrs McCall knows the adjoining property owner and has removed herself from the process.
Second Hand Transportation – 10 Riverside Outlook, Northam	13.3.1	Cr A J Mencshelyi	Impartiality	The developer of the subject land is known to Cr Mencshelyi. Some lots in the area were purchased by Cr Mencshelyi (purchase O & A's) on behalf of his former employer.

5. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Visitations and Consultations	
17/11/2022	AAAC 2022 Conference - Perth
17/11/2022	Freshstart 2022 Recovery Graduation Ceremony - Northam
18/11/2022	Minister Saffiotti – Tour of Aquatic Facility - Northam
18/11/2022	Northam PCYC Stepping Stones Graduation
18/11/2022	Citizenship Ceremony - Northam
18/11/2022	Avon Valley Arts Society Northam Art Prize
19/11/2022	Northam Rotary Club Auction
21/11/2022	Triple M Fortnightly Radio Interview
21/11/2022	AROC Governance Meeting - Toodyay
22/11/2022	Northam Chamber of Commerce and Shire of Northam regular catchup
23/11/2022	CBH Meenaar update progress meeting - Northam
23/11/2022	Avon Industrial Park Advisory Committee Meeting - Northam
24/11/2022	Northam Chamber of Commerce AGM
25/11/2022	Avon -Midland Local Government Zones Meeting - Calingiri
25/11/2022	Northam Community Men's Shed Christmas Luncheon
26/11/2022	Northam Rotary Club Radio Auction
26/11/2022	Bakers Hill Community Christmas Fair
28/11/2022	Local Government Forum – WHS & Volunteers Bushfire Fighters - Gosnells
30/11/2022	WALGA Best Practice Governance Review Video Conference
30/11/2022	St Joseph's 2022 Presentation and Graduation Night
01/12/2022	Local Emergency Management Committee Meeting - Northam
03/12/2022	Lions Club Northam Community Markets
03/12/2022	Northam Country Club Christmas Function
05/12/2022	Northam Army Camp Heritage Association Christmas Dinner
06/12/2022	Triple M Fortnightly Radio Interview
06/12/2022	Northam Youth in Emergency Services Cadets Awards Night
08/12/2022	Northam Primary School end of year concert
09/12/2022	Carols on Fitzgerald - Northam
10/12/2022	Grass Valley Progress Association Summertime Blues Evening
12/12/2022	Western Power Stakeholder Forum Video Conference
12/12/2022	Northam Primary School Year 6 Graduation
13/12/2022	Avonvale Primary School Year 6 Graduation
14/12/2022	West Northam Primary School end of Year Presentation & Graduation
14/12/2022	Silver Wings Christmas Luncheon - Wundowie

15/12/2022	Avonvale Education Support Centre Presentation Event
15/12/2022	Regional Capitals WA AGM - Online
17/12/2022	Southern Brook Community Association Christmas Tree
19/12/2022	Triple M Fortnightly Radio Interview
19/12/2022	Avon Community Development Foundation AGM - Northam
Upcoming Events	
24/12/2022	Christmas Eve
25/12/2022	Christmas Day
26/12/2022	Boxing Day
31/12/2022	New Year's Eve
01/01/2023	New Year's Day
13/01/2023	2023 Country Athletics Championships - Northam
14/01/2023	2023 Country Athletics Championships - Northam
15/01/2023	2023 Country Athletics Championships - Northam

Operational Matters:

A reminder that the Shire is currently in a Prohibited Burning Period from the 1st December 2022 to 31st March 2023 (subject to change)

With the recent resignation of Paul Curtis, I would like to acknowledge and thank Paul for his efforts whilst representing the West Ward as a Councillor of the Shire of Northam.

Events Calendar

The Shire and Community organisations are finishing up on the end-of-year events and awards nights and preparing for a number of major events due to be held over 2023. The first of these is in January when The Northam Little Athletics Club hosts the 2023 Country Athletics Championships, the 50th anniversary of this event.

Reflection

2022 has seen the continued uncertainty of the impacts of the COVID-19 Pandemic. The Shire of Northam, along with the local community and businesses, continue to weather these impacts as well as possible.

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

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

6. PUBLIC QUESTION TIME

6.1 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. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr H J Appleton leave of absence from 25 January 2023 to 12 February 2023 (inclusive).

RECOMMENDATION

That Council grant Cr R W Tinetti leave of absence from 01 February 2023 to 28 February 2023 (inclusive).

10. CONFIRMATION OF MINUTES

10.1 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 16 NOVEMBER 2022

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 16 November 2022 be confirmed as a true and correct record of that meeting.

10.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 NOVEMBER 2022

RECOMMENDATION

That Council receive the minutes from the Strategic Council meeting held on 23 November 2022.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 DECEMBER 2022

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 14 December 2022.



Shire of Northam

Notes

Council Forum Meeting

14 December 2022

DISCLAIMER

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

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

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

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

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

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

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

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

Preface

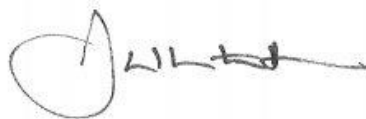
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

Unconfirmed Notes

These notes were approved for distribution on 14 April 2022.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 21 December 2022.

Signed:

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

Contents

1.	DECLARATION OF OPENING.....	6
2.	ACKNOWLEDGEMENT TO COUNTRY.....	6
3.	ATTENDANCE.....	6
3.1	APOLOGIES.....	6
3.2	APPROVED LEAVE OF ABSENCE.....	6
3.3	ABSENT.....	6
4.	DISCLOSURE OF INTERESTS.....	7
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	8
6.	PUBLIC QUESTION TIME.....	8
6.1	PUBLIC QUESTIONS.....	8
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	8
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	8
8.1	PETITIONS.....	8
8.2	PRESENTATIONS.....	8
8.3	DEPUTATIONS.....	9
9.	APPLICATION FOR LEAVE OF ABSENCE.....	9
10.	CONFIRMATION OF MINUTES.....	9
10.1	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 16 NOVEMBER 2022.....	9
10.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 NOVEMBER 2022.....	9
10.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 DECEMBER 2022.....	9
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	9
13.1.1	Lease of 444 (Lot 440) Irishtown Road, Irishtown.....	9
12.	REPORTS OF COMMITTEE MEETINGS.....	10
12.1	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 NOVEMBER 2022.....	10
12.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01 DECEMBER 2022.....	10
12.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2022.....	10
13.	OFFICER REPORTS.....	11

Council Forum Meeting Notes
14 December 2022



13.1	CEO'S OFFICE.....	11
13.1.2	Western Australian Local Government Association (WALGA) – Best Practice Governance Review.....	11
13.1.3	Lease of a Portion of Lot 1 Withers Street, Northam.....	11
13.1.4	Zero Emission Vehicle Transition Plan.....	12
13.1.5	Resignation of Councillor and Extraordinary Election.....	12
13.2	ENGINEERING SERVICES.....	12
13.3	DEVELOPMENT SERVICES.....	13
13.3.1	Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam.....	13
13.3.2	Review of Fees & Charges – Old Quarry Road Liquid Waste Facility.....	14
13.4	CORPORATE SERVICES.....	14
13.4.1	Accounts & Statements of Accounts – 1 st November 2022 to 30 th November 2022.....	14
13.4.2	Financial Statement for the period ending 30 th November 2022.....	14
13.4.3	Department of Transport Licensing Agreement.....	14
13.5	COMMUNITY SERVICES.....	14
14.	MATTERS BEHIND CLOSED DOORS.....	15
14.1	CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 09 NOVEMBER 2022.....	15
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
15.1	ALL-ABILITIES PLAYGROUNDS WITHIN THE SHIRE OF NORTHAM.....	15
15.2	EXTENSION OF ROADSIDE RUBBISH COLLECTION TO QUELLINGTON AREA.....	15
16.	URGENT BUSINESS APPROVED BY DECISION.....	15
17.	DECLARATION OF CLOSURE.....	15

Council Forum Meeting Notes
14 December 2022



1. DECLARATION OF OPENING

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

2. ACKNOWLEDGEMENT TO 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

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
M P Ryan
D Galloway
R W Tinetti
A J Mencshelyi
M I Girak (Forum Only)
J E G Williams
D A Hughes
H Appleton

Staff:

Chief Executive Officer
Executive Manager Engineering Services
Acting Executive Manager Development Service
Executive Manager Community Services
Manager Seniors and Disability
Acting Executive Manager Corporate Services
Acting Governance Coordinator
Acting Governance Officer

J B Whiteaker
S Patterson

J Jurmann
J Metcalf (Forum Only)
N Hampton

K Matanga
A McCall
T Van Beek

Gallery:

Public

R Herzer

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

Council Forum Meeting Notes
14 December 2022



4. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee held on 06 December 2022	12.3	Cr C R Antonio	Impartiality	Cr Antonio's brother is mentioned in the report.
Lease of a Portion of Lot 1 Withers Street, Northam	13.1.3	Cr C R Antonio	Impartiality	The potential lessors are known to Cr Antonio.
		Mrs A McCall	Impartiality	Mrs McCall knows the adjoining property owner and has removed herself from the process.
Second Hand Transportation – 10 Riverside Outlook, Northam	13.3.1	Cr A J Mencshelyi	Impartiality	The developer of the subject land is known to Cr Mencshelyi. Some lots in the area were purchased by Cr Mencshelyi (purchase O & A's) on behalf of his former employer.

Council Forum Meeting Notes
14 December 2022



5. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

A further announcement was made by the Shire President, Cr C R Antonio, advising that Executive Manager Engineering Services, Scott Patterson, has recently returned from leave in New Zealand, where he participated in the Softball World Championships as a member of the Australian Softball team and won the gold medal.

6. PUBLIC QUESTION TIME

6.1 PUBLIC QUESTIONS

Name: Robert Herzer

Background

Mr Herzer is attending the Council Forum meeting on behalf of the Irishtown Hall Club Inc. in relation to item 13.1.1 – Lease of 444 (Lot 440) Irishtown Road, Irishtown. Mr Herzer reiterated that they are only a small club, but they only struggle with paying for the insurance. The Irishtown Hall Club Inc. stand by the officer's recommendation to increase the insurance cap from \$2000 to \$3000 over the life of the lease (5 years)

Summary of Question: Is the increase to the cap of the insurance something that the Council are able to consider?

Summary of Response: Yes, this request is something that Council can consider. Council will consider all information provided in item 13.1.1 – Lease of 444 (Lot 440) Irishtown Road, Irishtown and come to a determination at the Ordinary Council Meeting on 21 December 2022.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

Council Forum Meeting Notes
14 December 2022



8.3 DEPUTATIONS

Nil.

9. APPLICATION FOR LEAVE OF ABSENCE

To be provided in the agenda for Ordinary Council Meeting on 21 December 2022.

10. CONFIRMATION OF MINUTES

10.1 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 16 NOVEMBER 2022

Nil.

10.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 NOVEMBER 2022

Nil.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 DECEMBER 2022

Nil.

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

The Shire President, Cr C R Antonio, advised that item number 13.1.1 – Lease of 444 (Lot 440) Irishtown Road, Irishtown was to be brought forward for the convenience of the Public Gallery.

13.1.1 Lease of 444 (Lot 440) Irishtown Road, Irishtown

Clarification was sought in relation to:

- Why doesn't the Shire of Northam cover the full cost of the insurance? The Governance Coordinator advised that Council has previously made a determination to not pay the full cost of the insurance, rather make a 'contribution'. The Chief Executive Officer noted that if Council wanted to, they could move to cover the full cost of insurance.
- Is it general practice to cover the insurance for halls? The Chief Executive Officer advised that this situation was a little different to others due to it being a privately owned hall.

Mr R Herzer left the meeting at 5:39pm.

12. REPORTS OF COMMITTEE MEETINGS

12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 NOVEMBER 2022

Nil.

12.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01 DECEMBER 2022

Nil.

Cr C R Antonio declared an "Impartiality" interest in item 12.3 – Bush Fire Advisory Committee Meeting held on 06 December 2022 as Cr Antonio's brother is mentioned in the report.

12.3 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2022

Clarification was sought in relation to:

- Have there been problems with the community not using the sticker system? The Chief Executive Officer advised that there have been challenges historically. The Acting Executive Manager Development Services noted that the Shire have been receiving some resistance, but it is more from and communication/understanding point.
- Will the Shires insurance not cover a private vehicle? The Chief Executive Officer advised that it gets quite complicated. If the private vehicle is under the control of the Shire/Shire run Brigade, then they may be covered. The focus now is more about managing risks and ensuring the message delivered to the community is clear.
- Is there a known reason why the people who want to assist at fires won't join local brigades? The Chief Executive Officer advised that a number of reasons were mentioned during the meeting, potentially including the historical requirement for brigade members to attend at least 3 incidents a year to stay in the brigade, however the Shire is currently looking at implementing an annual induction for the brigades that would remove the requirements for attending a set number of incidents. Another potential reason is training requirements. The Shire is also looking at a recognition of currency system that can be implemented and brigade members can be marked off as competent.

A comment was made by the Chief Executive Officer regarding action 9 of the recommendation in which it is mentioned that decisions and changes to policies are happening with limited lead time and during the fire season. The Chief Executive Officer would like it noted that the changes that are referenced have been in the works for a longer period while staff corresponded with the leadership group and sought clarification around a range of issues which has impacted the implementation.

13. OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.2 Western Australian Local Government Association (WALGA) – Best Practice Governance Review

Clarification was sought in relation to:

- Who was the officer who chose which ranking to recommend? The Chief Executive Officer advised that he is the reporting officer.
- As this is the option that uses Capital Alliances, are the open to all councilors? The Chief Executive Officer advised that the Capital Alliances was available for all councilors to attend.
- What was the rational in selecting that option? The Chief Executive Officer advised that he looked at the Government principals WALGA endorsed at the AGM and used this as a guide, amongst a range of other matters including assessing what model was felt most appropriate for the Shire of Northam to be represented at WALGA, and previous focuses of the WA Regional Capitals Alliance (of which Council I a member) to be more represented at WALGA.

Cr C R Antonio declared an "Impartiality" interest in item 13.1.3 – Lease of a Portion of Lot 1 Withers Street, Northam as the potential lessors is known to Cr Antonio.

The Acting Governance Coordinator, Mrs A McCall, declared an "Impartiality" interest in item 13.1.3 – Lease of a Portion of Lot 1 Withers Street, Northam as Mrs McCall knows the adjoining property owner and has removed herself from the process of this report.

13.1.3 Lease of a Portion of Lot 1 Withers Street, Northam

Clarification was sought in relation to:

- Will the Shire still have full access to the windsack on the property? The Acting Governance Officer advised that the accessibility would not change.
- Would the Shire of Northam be able to terminate the lease at any time should the need arise? The Acting Governance Officer advised that the lease could be terminated with 1 months' notice.
- Is the fencing around the paddock stock proof? The Chief Executive Officer advised that we can only assume that it is stock proof. In all the years the paddock has been in use there have not been any reports of livestock getting in to the airport.
- Have the proposed lessors not been paying anyone for the use of the paddock in the past? The Acting Governance Officer advised that to their knowledge the users have not paid anyone.

13.1.4 Zero Emission Vehicle Transition Plan

Clarification was sought in relation to:

- How many vehicles would be taken home and used privately? The CEO advised that it would be approximately 20 vehicles.
- Would chargers for the vehicles have the ability to be portable and have a meter to record the power use? The Chief Executive Officer advised that it a potential option. Staff will need to do more work to ascertain what exactly this policy would look like, the report being presented recognises the additional work required, as does the officer recommendation around policy development.
- Will tracking energy use, as opposed to fuel use, require additional staff resources? The Chief Executive Officer advised that the intent would be to implement a system which minimised impacts on staff resources.
- The current fleet consists of utes and SUVs, however those models of vehicles are not yet available at fully electronic vehicles, will this be an issue? The Chief Executive Officer advised that the market is evolving quickly, however, to keep in mind that first and foremost the fleet cars are council assets and a high percentage of them do not have a work need which reflects the requirement for utilities. There may need to be some adjustment to the current fleet mix, however given the first full EV was not planned for a number of years, it was noted that each year new models are being released, which would more than likely include utilities.
- How accurate are the financial predictions in the prepared report? The Chief Executive Officer advised that the report has been modelled by an independent outside group using specific information on kilometres travelled and fuel used to view patterns etc. In saying this it is important to acknowledge the variables which made it hard to get be precise (such as changing EV capital costs, fuel price fluctuations, energy costs etc). The important element is that the financial elements of the report are considered accurate based on information available currently.

13.1.5 Resignation of Councillor and Extraordinary Election

Clarification was sought in relation to:

- Will the new Councillor be elected for the same term as Cr Curtis held? The Chief Executive Officer confirmed this to be correct.
- Is there no way to pressure the WA Electoral Commissioner to reconsider? The Chief Executive Officer advised that council could request to ask again but it is not likely for the WA Electoral Commission's stance to change.

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.3.1 – Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam as the developer of the subject land is known to Cr Mencshelyi. Some lots in the area were purchased by Cr Mencshelyi (purchase O & A's) on behalf of his former employer.

13.3.1 Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam

Clarification was sought in relation to:

- Is there any reason why the council can't approve the use of the second-hand dwelling? The Acting Executive Manager Development Services pointed out that it is the officer's recommendation to approve.
- Where there any covenants on the land which restricted or guided development at the proposed location? The Acting Executive Manager Development Services advised that there are no covenants of specific guidelines in place.
- Will there be any boundary issues? Acting executive Manager Development Services advised that they will not be any issues with the boundaries.
- If this was not a second hand dwelling would this still have needed to be submitted to council? The Acting Executive Manager Development Services advised that it is possible that it would, however not likely.
- What other houses are in the surrounding area? The Acting Governance Officer brought up google maps on the large screens in the room and the Acting Executive Manager Development Services pointed out and discussed the shape of the block and the types of houses in the general area.
- In the report it references that the pitch of the roof does not comply with regulations, is this correct? The Acting Manager Development Services advised that the pitch of the roof complies with the Building Code but not an old policy that officers use as a guide. There are no compliance issues.
- Is it a good idea to allow an old house to be put in with new houses in that area? The Acting Executive Manager Development Services advised that it is not considered an issue in this circumstance.
- Does the Shire of Northam have the ability to impose a bond in this instance? The Acting Executive Manager Development Services advised that it is possible, but officers did not see it as necessary in this instance.
- Why was the second-hand dwelling not placed on one of the blocks where it was originally located? The Acting Executive Manager Development Services advised that this was a commercial decision by the owner.

13.3.2 Review of Fees & Charges – Old Quarry Road Liquid Waste Facility

Clarification was sought in relation to:

- Are all of the main users' other local governments? The Acting Executive Manager Development Services advised that they have users from a broad area both commercial and local government use. Northam has essentially become a regional facility due other facilities being closed to general public.
- Do we see a lot of use from metro areas? The Acting Executive Manager Development Services noted that we do not see many metropolitan users outside of the Mundaring area.
- Is there any reason why the effluent waste ca not be emptied in to the sewerage lagoon? The Acting Executive Manager Development Services advised that the sewerage lagoon is owned by Water Corporation and it is not likely they would entertain the idea.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – 1st November 2022 to 30th November 2022

Nil.

13.4.2 Financial Statement for the period ending 30th November 2022

Nil.

13.4.3 Department of Transport Licensing Agreement

Clarification was sought in relation to:

- It was previously discussed that another community organisation could take on the agreement with the Department of Transport, is this still a possibility? The Chief Executive Officer advised that it is not a possibility at this time.
- Would it be possible to negotiate a new rate? The Acting Executive Manager Corporate Services advised that they have been liaising with the Department of Transport regarding the rates.

13.5 COMMUNITY SERVICES

Nil.

14. MATTERS BEHIND CLOSED DOORS

14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 09 NOVEMBER 2022

Nil.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.1 ALL-ABILITIES PLAYGROUNDS WITHIN THE SHIRE OF NORTHAM

Clarification was sought in relation to:

- Is reference to all-inclusive in the notice of motion reflective of what is desired given the officer comment? The Chief Executive Officer advised that if the mover of the notice of motion is amenable it would be more appropriate to reference an all-inclusive element to the youth space, rather than reference being made to all inclusive – which gives the notion that the entire facility will be made inclusive, rather than just an element.

15.2 EXTENSION OF ROADSIDE RUBBISH COLLECTION TO QUELLINGTON AREA

Clarification was sought in relation to:

- Are there many areas that don't have rubbish collection? The Acting Executive Manager Development Services advised that there are a number of rural areas that don't as it is not financially viable.
- If Quellington was approved for rubbish collection, is it likely that other areas may demand the same? The Acting Executive Manager Development Services advised that it is providing a precedence for future reference.
- Would a fee for the rubbish collection be included on the rates? The Acting Executive Manager Development Services confirmed this to be correct. The Chief Executive Officer added that the shire does not have an opt in/opt out rubbish service, so if it is extended to Quellington that ALL rate payers in that area will have the fee added to their rates.

16. URGENT BUSINESS APPROVED BY DECISION

Nil.

17. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio, declared the meeting closed at 6:30pm.

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 NOVEMBER 2022

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 15 November 2022.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accept the minutes of the Shire of Northam Community Safety Committee meeting held Thursday, 16 August 2022 be confirmed as a true and correct record of that meeting, with the following amendments:
 - a. Item 6.3, clarify that as part of Holyoake's new contract with the Mental Health Commission the Alcohol & Other Drugs Prevention Officer position has been increased from 0.6 FTE to 1 FTE.
 - b. Item 6.3, note in discussion that Joanne Woodruff raised concern that the Wheatbelt Senior Managers Forum, FDV Working Party may not be an appropriate group to sit as a working group of the Shire of Northam Community Safety Committee.
2. Accepts the update of the Community Safety and Crime Prevention Plan provided.
3. Accepts that the Community Safety Forum will be held on Monday 21 November at 10am at the Northam Recreation Centre.
4. Accepts the updates of the Community Safety Committee Working Groups.
5. Accepts that Community Safety Meetings will be scheduled for:
 - a. 14 February 2023
 - b. 16 May 2023
 - c. 15 August 2023
 - d. 14 November 2023

Meetings to commence at 11am, at a venue to be advised with a light lunch to be provided.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

15 November 2022

UNCONFIRMED



Community Safety Committee Meeting Minutes
15 November 2022



DISCLAIMER

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

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

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

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

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

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

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

Community Safety Committee Meeting Minutes
15 November 2022



Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	6
5.1	COMMITTEE MEETING HELD 16 August 2022.....	6
6.	COMMITTEE REPORTS.....	7
6.1	COMMUNITY SAFETY & CRIME PREVENTION UPDATE.....	7
6.2	COMMUNITY SAFETY FORUM.....	13
6.3	COMMUNITY SAFETY WORKING GROUP UPDATES.....	18
6.4	COMMUNITY SAFETY COMMITTEE 2023 MEETING SCHEDULE.....	23
6.5	AGENCY UPDATES.....	26
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION.....	28
8.	DATE OF NEXT MEETING.....	28
9.	DECLARATION OF CLOSURE.....	28

Community Safety Committee Meeting Minutes
15 November 2022



1. DECLARATION OF OPENING

The Presiding Member Cr Julie Williams declared the meeting open at 11:02am.

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. ATTENDANCE

Committee Members:

Presiding Member
Councillor
Northam Police
Wundowie Police

Northam Roadwise Committee
LDAG
Community Representative
Community Representative
Northam PCYC
Department of Education

Cr Julie Williams
Cr Attila Mencshelyi
SSGT Ross Eastman
Acting SSGT Dan
Claridge
Cliff Simpson
Rose Power
Elizabeth Hoek
Ulo Rumjantsev
Jane Atterby
Amanda Marshall

Committee Ex-Officio Members:

Executive Manager Community Services
Department of Communities –
Housing Authority

Jo Metcalf
Christine Frank

Staff:

Manager Community Development & Tourism
Community Services Administration/
Project Officer

Jaime Hawkins
Elijah Moorhead

Guests:

Explorability
Wheatbelt District Police Office

Tricia Chrimes
SSGT Martin Glynn

3.1 APOLOGIES

Northam Youth Wellbeing Plan
WA Country Health
Northam Chamber of Commerce
DLGSC
WA Country Health Service – Wheatbelt

Jo-Anne Woodruff
Shani Toki
Melanie Jones
Emma Draper
Danielle Mactaggart

Community Safety Committee Meeting Minutes
15 November 2022



3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Chief Executive Officer	Jason Whiteaker
Nyoongar Cultural Advisory Representative	Donna Moody
Senior Ranger	Kellee Walters
Avon Community Services	
Bridgeley Church of Christ	Kym Edwards
Department of Communities – Child Protection & Family Support	Clare Stephens
Department of Communities – Child Protection & Family Support	Rachel Collins
WA Police Force Wheatbelt District	Insp. Tony Vuleta

4. DISCLOSURE OF INTERESTS

Nil

UNCONFIRMED

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD 16 August 2022

COMMITTEE DECISION

Minute No. 095

Moved: Elizabeth Hoek
Seconded: Rose Power

That the minutes of the Shire of Northam Community Safety Committee meeting held Thursday, 16 August 2022 be confirmed as a true and correct record of that meeting, with the following amendments:

- Item 6.3, clarify that as part of Holyoake's new contract with the Mental Health Commission the Alcohol & Other Drugs Prevention Officer position has been increased from 0.6 FTE to 1 FTE.
- Item 6.3, note in discussion that Joanne Woodruff raised concern that the Wheatbelt Services Managers Forum, FDV Working Party may not be an appropriate group to sit as a working group of the Shire of Northam Community Safety Committee.

CARRIED 10/0

Joanne Woodruff raised concerns about last meetings minutes and provided some amendments in an email to Jaime Hawkins.

The minutes stated that Holyoake had been awarded a youth wellbeing officer through a contract with the Mental Health Commission". This is incorrect; Joanne clarified. As part of Holyoake's new contract with the MHC, the AOD Prevention Officer position has been increased from 0.6 FTE to 1FTE. Jessica Daniels has taken on the role of AOD Prevention Officer for 0.4FTE to support my 0.6FTE position. Jess has experience working with youth so is keen to take on a position on the Youth At-Risk sub-group.

Also, it was not noted that Joanne raised concern that the Wheatbelt Human Service Managers Forum FDV Working Party may not be an appropriate group to sit as the NCSC sub-group for FDV. Sharon Bray put forward an argument in support of that group being allocated to the role, & possibly Jo Metcalf.

Community Safety Committee Meeting Minutes
15 November 2022



6. COMMITTEE REPORTS

6.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins, Manager Community Development & Tourism
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Nil.

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

Outcome 1: A safe community

Objective 1.1: Play our role in promoting a safe and crime free community

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Nil.

Community Safety Committee Meeting Minutes
15 November 2022

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

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

C. OFFICER'S COMMENT

The Shire of Northam's Community Development Officer to provide an update on recent activities.

Community Safety Committee Meeting Minutes
15 November 2022



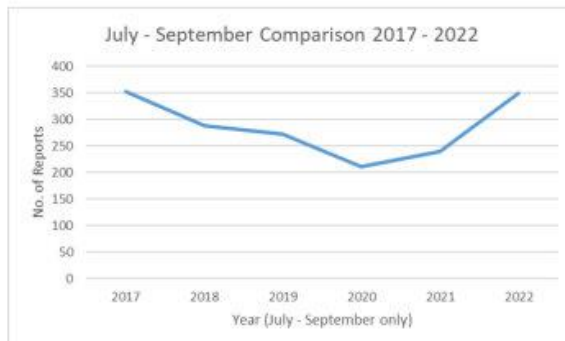
Focus Area 1: Building Partnerships & Internal Capacity

Quarterly Shire of Northam Crime Statistics (July – September)

- Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by WALGA. Data excludes family and domestic assaults.
- Reports of crime are up compared to the same period last year, particularly for drug offences which has risen from 59 this time last year to 88 this year.
- Problematic areas remain assaults, drug offences, stealing and property damage.

Crime Category	Crime Type	Jul-22	Aug-22	Sep-22
Arson	Cause damage by fire	0	0	3
Arson	Other fire related offences	0	0	0
Assault	Non-family	3	18	13
Burglary	Dwelling	9	10	2
Burglary	Non-Dwelling	2	4	2
Deprivation of Liberty	Deprivation of Liberty	1	0	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0
Disorderly Conduct	Disorderly behaviour	5	4	16
Drug Offences	Cultivate or manufacture drugs	0	2	0
Drug Offences	Drug dealing	2	5	0
Drug Offences	Drug possession	16	14	17
Drug Offences	Possession of drug paraphernalia	13	7	12
Drug Offences	Other drug offences	1	0	1
Graffiti	Graffiti	1	1	0
Homicide	Murder	0	0	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0
Offences Against Animals	Offences Against Animals	1	0	0
Property Damage	Criminal Damage	7	8	6
Property Damage	Damage	7	17	9
Robbery	Business	0	0	0
Robbery	Non-business	0	0	1
Sexual Offences	Historical sexual offences	1	0	0
Sexual Offences	Recent sexual offences	0	2	0
Stealing	From dwelling	3	1	3
Stealing	From motor vehicle (contents or parts)	2	0	4
Stealing	From retail premises or place (shoplift)	10	12	22
Stealing	From other premises or place	11	10	10
Stealing of Motor Vehicle	Stealing of Motor Vehicle	2	0	0
Transport Offences	Driving Causing Bodily Harm	1	1	0
Transport Offences	Drunk/Drug Driving	0	1	1
Transport Offences	Driver's Licence Offences	0	4	3
Transport Offences	Fail to stop or give way	0	1	0
Transport Offences	Unsafe Driving	3	1	0
Transport Offences	Vehicle licence offences	0	0	0
Transport Offences	Seatbelt/Helmet Offences	0	0	0
Transport Offences				
TOTAL (No. of counts)		101	123	125

Community Safety Committee Meeting Minutes
15 November 2022



An update to be provided by Police representatives present.

Focus Area 2: Safer Places & Spaces

- Objective 2.1: Action 2 – Cam Map initiative promoted via Shire social media, however there was minimal engagement with the post.
- Objective 2.2: Action 4 – reducing the perceptions of crime was the focus of the September addition of the Community Safety corner, such as tidying yards, reporting graffiti & abandoned shopping trolleys.
- Planning promotion of community clean ups prior to major events in the 2023 calendar.

Focus Area 3: Community Education & Awareness

- Objective 3.1, Action 1 – Continued monthly Community Safety Corner articles appearing in the Northam Advertiser. Topics covered in the articles this quarter are: perceptions of crime, Halloween trick or treat safety, and Leavers Week (written and supplied by Holyoake).
- Outstanding item – E-scooter safety article in the Northam Advertiser.
- Action 2 – Community Safety Forum date set for 21 November.
- School holiday road safety radio adverts were run on Hit FM. And a series of social media adverts with school holiday road safety messages were posted by Shire of Northam and shared with surrounding LGAs and Wheatbelt police social media.
- Action 9 – Attended the Northam Farmers Show and Turn Up in Blue Day.
- Merchandise was collected and distributed at the Wundowie Iron Festival by the Wundowie Police.
- Objective 3.2, Action 1 – home safety tips advert running on Hit FM.
- Objective 3.4, Actions 1 & 2, planning meetings held with Wheatbelt District Police and Cliff Simpson from Roadwise regarding Summer road safety initiatives, including Day of Action. Presentation to be given at the Community Safety Forum.

Focus Area 4: Antisocial Behaviour

Community Safety Committee Meeting Minutes
15 November 2022



- Objective 4.1, Action 2 – Youth at Risk Working Group meeting and organising an on-country youth camp. To be further discussed at Item 6.3
- Action 5 – October school holiday activity program delivered. Collaborations with Northam PCYC, DLGSC & the Northam Recreation Centre.
- Planning is underway for the summer holiday activities, including a Pool Party on the 27th January and the Back to School event with laser tag on the 31st January.
- Objective 4.2, Action 1 – Attended the Turn Up in Blue Day event on 13 October 2022. Stall was very successful for engaging with the community. An art activity was also run, in collaboration with Avon Valley Arts Society, which helped engage with people.



Community Safety Committee Meeting Minutes
15 November 2022



COMMITTEE DECISION

Minute No. 096

**Moved: Attila Mencshelyi
Seconded: Jane Atterby**

That Council accepts the update of the Community Safety and Crime Prevention Plan provided.

CARRIED 10/0

DISCUSSION

SSGT Ross Eastman (new Officer in Charge of Northam Police station):

- Burglary continues to drop after September following the rise in July & August in Northam.
- Drug possession rises are actually a good thing, as it means Police are apprehending people and acting on search warrants and vehicle stops & searches.
- Crime in Northam is remaining flat.
- Police have a current focus on stealing. 72% of 14 days of reported stealing in Northam ends up with them catching the perpetrator.

Acting OIC Wundowie Police Station, Dan Claridge:

Wundowie is the quieter of the districts. Wundowie Police proactively support the other districts.

Jaime Hawkins Question: is it possible that the Shire's promotion to the community of reporting as much as possible could influence an increase of statistics.

SSGT Ross Eastman suggests reporting to the station and not through social media as police do not monitor websites or online platforms like Facebook.

Cliff Simpson Question: Definition of unsafe driving?

SSGT Ross Eastman Answer: careless, dangerous, and reckless hoon driving.

Elizabeth Hoek Question: Are police making an effort to go to the schools?

SSGT Ross Eastman Answer: We do visit the schools on and off.

SSGT Martin Glynn said there is a desire to make more of an appearance at the schools.

Community Safety Committee Meeting Minutes
15 November 2022



SSGT Ross Eastman also mentioned that there is a big focus on wanting to provide more information to kids on cyber safety and safe mobile phone usage.

Jane Atterby on October school holiday event:

- Received funding through Department of Local Government, Sport and Cultural Industries.
- Provided basketball, minigolf, giant inflatable dart board, and had between 50-90 kids attend
- 77 kids attended the pool party despite the cool weather.
- Other activities included scootering at the skate park and Headspace did an event at PCYC that was well attended. Institute of Indigenous sport & wellbeing also did an event at PCYC.
- Promoting on the morning of the activity worked well and would like to do it again.

6.2 COMMUNITY SAFETY FORUM

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Manager Community Development & Tourism
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	Nil

BRIEF

To deliver a Community Safety Forum to raise awareness and listen to the communities issues around community safety and crime prevention.

ATTACHMENTS

Attachment 1: Community Safety Forum Promotional Flyer

A. BACKGROUND / DETAILS

Objective 3.1, Action 2:

Provide at least one community safety & crime prevention forum in the spring of each year with local Police, Council and Committee members to listen to the community issues and concerns around safety & crime prevention, answer questions and inform them of the initiatives of the committee.

Community Safety Committee Meeting Minutes
15 November 2022



B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

- Theme Area 2: Safety and Security.
Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
Objective: Plan and implement strategies to address crime and safety within the Shire of Northam
- o increase community participation in identifying and reporting of crime
 - o increase community awareness and understanding of how to prevent crime and improve community safety
 - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	Those attending the forum become hostile.	Unlikely (2) x Minor (2) = Moderate (4)	Police Officers will be present at the forum.
Reputation	Community safety is an area of public concern. The public may not be satisfied	Possible (3) x Medium (3) = Moderate (9)	The Committee work together to communicate the cross agency

Community Safety Committee Meeting Minutes
15 November 2022



	with the outcomes of the forum.		Community Safety and Crime prevention initiatives.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

Officers have consulted with Senior Police and various members of the Committee to determine a suitable date and topics of discussion for the Community Safety Forum.

The proposed order of proceedings are as follows:

1. Welcome & Acknowledgement of Country – Cr. Julie Williams
2. Introduction of the Committee members and invited guests – MC & Cr. Julie Williams
3. Summer Safety & what to do if you witness criminal or suspicious activity – Northam & Wheatbelt District Police.
4. Presentation of the Community Safety & Crime Prevention Plan – Shire of Northam Jo Metcalf & Jaime Hawkins
5. Road Safety presentation – Roadwise Cliff Simpson & Wheatbelt District Police.
6. Youth at Risk Initiatives – Youth Policing, Moorditj Youth, & local Elders
7. Questions & Answers – facilitated by MC.

Attendees are requested to submit questions prior to the forum.

Morning tea is to be provided.

As this is the first forum it will be kept small with the opportunity to expand in future years based on a debrief to be held following the event.

COMMITTEE DECISION

Minute No. 097

Moved: Ulo Rumjantsev

Seconded: Attila Mencshelyi

That Council accepts that the Community Safety Forum will be held on Monday 21 November at 10am at the Northam Recreation Centre.

CARRIED 10/0

Community Safety Committee Meeting Minutes
15 November 2022



DISCUSSION

Jo Metcalf suggested to promote the community safety forum so that the community can get to know the committee and to get questions in early so Kym Edwards can facilitate as much as possible. Be proactive about what we are doing, not we aren't doing as the key message.

UNCONFIRMED

Community Safety Committee Meeting Minutes
15 November 2022



Attachment 1: Community Safety Forum Promotional Flyer



The flyer features a background image of a suspension bridge at night with colorful lights. The Shire of Northam logo is in the top left. The main title 'COMMUNITY SAFETY FORUM' is in a large green arrow pointing right. Below it, text invites the community to a forum and morning tea. A list of discussion topics is provided. A photo shows a police officer talking to a woman. A QR code is in the bottom right, and a calendar icon indicates the date and time.

Shire of Northam
Heritage, Commerce and Lifestyle

COMMUNITY SAFETY FORUM

Come and hear what is being done to help keep your community safe at the Shire of Northam Community Safety Forum & Morning Tea.

Come along and meet the Shire's Community Safety Committee, including our local Police where we will discuss:

- What to do if you witness criminal or suspicious activity.
- Staying safe on the roads this summer
- Recent initiatives for our at risk youth.

Scan the QR code to register

21 November 2022
10.00am
Northam Recreation Centre



Community Safety Committee Meeting Minutes
15 November 2022



6.3 COMMUNITY SAFETY WORKING GROUP UPDATES

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	Nil

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.

At the previous committee meeting held 16 August 2022, the following working groups were accepted to work on priority actions of the Community Safety & Crime Prevention Plan 2022 – 2026:

- Youth at risk Working Group
- Wheatbelt Road Safety Alliance
- Community Youth Wellbeing Plan Group
- Family & Domestic Violence Working Party from the Human Services Managers Meeting

Community Safety Committee Meeting Minutes
15 November 2022



B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 1: A safe community

Objective 1.1: Play our role in promoting a safe and crime free community

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

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	Possible (3) x Medium (3) = Moderate (9)	Cross agency Community Safety and Crime

Community Safety Committee Meeting Minutes
15 November 2022



	Community Safety & Crime Prevention Plan is not deemed to improve safety.		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

C. OFFICER'S COMMENT

Youth At Risk

The Youth at Risk Working Group have been meeting regularly and are focusing on developing a camp for youth at risk to be held in December at Boshack in Bolgart. The Camp will be run by Moorditj Youth and local Aboriginal Elders, in collaboration with PCYC and Youth Policing Officers.

A further update is to be provided by representatives.

Wheatbelt Road Safety Alliance

Meetings to collaborate on road safety initiatives have been held between the Wheatbelt District Police Office, Roadwise, Main Roads & the Shire of Northam. Initiatives in the planning include a Day of Action for heavy vehicles and awareness raising of driver fatigue and inattention.

A further update is to be provided by representatives.

Community Youth Wellbeing Plan Group

No meetings have occurred. The next meeting is scheduled for 16 November. The focus of this meeting is to review the current Youth Wellbeing Plan.

Family & Domestic Violence Working Party

An update has been provided by Jo-Anne Woodruff, representative of the working party. Concern has been raised by the Chair, that this is not an appropriate sub-group of the Community Safety Committee as it has a whole of Wheatbelt focus at a strategic level, with no localised Shire of Northam initiatives.

The Committee to discuss how or whether we address actions in the plan pertaining to this area.

Community Safety Committee Meeting Minutes
15 November 2022



COMMITTEE DECISION

Minute No. 098

Moved: Ulo Rumjantsev

Seconded: Elizabeth Hoek

That Council accepts the updates of the Community Safety Committee Working Groups.

CARRIED 10/0

DISCUSSION

Youth at Risk – update provided by Jane Atterby

- Youth at risk group has been meeting regularly and are well underway of organising a youth camp.
- Elders want on country camps for Aboriginal youth. This is where Moorditj Youth based in Narrogin have come in. They have funding from the Department of Health. Boshak has been booked for the 7th 8th 9th of December for the youth at risk camp.
- Malcom Jetta has been involving lots of local Elders within Northam, and the camp is to be mainly run by the Aboriginal community.
- A big bus is needed to help transport everyone out there.
- Murdoch University will be in attendance to document the camp via film and interviews with people.
- Moorditj Youth are currently working on registrations and referrals. A carer/parent will be required to sign off for the kids to go.
- There will be conditions for them to be aware of such as no mobile phones, drugs, alcohol, vapes etc. Kids can and will be removed if need be. Indigenous only. Boys & Girls.
- High school only 12/13 through to 17. Up to 40 kids and 12 adults or more if they can fit.
- Let Jane or Malcom know if you want to refer kids, or adults who might want to come along to help supervise.
- Have put in for funding in collaboration with the Shire of Northam again to get night hoops.
- Looking at pool passes (10 entries to either Northam or Wundowie) to give the kids an activity not as a reward. For 10–17-Year-olds.

Question: Cr Mencshelyi

Is there much collaboration between the different youth groups working in Northam?

Jane: PCYC have a lot to do with NAHA House, Target 120, youth police officers, youth justice and high schools. They try as much as possible to work with others with the resources they have.

Community Safety Committee Meeting Minutes
15 November 2022



Jane informed the committee that it looks like Northam PCYC will get all blue light sound system and lights.

Wheatbelt road Safety Alliance - Update provided by Cliff Simpson

- 2 radio ads were put out from the Shire about road safety, Cliff suggests that he help with the content of the future ads.
- Cliff informed the committee that at a meeting between the Shire, District Police Office and WALGA there was a desire to roll out a package or suite of activities so the police can then deliver to their communities and region which will be all about behaviour.
- There is an interest in Heavy vehicles at Main Roads. To check road worthiness of trucks, permits and the like.

Cr Mensshelyi asked if Cliff has much contact with the Road Safety Commissioner Adrian Warner?

Cliff: Road safety commission is focusing on behavior, in particular the fatal 5. Cliff doesn't agree the focus should be all on the driver. Says the system designer has more responsibility for road safety than the system user.

SSGT Martin Glynn spoke about the Day of Action

- Planned for Thursday 17 November & will continue through to the end of the year and focus on heavy haulage as the consequences are catastrophic. And there are a lot of poor operators out there.
- Main roads will conduct compliance checks to have a chance to interact with the community and gather a positive response.
- Want it to be a high-profile effort. Want the industry to regulate itself in regard to safety.
- Fatigue and inattention are big factors in Wheatbelt crashes.
- Want to engage with growing road-based businesses to promote road safety among jobs involving heavy vehicles.
- There has been a big increase in grain movement.

Youth Wellbeing Plan – Email from Jo Woodruff

The next meeting is scheduled for November 16th and will be the first review meeting of the youth wellbeing plan 2019-2020 to look at the potential development of a new plan on December 7th. The long-term & short-term outcomes, & associated priority groups of a new plan would be determined by the committee based on their analysis of current local data (including Dept of Health, WAPOL, St John's Ambulance, Dept of Education etc). First draft expected before the first community safety committee meeting in 2023.

Jane Atterby states that the Youth Wellbeing Group may change from a strict youth focus to more of a community focus.

Chaired by Jo Drayton and Holyoake.

Community Safety Committee Meeting Minutes
15 November 2022



Jo Metcalf suggestion.

Look at our community safety plan & then provide it to Jo Drayton to potentially implement it into the strategy. Jane Atterby agreed.

Elizabeth Hoek: Youth at risk could incorporate all Youth groups, not just at risk. Jane states that they have spoken about that in meetings, potentially renaming Youth at Risk to be broader and accommodating to all youth groups.

6.4 COMMUNITY SAFETY COMMITTEE 2023 MEETING SCHEDULE

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	Nil

BRIEF

To determine the schedule of meetings of the Community Safety Committee for 2023.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Shire of Northam Community Safety & Crime Prevention Plan 2022 - 2026 Objective 1.1, Action 2 is that a schedule of yearly meetings is established in advance, ensuring that the Committee meets at least 4 times per year.

Meeting generally take place on the third Tuesday of the relevant month, immediately following the Roadwise Committee meeting. This was introduced as some of the committee members sit on both the Roadwise and Community Safety Committee. Lunch is to be provided.

Community Safety Committee Meeting Minutes
15 November 2022



B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 1: A safe community

Objective 1.1: Play our role in promoting a safe and crime free community

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

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There is a small cost associated with catering for committee meetings	Likely (4) x Insignificant (1) = Low (4)	There is budget provision for the community safety committee.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

It is recommended that a quarterly meeting schedule be determined for 2023, with additional meetings to be held on an as needs basis.

Community Safety Committee Meeting Minutes
15 November 2022



It is proposed that these meetings are scheduled to follow the Roadwise Committee meetings, which are held on the third Tuesday of each month. Meetings would commence at 11am at the Northam Recreation Centre, with a light lunch to be provided, unless otherwise advised.

The proposed meeting schedule is as follows:

- 14 February 2023
- 16 May 2023
- 15 August 2023
- 14 November 2023

COMMITTEE DECISION

Minute No. 099

Moved: Ulo Rumjantsev
Seconded: Cliff Simpson

That the Committee accepts that Community Safety Meetings will be scheduled for:

- **14 February 2023**
- **16 May 2023**
- **15 August 2023**
- **14 November 2023**

Meetings to commence at 11am, at a venue to be advised with a light lunch to be provided.

CARRIED 10/0

DISCUSSION

Ulo Rumjantsev asked the committee if there is consideration to potentially have future meetings occasionally held in Wundowie. Reasoning, that they make up a portion of the population that isn't represented.

Cr Julie Williams responded that it is something that can definitely be considered.

Acting SSGT Dan Claridge states that the community of Wundowie feel left out, would welcome a meeting being held in Wundowie.

Community Safety Committee Meeting Minutes
15 November 2022



6.5 AGENCY UPDATES

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	-
Press release to be issued:	Nil

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

Outcome 1: A safe community

Objective 1.1: Play our role in promoting a safe and crime free community

B.2 Financial / Resource Implications

Nil.

B.2 Financial / Resource Implications

Nil.

Community Safety Committee Meeting Minutes
15 November 2022



B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

External groups and agencies represented on the committee are encouraged to provide an update during the committee meetings.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

N/A

DISCUSSION

Amanda Marshall left the meeting at 12:27pm

Rose Power: Local Drug Action Group went to the Northam Ag Show and had 52 entries into the quiz in partnership with the Northam Roadwise Committee. Have funding for running Drug Driving adverts on the radio.

Tricia Chrimes introduced her role with Explorability. Individual advocate for people with disabilities in the entire Wheatbelt. On the road a lot and support people with state advocacy issues, not federal. So cannot do DSP or NDIS applications but can assist people with education, mental health and discrimination.

Community Safety Committee Meeting Minutes
15 November 2022



Christine Frank: looking at assisting people at finding affordable housing and other options.

Cliff Simpson: currently working with Shires such as Wyalkatchem, Toodyay, Dowerin, Gingin and York, who are considering a road safety management system be put into place to reinforce local government insurance. Cliff is moving away from community engagement and focusing more on local government to implement good road safety procedures.

Jo Metcalf: BKB is working on a scholarship/traineeship for Indigenous students to get a Certificate 1 in Aboriginal Tourism and pathways into employment.

SSGT Ross Eastman: WA Police provide similar type of scholarship – applications close 30th of November, 17 and 19 to train at the police academy in Perth. It would require them to relocate to Perth.

Jane Atterby: Kids are coming and hanging out at the PCYC in the afternoons as a reward for turning up to school.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. DATE OF NEXT MEETING

11am Tuesday 14 February 2023 at the Northam Recreation Centre.

9. DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Cr Julie Williams declared the meeting closed at 12:38pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday, 15 November 2022 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

**12.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 01
DECEMBER 2022**

RECOMMENDATION

That Council receive the minutes from the Local Emergency Management meeting held on 01 December 2022.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

01 December 2022

Local Emergency Management Committee Meeting Minutes
01 December 2022



DISCLAIMER

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

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

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

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

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

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

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

Local Emergency Management Committee Meeting Minutes
01 December 2022

Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	6
5.1	COMMITTEE MEETING HELD ON 02 JUNE 2022.....	6
6.	COMMITTEE REPORTS.....	7
6.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	7
6.2	LEMC EXERCISE.....	16
6.3	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS.....	40
6.3.1	Shire of Northam CESM Introduction.....	40
6.3.2	Purpose of LEMC.....	40
6.4	CORRESPONDENCE.....	41
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	41
8.	URGENT BUSINESS APPROVED BY DECISION.....	41
9.	SCHEDULED MEETINGS.....	41
10.	DECLARATION OF CLOSURE.....	41

Local Emergency Management Committee Meeting Minutes
01 December 2022



1. DECLARATION OF OPENING

Presiding Member, Cr C R Antonio declared the meeting open at 3.20pm.

2. ACKNOWLEDGEMENT TO 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

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Corporate Services	Colin Young
Community Emergency Services Manager (Executive Officer)	Alex Espey
Dept. of Fire and Emergency Service (Proxy)	Ash Smith
WA Police, Northam (Local Emergency Coordinator)	Martin Glynn

Non-voting Members:

Northam Bushfire Brigades (CBFCO)	Kris Brown
Department of Education	Shane Wynne
Dept. Parks and Wildlife – Perth Hills	Sonya Vlaar
Northam State Emergency Service	Cheryl Greenough
Water Corporation	Stuart Burnett
Dept. of Primary Industries & Regional Development	Jeff Russell
CEO	Jason Whiteaker
Acting Executive Manager Development Services	Jacky Jurmann
Acting Governance Officer	Tamika Van Beek

Gallery:

Dept. of Fire and Emergency Service	Andrae Moore
-------------------------------------	--------------

3.1 APOLOGIES

Voting Members:

Dept. of Fire and Emergency Service	Drew Graham
WA Police, Northam (Local Emergency Coordinator)	Ross Eastman
WA Police, Wundowie (Local Emergency Coordinator)	Aaron Honey
Dept. of Communities – Emergency Services Unit	Jo Spadaccini

Local Emergency Management Committee Meeting Minutes
01 December 2022

Non-voting Members:

Australian Defence Force
Australian Border Force
Main Roads WA Wheatbelt
Bushfire Brigades (CBFCO)
Dept. of Fire and Emergency Service
Silver Chain

David Wilson
Sharan Brown
Gren Putland
Chris Marris
Yvette Grigg
Dara Sagar

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Members:

Northam Regional Hospital

Jennifer Lee

Non-voting Members:

Northam Airport
Arc Infrastructure
Dept. of Communities - Housing
Fire & Rescue Northam
Fire & Rescue Wundowie
Aged Care (Juniper)
Public Health Nurse
Red Cross
SEMC Secretariat
Yongah Hill (SERCO)
St John Ambulance
Western Power
Dept. Parks and Wildlife – Wheatbelt
Salvation Army

Errol Croft
Clinton Lobb
Damian Cunnane
TBC
Jeffrey Roberts
Tony Carter
Anne Foyer
Erin Fuery
Yvette Grigg
Geoffrey Pitout
Matthew Guile
Brian Smith
Graeme Keals
Andrew Lee

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.*

Local Emergency Management Committee Meeting Minutes
01 December 2022



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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 02 JUNE 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.53

Moved: Mr Alex Espey

Seconded: Mr C Antonio

That the minutes of the Local Emergency Management Committee meeting held on 02 June 2022 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

Local Emergency Management Committee Meeting Minutes
01 December 2022



6. COMMITTEE REPORTS

6.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 02 June 2022. Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

Attachments:

Attachment 1: Department of Primary Industries and Regional Development Report – 05 July 2022

Attachment 2: Department of Primary Industries and Regional Development Report – 03 October 2022

Attachment 3: Wheatbelt District Advisory Report – November/December 2022

Department of Education:

- As on the start of 2023 Mandatory Cleaning will return to normal pre-COVID-19 cleaning.

Northam Bushfire Brigades:

- Only minor bushfire management has been necessary so far. Have not had to call in DFES support yet.

SES:

- It has been reasonably quiet so far.
- The SES have attended the Dumbarton Fires with the Incident Control Vehicle. And the Goomalling fire to assist with feeding the firefighters.
- Four SES members flew over to the Eastern States to assist with the flood efforts.
- The SES hold training on Mondays – they will be having a 3 week break from training from 14 December 2022 to 14 January 2023. They will still be available to attend incidents.
- The Co-location centre has now been completed – SES, Central Brigade, Incident Control Vehicle & Cadets are located there.

DFES:

- DFES are gearing up for the fire season.
- Most aviation resources are online as of today.
- Crews are already assisting with support through fires.

Local Emergency Management Committee Meeting Minutes
01 December 2022



- There was a risk of severe fires yesterday due to the heat and winds that didn't eventuate.
- Staff Resources – Northam DFES are fully staffed minus 1. But have the ability to pull staff from Perth if needed.

Shire of Northam:

- The new CESM officer is looking to moving forward in the future and is committed to further developing the LEMC to be a better asset to the community.

Department of Parks and Wildlife:

- Nothing of significance to report.

Water Corporation:

- The Water Corporation are currently ramping up show water for fire hydrants, Prioritising the hydrants around major assets i.e. hospitals and schools.
- Have a centrally located bush fire mitigation team run by the emergency management team.
- They have implemented the use of Snap send solve, so the community can easily report incidents/problems and attach photos to the reports. The more information available the better.

WA Police:

- Significant changes to staffing, Ross Eastman is the new incident controller, Martin Glynn has recently moved in to his position and Aaron Honey will be starting in the Wundowie area soon.
- WA Police have recently been engaged with DFES in various exercises with positive outcomes.
- A Road safety program is running at the moment, with a focus on major crashes. There is a major concern regarding heavy haulage and movements in the area and the likely risk of incidents.

Local Emergency Management Committee Meeting Minutes
01 December 2022



Attachment 1 – Department of Primary Industries and Regional Development Report – 05 July 2022



Department of
Primary Industries and
Regional Development

Agency Name:	Department of Primary Industries and Regional Development (DPIRD)	Date: 05/07/2022
Report prepared by:	Helen Kent	Position: Emergency Preparedness Coordinator – Incident & Emergency Management Branch
Situation Report:		
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • 7 plant pest/disease Level 1 & 2 Incidents • 0 animal pest/disease Incidents <p>2. State alerts and investigations – DPIRD currently investigating a further 3 pests and diseases.</p> <p>3. National alerts & investigations – DPIRD and other State jurisdictions continue to monitor reported outbreaks of African Swine Fever – Republic of Korea, Thailand, Vietnam, Malaysia Philippines and India, Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia, and Foot and Mouth Disease – Indonesia, noting that there is no known incidence of the three in Australia currently.</p> <p>4. Severe Tropical Cyclone Seroja (Recovery) – DPIRD's Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required.</p> <p>5. COVID 19 – DPIRD continues to support COVID awareness activities in accordance with Department of Health advices.</p> <p>6. DPIRD District Recovery Coordinator (Rob Cossart) continues to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division.</p>		
Issues:		
No issues to report		

LEMC Reporting Template

Local Emergency Management Committee Meeting Minutes
01 December 2022



Incident and Emergency Management

The **Department of Primary Industries and Regional Development (DPIRD)** plays a crucial role in emergency management to safeguard Western Australia's primary industries and regions, and support their growth by preventing and minimising the impact of incidents

DPIRD's role is as the **Hazard Management Agency (HMA)** for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- assisting with fish pest events;
- rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and
- assisting, within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency including by supporting DFES in managing grants as part of the Disaster Recovery Funding Arrangements WA (DRFAWA).

Local Emergency Management Committee Meeting Minutes
01 December 2022



Attachment 2 – Department of Primary Industries and Regional Development Report – 03 October 2022



Department of
Primary Industries and
Regional Development

Agency Name:	Department of Primary Industries and Regional Development		Date: 3 October 2022
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
Situation Report:			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • Seven (7) plant pest/disease level 1 & 2 Incidents • Nil animal pest/disease incidents <p>Plant pest / disease incidents include Polyphagous shot-hole borer in the Perth metropolitan area.</p> <p>Polyphagous shot-hole borer (PSHB) (<i>Euwallacea fornicatus</i>) is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.</p> <p>The Department of Primary Industries and Regional Development is responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:</p> <ul style="list-style-type: none"> • Conducting surveillance to determine the distribution of PSHB • Containing the pest to prevent further spread to non-infested regions within Western Australia • Providing advice and information to residents, industry and other stakeholders • Ensuring that all response activities are conducted safely, consistently and efficiently <p>Link to information about Polyphagous shot-hole borer Agriculture and Food</p> <p>Varroa Mite – DPIRD has been providing support to the NSW Department of Primary Industries which is managing an incursion of Varroa Mite in NSW. Varroa mites (<i>Varroa jacobsoni</i> and <i>V. destructor</i>) are the most serious pest of honey bees worldwide.</p> <p>Link to information about Varroa Mite (nsw.gov.au)</p>			

Local Emergency Management Committee Meeting Minutes
01 December 2022



<p>2. State alerts and investigations DPIRD is currently investigating a further two (2) pests and diseases.</p> <p>3. National alerts & investigations DPIRD and other state jurisdictions continue to monitor reported outbreaks of:</p> <ul style="list-style-type: none"> • African Swine Fever – FAO situation update in Asia and Pacific dated 15 September 2022 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal. <p>Link to information about African Swine Fever: https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en</p> <ul style="list-style-type: none"> • Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia • Foot and Mouth Disease – Indonesia <p>NB: There are, currently, no known incidences of these diseases in Australia.</p> <p>Information regarding Foot and Mouth Disease prevention is available on the WA government website: Foot-and-mouth disease advice for Western Australians (www.wa.gov.au)</p> <p>Information is also available on the DPIRD website: Foot-and-mouth disease: prevention and preparedness Agriculture and Food</p> <p>4. Severe Tropical Cyclone Seroja (Recovery) DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA (DRFAWA) assistance to primary producers impacted by TC Seroja.</p> <p>5. COVID 19 DPIRD:</p> <ul style="list-style-type: none"> • continues to monitor information from the Department of Health • communicates to staff regarding the management of COVID in the workplace <p>6. Southwest Land Division Fires</p> <ul style="list-style-type: none"> • DPIRD District Recovery Coordinator, Rob Cossart, is working in to support communities recovering from the bushfires which occurred in early February 2022. • Affected local governments: Corrigin, Narrogin, Bridgetown and Denmark 	<p>Issues:</p> <p>No issues to report</p>
---	---

Local Emergency Management Committee Meeting Minutes
01 December 2022



DPIRD's role in emergency management

The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery.
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.

UNCONFIRMED

Local Emergency Management Committee Meeting Minutes
01 December 2022



Attachment 3 – Wheatbelt District Advisory Report – November/December 2022



Wheatbelt District Advisor Report
November / December 2022

LEMA Review

Thank you to all Local Governments who took the time to participate in the LEMA review workshops. They were well supported across the state and the team are now preparing their recommendations report based on the feedback. The plan is to test some new approaches early in 2023 and produce a final implementation plan by mid-2023. Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

District Recovery Coordination Group (DRCG) - Trial

Rob Cossart the Chair of the DRCG (for the Shackleton Fires Complex and the Norseman East Fires) has called a meeting for the 16 November 2022 to ensure local government issues have been addressed and assess the pros and cons of district level recovery. I will ensure findings are shared with you as soon as they are to hand.

SEMC Website

The SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website.

The direct link is <https://www.wa.gov.au/organisation/state-emergency-management-committee>

All of the state arrangements (plans, policies procedures and guidelines), grant and funding details as well as information on current projects are available at this new location.

While every effort has been made to ensure that the old website links to the new for the short term at least, this does not always operate well. There has been some issues with links embedded within documents not working. Please let me know if you have any difficulties.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025

Local Emergency Management Committee Meeting Minutes
01 December 2022



Preparedness for the upcoming summer season

- Contacts lists updated, including holiday rosters. 24/7 contact details.
- LEMA including recovery plan is updated, read and understood by key personnel.
- Recovery coordinator and key personnel are aware of the National principles for disaster recovery.
- Welfare plans and caches/equipment checked.
- Plans printed and/or loaded onto thumb drives for ease of access.

Community Preparedness

A few ideas to share with your communities in regard to the forthcoming fire season...

Prepare your bushfire plan

Dangerous bushfires can start at any time. It's important to understand your risks and plan what you'll do to keep safe when a bushfire threatens your home and family.

One of the most critical things you can do is to make a bushfire plan. Take 5 minutes now to discuss these simple questions.

- When will you leave?
- What will you take?
- Where will you go?

It could save your life. **Start your plan now.** <https://mybushfireplan.wa.gov.au/>

Check bushfire location information in MyFireWatch.

MyFireWatch's intended audience is community-based users, particularly in remote and regional areas of Australia.

It provides useful map layers to assist people in the preparation and response to fire threats in their vicinity.

<https://myfirewatch.landgate.wa.gov.au/>

Yvette Grigg – Wheatbelt District EM Advisor

November 2022.

Local Emergency Management Committee Meeting Minutes
01 December 2022



6.2 LEMC EXERCISE

The regional LEMC exercise was held at the Northam Recreation Centre on 1 September 2022.

It is proposed to share the outcomes from the exercise, complete the brief scenario from the workbook and then complete the recovery component to build an up-to-date robust contact and resources register.

Attachments:

Attachment 1: Report – Avon Emergency Management Workshop/Exercise

Attachment 2: Participants Workbook – Avon Emergency Management Exercise

Attachment 3: Contacts List

Discussion:

- No further discussion held regarding Report or Attachments 1 & 2.
- Agencies are to correspond with the Shire regarding current contacts for the contacts list to be updated and distributed at a later date.

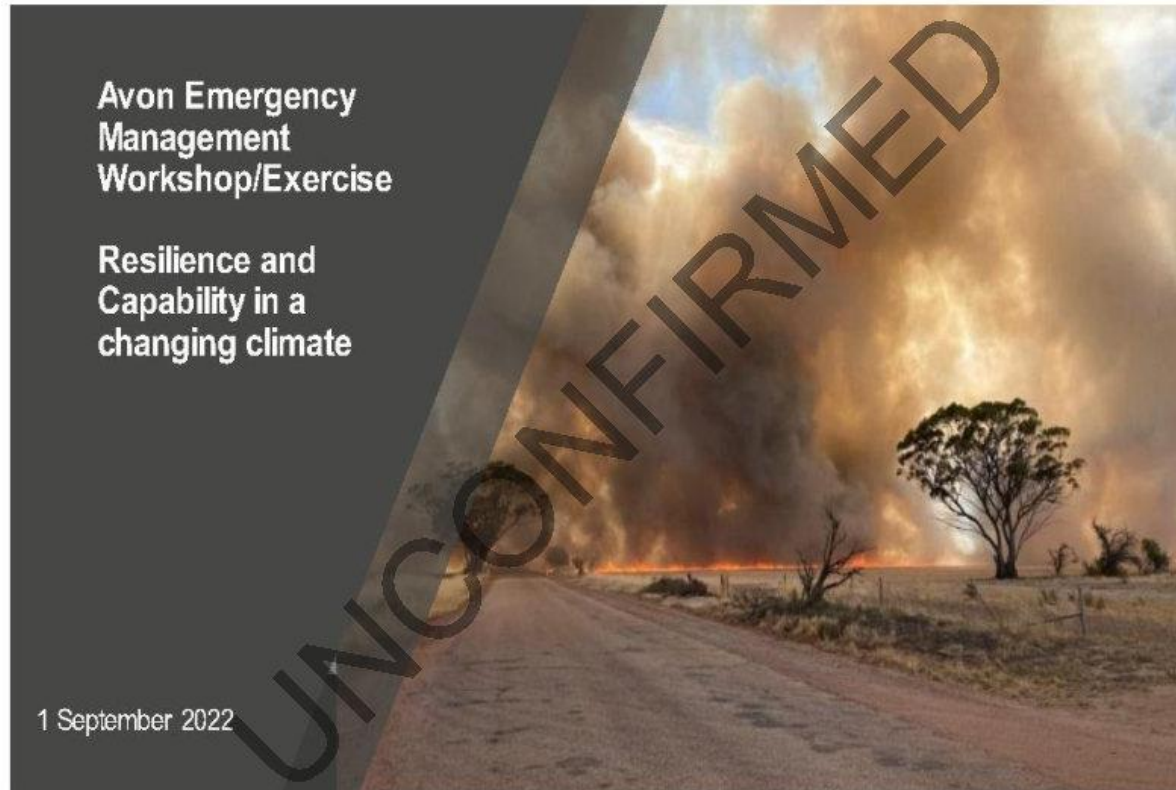
Outcomes:

- Agencies to review Part 8 – Contacts and Resources of the LEMA and provide up-to-date contact details. Contact details to also include those who would be available in an emergency.
- Shire to review Part 8 – Contacts and Resources of the LEMA to ensure that all relevant agencies and local service providers are included together with appropriate contact details.
- Revised Part 8 – Contacts and Resources of the LEMA to be reviewed and adopted at the next meeting for formal adoption by Council.

Local Emergency Management Committee Meeting Minutes
01 December 2022



Attachment 1: Report – Avon Emergency Management Workshop/Exercise



Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



CONTENTS

1. Executive summary.....	2
2. Findings and opportunities.....	2
3. The group think session	5
4. The Exercise/case study	8
5. Evaluation.....	12
6. Attendees.....	Error! Bookmark not defined.

UNCONFIRMED

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



1. EXECUTIVE SUMMARY

Overview.

The Avon Emergency Management Day held in Northam on 1 September 2022 was designed and facilitated to enhance understanding across Local Governments of the risks and impacts that could emerge as a result of our changing climate, and encourage local governments, agencies, and other organisations to begin considering how to build their communities' resilience and capabilities to better withstand these impacts.

The Wheatbelt DEMC recently endorsed a strategy of which one key priority was to assist strengthen relationships and coordination across organisations in the district by encouraging and supporting clustered activities such as this one.

A total of 55 participants attended from 8 local government areas and nearly all key agencies in the district were represented.
(see attendance list at section 6 of this report)

A presentation was given outlining some of the anticipated climate trends that can be expected and identifying some expected risks and challenges.

The workshop members were then asked to undertake a "Group Think" to discuss a series of questions to identify what a changing climate might mean for the Wheatbelt, what a resilient community might look like and what the LEMCs role in this might be.

After this discussion an exercise was held. The scenario was based on the weather conditions and experiences that arose from the Shackleton Bushfires that occurred in February 2022.

Section 2 in this report captures outcomes in two ways, firstly facilitator observations have been listed under "findings" and key actions which participants wanted to see progressed have been identified as "opportunities".

Please see section 3 and 4 for detailed outcomes as presented by attendees on the day.

There will be a need for community members to take on much more seriously the idea of a "shared responsibility"

Shire of Toodyay

2. FINDINGS AND OPPORTUNITIES

Findings

1. There was a great deal of interest in the subject of this workshop as shown not only by the large numbers present but also by the high level of attendance from the senior staff, leaders, and agencies from the Wheatbelt district. Attendees actively participated in a number of interesting discussions and were keen to address some of the more complex issues and work together to develop solutions. The building of relationships between neighbouring Local governments and organisations

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



together with the multi-agency approach to issues was considered by attendees to be very valuable.

2. Attendees worked together to paint a picture of what a changing climate could mean to their communities and built an excellent framework of what attributes a resilient community should have to limit these impacts. They also had proactive ideas as to how their LEMC could assist build more resilience. It would seem that it is not a lack of understanding that is impeding the Avon LEMCs from functioning well, but in most cases simply a lack of resources and prioritisation.

"A resilient community is a learning community"

CEO - Shire of York

3. Local Governments have a heavy reliance on CESMS in regard to Public Information and Initial actions. Very few local governments have formal processes, (particularly for 24/7 coverage) in regard to sharing weather and fire warnings with the wider community. Agencies appear to have more formalised processes.
4. The group emphasised the need to grow and maintain exceptional communication and coordination between all organisations to
 - o ensure lack of duplication of effort and resources.

- o Ensure good understanding of each agency's capabilities and limitations.
 - o To coordinate effective delivery of all resources and services.
5. Local Governments were uncertain that MOUs with each other or their neighbours would be particularly helpful. In large incidents Wheatbelt LGs may be impacted themselves, and in general have very limited resources so would be unable to be of any real assistance, particularly in the medium to long term. They agreed that this is an area that needs to be explored further.
 6. Communication during power outages remains a major issue and there is limited understanding and availability of contingencies, including radios, the STAND project and the unsuitability of town sirens.

Opportunities:

1. The Wheatbelt DEMA work with the SEMC project team who are reviewing the roles and functions of the LEMC and DEMC and share the outcomes of this workshop to provide background and guidance on the framework for the project.
2. The regional DFES office and Local Governments work together to develop a more robust process for communications of severe weather and warnings in the initial stages. Consideration could be given to standard Local Government email addresses such as "Communications Officers" as opposed to personal email addresses to ensure access 24/7.

Local Emergency Management Committee Meeting Minutes
01 December 2022



SEMC
STATE EMERGENCY
MANAGEMENT COMMITTEE

Report - Avon EM Workshop & Exercise 1 September 2022



3. Contact lists be examined and further developed and enhanced with considerations to who will be contacted if they are required out of hours. LEMC and DEMC contact lists may benefit from two sets of numbers, one to contact the member and one for operational (24/7) purposes.
4. Examination of DEMC and LEMC memberships to ensure appropriate representation, including social services and industry and any other organisations who may be able to provide assistance in the form of resources, either people, machinery advice or funding.
5. DEMC and LEMCs continue to hold cross boundary multi-agency exercises and activities across all organisations in the district to grow and maintain exceptional communication and coordination across the district.
6. The Wheatbelt DEMC and DEMA to research funding opportunities to determine if there is any opportunity to provide district wide resources that could be utilised by any LGs requiring them, particularly during preparedness and recovery
7. Local governments continue to explore avenues (other than formal MOUs with neighbours) that could be used to provide extra resources and support to the local government before, during and after a major event.
8. Further work be done in identifying vulnerable members of the community. Vulnerable members be encouraged to develop evacuation plans with their friends and family. The LEMC to consider other options for evacuation of vulnerable community members.
9. All organisations look at contingency plans for communications failure due to power outages. Development of a simple communications plan itemising a variety of communications methods and any contingencies can be included in the LEMA.

Catastrophic Fire Danger Rating

*"If you are not ready to leave today –
you should be"*

Shire of Toodyay

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



DETAILED OUTCOMES

3. THE GROUP THINK SESSION – RESILIENCE AND CAPABILITY IN A CHANGING CLIMATE

DFES superintendent Damien Pumphrey gave a presentation on the changing climate and possible risks and impacts that could be expected. After this a Group Think session was held. The following points were the key issues that participants noted from their discussions.

Q1. What does a changing climate mean for us?

It was generally agreed by members that the following impacts are likely;

- Longer hotter drier summers, creating longer and more severe fire seasons. This may mean that fires occur most months of the year. Farming practices will overlap more with high fire risk conditions, creating even further risk.
- Numbers of fires and duration of fires may increase. This may create a situation of nearly rolling incidents in fire prone conditions.
- Cyclones, storms and flood are likely to become more severe, with cyclones travelling further south more frequently as oceans warm.
- Water resources may be impacted.
- Drought and soil erosion are likely.

Q2. What impacts might occur and how will this affect our capabilities.

Members raised the following concerns in the face of these impacts:

- Coordination of firefighting resources and volunteers who will need to be available for longer periods will be vital to ensure health and safety of all fire fighters.
- The lack of a dedicated country fire service will hinder efforts to prepare and respond appropriately.
- More focus will need to be placed on prevention and preparedness, including funding. More funding to be spent on prevention and preparedness to assist reduce the impacts (and costs) of response and recovery.
- With the current shift in farming practices due to increasing technologies and the drying climate, there is a shift in population with the Wheatbelt demographic becoming older and often choosing to live further to the west of the District. This will pose further limits on the number of volunteers available.
- There may be an impact on the liveability of rural townships as services decline and incidents become more frequent.
- Health needs of residents during heatwaves and relentless dry and hot conditions will also have impacts on the health system.
- Residents and emergency service personnel may become so consumed with responding to the more common hazards, (fire, cyclone, flood storm) that

Local Emergency Management Committee Meeting Minutes
01 December 2022



SEMC
STATE EMERGENCY
MANAGEMENT COMMITTEE

Report - Avon EM Workshop & Exercise 1 September 2022



- preparedness for the rarer hazards (earthquake, animal and plant disease, pandemic) will be difficult to resource.
- With the likelihood of concurrent events happening across the district and this part of the state, it is likely that at times all resources will be greatly stretched to such a point that certain services may not be able to be maintained.
 - Community sustainability may be compromised in terms of the social, environmental and economic sectors.
 - There will be a need for community members to take on much more seriously the idea of "shared responsibility" They will need to be well educated in risk and likely impacts so they can make informed decisions in preparedness and have more buy in during the response and recovery periods.

Q3. Why do we want resilient communities?

- Look out for each other
- Support one another
- Welfare improves
- Stable community
- Develop sense of pride and ownership
- Can react quicker because of strong local relationships
- More prosperous
- Positive consistent messaging
- Point of difference in their community compared to others. Pride.
- Better prepared for all emergencies.
- Community is able to "bounce back" quickly after a crisis.

- Less long-term impacts.
- Less panic, have the ability to think ahead.
- Less economic impacts/recovery. Quicker recovery times.
- "It enables response and recovery to build on existing community structures and community networks already in existence."
- We want the community have ownership of the situation and their recovery.
- "Lives saved."

Q4. What attributes does a resilient community have?

- Connectedness, collaboration between all local organisations.
- Cohesiveness
- Strong community support networks.
- Helps with coordination because of strong contacts
- Attracts people to the community ie agency reps want to move there ie Police.
- Self-reliance, less reliance on assistance in times of crisis.
- Strong volunteerism.
- Is prepared and adaptive.
- Adaptive and strong leadership who listen to their community.
- Their planning is up to date, and continually improving.
- Open to new technology.
- "A resilient community is a learning community."
- Excellent mental health services for those impacted by disaster.
- Community ownership of issues.
- Community will lead and act in an emergency and interact with emergency services.

Local Emergency Management Committee Meeting Minutes
01 December 2022



SEMC
STATE EMERGENCY
MANAGEMENT COMMITTEE

Report - Avon EM Workshop & Exercise 1 September 2022



- Prepared with strategies, plans and are educated on risks.
- Diverse skills are acknowledged and recognised.
- Recognise differences and individual strengths.
- Understand their risks and likely impacts

Impediments:

- Red tape, afraid of litigation
- Detrimental effect on volunteers, ie WHS act 2020.

Q5. What is a LEMCs main purpose?

- Prevention
- Preparedness planning (LEMA)
- Training and exercises
- Education /knowledge re roles and responsibilities
- Local Response structure to support response in major incidents.
- Communication between agencies and local groups
- Coordination role for local emergency
- Focal point for recovery
- Bringing agencies together
- Communication facilitation
- Pools local knowledge
- Collaborates resources
- Planning role – preparedness/ mitigation
- Community driven
- Consistent messages
- Sets out baseline and accountability.

Q6. How can LEMCs assist to build resilience in our communities?

- Agency and local group contact points and network
- Awareness of support options available.

- Running exercises to build awareness
- Leadership
- Direction
- Pools resources
- Centralising coordination response
- Engaged planning, not just ticking a box, concentrating on continuous improvement
- Community engagement.
- Builds knowledge and awareness of risks, roles and responsibilities
- Be proactive in development of strategies to plan and also to share information
- Take responsibility for sharing information with community
- Ensures a coordinated response.
- Establish a profile of the community to assist understand the complexities for response and recovery.
- Developing and maintain continuity of EM planning and activities
- "Plan and conduct exercises – practice makes perfect, don't identify problems during a live event."
- Identifies risks
- Identifies limitations of each agency
- Identifies resourcing to respond.
- Maintains excellent contact and communication plans
- Assists to disseminate messages through effective communications ie radio comms if power is out. (comms plan)



4. THE EXERCISE/CASE STUDY BASED ON THE SHACKLETON BUSHFIRE COMPLEX FEBRUARY 2022

Aim

The aim of the exercise was to share the emergency management learnings that arose from the incident and highlight that in such extreme and catastrophic weather conditions, significant fires could occur anywhere across the Wheatbelt.

Objectives

1. To enhance understanding and improve processes in regard to initial actions and communications.
2. To ensure participants understand the role of multi-agency coordination groups.
3. To raise awareness of evacuation procedures, centres and first actions for welfare.
4. To improve understanding of initial recovery actions and processes.
5. To discuss any current procedures and capabilities within the district to identify any
 - a. Useful strategies – that could be shared
 - b. Existing gaps – that could be actioned for improvement.

Scenario

The fire shape from the Shackleton Fire was superimposed on maps of each local government in attendance, and the exact weather conditions were replicated to produce the exercise scenario. Local governments worked in their own groups with the assistance of agencies to address issues posed during the exercise.

Shire of Beverley – example scenario Map.



Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



Questions were asked against core capability areas, and the attendees' key issues and information as noted is listed below.

Objective 1. To enhance understanding and improve processes in regard to initial actions and communications.

Capability : Community Involvement – Public Information.

Questions related to internal processes for sharing of early weather and warning information, and actions that should be taken.

Local Governments

Generally have no formal processes in place.

Internal processes are often via the CEO and CESM, and other administration staff. No particular arrangements for out of hours for most LGs.

Distribution methods include

- Email distribution lists
- Social media
- SMS lists
- Whatsapp

CESM and EMO advise brigades.

Gaps identified in some LGs re access to website and face book – require communications officer to coordinate messaging, media releases etc..

Need to allocate and confirm roles and responsibilities.

DFES to add contact e.g. 'comms officers' to their distribution lists.

Agencies:

Have formal notification routes through their state offices. Have 24/7 rosters.

Preparedness Actions:

- Fuel and other preparation of vehicles
- Ensure level of volunteers available and standby crews.
- Check with all brigades understand response obligations
- Messaging to community and agencies
- Some agencies would enhance monitoring of the area and advise any departments likely to be affected.
- Raise awareness and update the CBFCC. Place LG staff as appropriate on call. Prepare resources.
- Contact neighbours
- Confirm vulnerable community members.
- CESM to start alerts, everyone on high alert.
- Use resources available.

Objective 1. To enhance understanding and improve processes in regard to initial actions and communications.

Capability : Community Involvement – Public Information.

How well does the group understand the FDR of catastrophic and any actions agencies or community members should take?

- Are you ready? Ready to leave, then leave.
- If you are not ready to leave today – you should be.
- Leave
- Be concerned
- Ensure you are prepared to act
- Regularly seek information and updates
- Not be in the district if possible.

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



- Agencies to be on high alert and at full preparedness.
 - Some agencies have formal processes they undertake to prepare. ie Telstra.
 - Total movement ban
 - Survival
 - Identify and notify high risk areas
 - Be prepared enact your bushfire plan
 - Seek accurate information that considers local conditions.
 - Dept of Education would close schools.
 - Use social media to communicate FDR of catastrophic with community
 - Police – heightened awareness
 - Water Corp – stop hot works. Check water tankers and prep fire mitigation teams.
- Do they understand the Bushfire Warning System?**
- No. they don't education required.
 - Agencies should use the system to trigger actions.
 - Some subdivisions have reasonable understanding, however further information roll out would be useful.
 - Those who are interested do. NO way to compel others.

- Confirm key contacts
 - Must include decision makers
 - Better coordination of resources as a result of shared knowledge.
 - Leadership and coordination
 - Sharing of expertise, and experience
 - Decision making
 - Information sharing.
 - Excellent means of communications between agencies and locals.
 - Essential to have right contact and ensure appropriate representation around the table.
- Location considerations**
- Space
 - Parking
 - Generator
 - Access to maps, whiteboards etc..
 - Communications?
 - Not too far from IMT, but not on top of.
 - Central location

Objective 2 To ensure participants understand the role of the multi-agency coordination groups

Capability : Emergency Response – Command Control and Coordination.

What is the purpose and benefits of an ISG?

- Coordinated approach
- Expert advice and experience

Capability: Resources -People, Volunteering, Finance and administration, equipment, critical resources.

What are some of the resources gaps and limitations that might be expected?

- People
- Experience
- Capacity to cope with evacuees
- Plant and machinery
- Fuel and ad blue

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



- Water and power
 - Air assets
 - Trained volunteers
 - Service providers including mental health
 - Lack of local staff due to fatigue and personal priorities.
 - Competition between agencies for practical resources, fuel, generators etc...
 - Trained staff
 - Evacuation centres stretched
 - Qualified personnel
 - Use multi-agency support groups to source and coordinate resources.
- How and where will additional resources be found?**
- Community
 - Industry ie CBH
 - Contractors
 - Work with other agencies to coordinate efforts and save time and resources
 - District, state, national
 - State ensuring appropriate coordination
- What proactive steps can be taken to improve availability of resources for the next major incident?**
- Funding for extra resources
 - Practice – exercises
 - Training
 - MOUs
 - More coordination, a more streamlined approach. Ensuring no duplication of effort and resources.

- Leverage relationships
 - Undergoing continuous improvement projects now to build a more resilient network
 - Internal and external funding opportunities
 - Explore options now, build excellent contact and resource lists.
-
- Objective 3: Capability: Emergency Response – Evacuation**
- Considerations for a functional evacuation centre**
- Proximity
 - Accessibility
 - Capacity practical essentials
 - Dept of Health are aware of vulnerable people.
 - Consider out of town options
 - Must have power backup.
 - Described in LEMA
 - Outside emergency area
 - Rec centres.
- Vulnerable people considered in evacuation. Who, how and where can they be evacuated to?**
- Neighbours / Family
 - Dept of communities,
 - LG
 - Only evacuate vulnerable members if it is absolutely necessary.
 - Use SJA, community bus.
 - Priority for medical patients.
 - LEMC has register of vulnerable residents.?

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



- Subdivision areas – develop hubs (armies) for knowledge and assistance.

Evacuation Planning in place

- Yes. Communications high priority make sure all agencies communicate.
- Danger of going through the motions but not knowing
- More awareness of what the plans contain

How can we deliver key messages including evacuation messages during a power outage?

- Preparedness
- SMS
- CB radios
- Word of mouth
- Beacons/sirens
- SMS distribution list
- CRISP wireless
- ABC radio
- Batley radios
- Bush telegraph, however that can work
- Claxon, semaphores, signal system, speaker vehicles

Objective 4. To improve understanding of initial recovery actions and processes.

Due to time constraints this objective was not exercised on the day. CESMS have been provided with the tools necessary to conduct this section of the exercise at their relevant LEMC meetings.

Objective 5. Discuss and note any useful strategies and existing gaps.

These have been captured formally in the findings and opportunities, and also informally by attendees who have listed actions to take back to their agencies and relevant LEMCs.

5. EVALUATION:

An evaluation form was provided, and a summary of outcomes is listed below.

- The effectiveness and management of the day was marked as good or excellent.
- The venue was large and echoed, sometimes hearing was difficult with so many attendees.
- Many agreed it highlighted some gaps and actions for them.
- Attendees appreciated the multi-agency discussions and networking. Found the teamwork around the table and sharing of ideas and information valuable
- More time needed to explore the exercise ideas thoroughly.
- The exercise scenario was effective as it was real and relatable.
- Broadened understanding outside of response.
- Built a better understanding of resilient communities.
- Attendees commented on the need for all to undertake strategic "district" thinking in large cross LG boundary events.
- Enjoyed meeting face to face.

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



6. ATTENDANCE

Name	Role	Agency
Joanne Reimers	DESO	Dept Communities
Lesley Watson	WACHS	WACHs Wheatbelt
Tim Dunlop	Comm Paramedic	SJA WA
Natasha Harradine	ABC	Chief of Staff
Terry Sillitto	DESO	Dept Communities
Kris Brown	DCBFCO	Northam Shire
Jacky Jurman	A/EMIDS	Shire of Northam
Jason Whiteaker	CEO	Shire of Northam
Hugo De Vos	MDR	Shire of Toodyay
Wade McMillan	Ranger	Shire of Toodyay
Jan Augustin	M/A	Shire of Toodyay
Tobie Prater	PCO	Shire of Toodyay
Charmaine Duri	EM	Shire of Toodyay
Susan Pearce	EM	Shire of Toodyay
Kim Madrel	St John	Shire of Toodyay
Kevin French	WAPOL	Toodyay Police
Dave Flaherty	WAPOL	Toodyay Police
Wesley Sutton	CDO	Shire of Toodyay
Kimberley Hardie	EDC	Shire of Toodyay
Suzie Haslehurst	CEO	Shire of Toodyay

Local Emergency Management Committee Meeting Minutes
01 December 2022



Report - Avon EM Workshop & Exercise 1 September 2022



Name	Role	Agency
Tabitha Bateman	MCCS	Shire of Toodyay
Rosemary Madacsi	President	Shire of Toodyay
Rob Towers	Ops Officer	DBCA Parks & W/Life
Peter Bentley	CEO	Shire of Goomalling
David Long	Works Mgr	Shire of Goomalling
Natalie Bird	DCEO	Shire of Goomalling
Fen Putland	IM	MRWA
D Pumphrey	DFES	DFES
Kari-Lee Falconer	DEMC/EMCREP	Dept Primary Industries
Brian Young	ESLO	Telstra
Trevor Stacey	Elected Member	Shire of Quairading
Peter Smith	Shire President	Shire of Quairading
Chris Linnell	CEO	Shire of York
Denese Smythe	Shire President	Shire of York
Chris Lawlor	Dept Shire President	Shire of Beverley
Stephen Gollan	CEO	Shire of Beverley
David White	Shire President	Shire of Beverley
Sinead McGuire	Local Recovery Coord	Shire of York
Kabe Redfern	OIC York	WA Police
Tony Vuleta	W/belt Dist Police	WA Police
Shane Wynne	Regional coordinator	Education
Doug Cook	Regional Director	Education
Rob Scantlebury	Superintendent	WA Police

14 | Page

Local Emergency Management Committee Meeting Minutes
01 December 2022



SEMC
STATE EMERGENCY
MANAGEMENT COMMITTEE

Report - Avon EM Workshop & Exercise 1 September 2022



Name	Role	Organisation
Troy Stanik	Ops Mgr	Water Corporation
Chris Antonio	Shire President	Shire of Northam
Daniel Birleson	DO EM	DFES
Simon Bell	CESM	Quairading
Ebony Francis	EMO	Shire of Toodyay
Troy Granville	CESM	Shires Beverley/York
Terry O'Dea	OIC Beverley	WA Police
Damien Pumphrey	Superintendent	DFES
Drew Graham	District Officer	DFES
Yvette Grigg	DEMA	DFES

Attachment 2: Participants Workbook – Avon Emergency Management Exercise

Avon Exercise
1st September 2022

Special Idea 1: Preparedness

On Thursday 3rd February following warnings issued from the Bureau of Meteorology, DFES sent out an email to all Local Governments and Volunteer Fire and Rescue Service brigades to advise them of elevated fire danger for the weekend. The advice included the information as below.

DFES Weather Outlook

- Very deep trough developing by the weekend.
- Peak along west coast **Fri/Sat** with hot conditions (**Severe FDR**)
- Peak inland **Southwest Land Division Sunday** with **40km/h+** winds, **40C+** temps. (**Extreme to Catastrophic FDR**)
- Snap change to deep low pressure system **Sun/Mon**
- Gusty W/SW change, **cold, wet, stormy**, possible severe weather warning?

In summarising the above information
Severe FDR's forecasted for Swan Inland North, (**Toodyay**) **Saturday/Sunday**
Extreme FDR's forecasted for **Mortlock, Ninghan, Jilbadgie** and **Avon** for **Sunday**

A teleconference has been called for Friday 4th February at 10:00 for all CBFCO's or delegates. A message will be sent out re meeting invitation.

1. Would your organisation be notified at this local level? How and who by? What would you do with the information? Is there a process in place for weekends/out of hours?

2. What actions might you take at this early stage?

Avon Exercise
1st September 2022

Scenario

In preparation for the incoming weather DFES has identified a Level 2 Incident Control team ready for deployment, and have "stood up" the Regional Operations Centre (ROC)

At 9:00 am on Sunday the 6th it was noted by the team in the ROC that the Avon weather district had reached Catastrophic.

The wind was coming directly from the North with gusts up to 72kms per hour, the temperature was 41 degrees, and the RH was 5.

**The Forest Fire Danger Index was Catastrophic at 145
and the
Grass Fire Danger Index was 213.**

(Note: Catastrophic = 100. Total Fire Bans are called at 50)

At 0923 on Sunday 6 February, a fire was reported on a farm approximately 55 kms north of town.

At 1246 a second fire was reported about 60 kms to the northeast of the town.

The fires are moving south very quickly with strong northerly winds behind them gusting over 70kms per hour. Temperatures are in the mid-forties. At the current rate of spread the northern fire is approximately 4 hours from town.

A wind change occurs at approximately 1500 hours which pushes the fires in a more easterly direction away from the town.

Please refer to your maps.

The power goes out across the Shire at approximately noon, including all of the major settlements.

Special Idea 2: Initial Actions

3. What does the Fire Danger Rating of Catastrophic mean to you? Should any specific actions be undertaken from your organisations perspective? How should community members respond to a Catastrophic FDR?

Avon Exercise
1st September 2022

4. Do you feel there is good understanding of the "Bushfire Warning System" (Advice, Watch and Act, Emergency Warning)? Should agencies use these warnings to trigger specific actions such as evacuations?

Impacts

5. Discuss the impacts and threats that will need to be managed in the immediate term. Place them into the 4 recovery areas as below,

Social

Built

Environment

Economic.

Avon Exercise
1st September 2022

Special Idea 3: Multi Agency coordination (response)

An incident management team has been formed and DFES as the Hazard Management Agency (HMA) has nominated an Incident Controller.

The Incident Controller has requested that an Incident Support Group (ISG) be formed.

6. What is the purpose and benefits of calling an ISG? What is your role?

7. Which agencies should be represented on the Incident support group for this emergency? What considerations should be given to where and how they will meet?

UNCONFIRMED

Avon Exercise
1st September 2022

Special Idea 4 – Resources

With multiple large fires occurring across the southwest of Western Australia, many agency's resources are being stretched.

8. What are some of the resources gaps and limitations that might be experienced?

9. How and where will additional resources be found?

10. What proactive steps can be taken now to improve availability of resources for the next major incident?

UNCONFIRMED

Avon Exercise
1st September 2022

Special Idea 5. – EVACUATION FOCUS

Thinking as if the scenario was occurring in your own town/community....

11. Where is the most appropriate evacuation centre for this incident? What do you need to consider? Who will decide on where an evacuation centre will be set up?

12. Are there any frail, elderly or other vulnerable residents that need to be considered during the evacuation? If so, how will they be moved and where to?

13. Is appropriate evacuation planning in place for all agencies and organisations? Are they aware of the internal triggers to enact evacuation and how to go about this?

14. As the power outage spreads across the Shire, how can residents receive warnings and public information?

What strategies can be used to assist affected residents to receive important messaging such as the requirement to evacuate?

Avon Exercise
1st September 2022

Special Idea 6– Immediate Recovery Actions

The following day....

The fire has been contained and controlled and DFES managers and volunteers are still present on the fire ground mopping up. Power is back on to most essential services, however many rural areas and homes are still without power. There are still many major ongoing issues being addressed which include; a percentage of minor roads remain impassable, ongoing clean-up and removal of fire effected properties, removal of dangerous trees, stock welfare, and much much more....

The evacuation centre is still open though most residents have found alternative short-term accommodation.

Issues:

1. Who is the recovery coordinator for your Shire?? List some of their key roles and functions.

2. This role is clearly not a task for one person. Have LGs identified other staff members who can assist? In a major recovery event, even more resources will be required, where can extra assistance be sourced?

3. What immediate recovery issues will need to be considered by the Local Recovery coordinator and the Local recovery coordination group?

4. What strategies might you use in the immediate term to assist and communicate with your community?

Local Emergency Management Committee Meeting Minutes
01 December 2022



6.3 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

6.3.1 Shire of Northam CESM Introduction

Alex Espey has commenced at the Shire of Northam as the Community Emergency Services Manager (CESM). Alex has had a lengthy career in emergency services, and comes to the Shire from the Bushfire Volunteers Association.

Discussion:

- Alex reiterated his desire to improve the effectiveness of the Committee going forward.

6.3.2 Purpose of LEMC

At the next meeting, it is recommended that the Committee discuss the purpose of LEMC and how to increase the effectiveness of the Committee in preparedness for any emergency events.

Discussion:

- The new CESM officer would like to encourage the whole group to consider how each agency could affect each other.
- The LEMC meeting needs to be developed correctly. Everything will flow on from there.
- We need a better understanding of each individual agency's capability.
- There has been a level of concern regarding attendance at the meetings but is potentially being caused by lack of direction in the agenda.
- Going forward it is recommended that the Committee review components of the LEMA at each meeting i.e. bushfire preparedness at this time of year. This approach will make sure the LEMA is update to date and the right people are in the room at LEMC meetings to guide the LEMA.
- There are certain legislative obligations of the group as well as legislative requirements for each agency involved.
- Going forward it may be worth looking at upcoming events and risks they could have to the community. Make the meeting more topical. i.e. Avon Decent – have the organisers come in to talk to the group and discuss risks.

Outcomes:

- The LEMC will review a risk component of the LEMA at each meeting to ensure that the LEMA is update to date.

Local Emergency Management Committee Meeting Minutes
01 December 2022



- The LEMC will begin to review potential risks of events may have to the community and invite event organisers to the meeting to discuss further in person.
- The upcoming dates for LEMC meetings will be reviewed to better cater for risk assessment of annual events. (i.e. Car Racing, Ballooning, Avon Decent etc.)

6.4 CORRESPONDENCE

IN:

Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 02 June 2022.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

9. SCHEDULED MEETINGS

New scheduled meeting dates after above mentioned review:

02 March 2023
06 July 2023
05 October 2023

10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3.55pm.

"I certify that the Minutes of the Local Emergency Management Committee held on Thursday, 01 December 2022 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

Cr C R Antonio declared an "Impartiality" interest in item 12.3 – Bush Fire Advisory Committee Meeting held on 06 December 2022 as Cr Antonio's brother is mentioned in the report.

12.3 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 06 DECEMBER 2022

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 06 December 2022.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accepts the minutes of the Bush Fire Advisory Committee meeting held on 13 September 2022 be confirmed as a true and correct record of that meeting.
2. Note the Community Emergency Services Manager Report as provided.
3. Appoint Greg Montgomery as a Fire Control Officer for the 2022/2023 season in accordance with the criteria in section 5 of the Shire of Northam Bush Fire Manual.
4. Note the Chief Bush Fire Control Officer Report as provided.
5. impose a Harvest, Vehicle Movement and Hot Works Ban for the following Public Holidays:

Saturday 24 December 2022 (Christmas Eve)	From 12 noon to midnight.
Sunday 25 December 2022 (Christmas)	Full day
Monday 26 December 2022 (Boxing Day)	Full day
Sunday 01 January 2023 (New Year's Day)	Full day
Thursday 26 January 2023 (Australia Day)	Full day
6. Request the Chief Executive Officer to provide a fire mitigation update through a standing agenda item to each Bush Fire Advisory Committee Meeting, and that brigades are consulted and engaged with on fire mitigation within their districts.
7. Request the Chief Executive Officer to provide the Bush Fire Advisory Committee with a detailed update on the specific WHS action items identified in attachment 3 (PPE / PPC – Fire Fighters) and attachment 4 (training) as approved at the December 2021 BFAC.

8. **Reconfirms the pivotal importance of private firefighting response to the Shire's ability to respond to bush fire incidents within the Shire of Northam and take steps to continue to support this firefighting resource.**
9. **Acknowledge the impact of decisions made around policies, training etc, in regard to these private response, particularly when made with limited lead time and during the fire season.**
10. **Appoint Sim Kuiper as a Harvest Ban Weather Officer for the 2022/2023 bush fire season, subject to training or RCC being undertaken.**

Council Comment:

While the Shire of Northam acknowledges the importance of private fire fighter response, the Shire of Northam is committed to the safety of all members of the community and wants to ensure the community understands the position in relation to 'unregistered volunteers'. Further to this the Shire of Northam is committed to providing a safe working environment for its volunteers and members of the community and is committed to continue to implement the outcomes and proposed actions associated with the OHS workshop undertaken in December 2021.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

6 December 2022

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



DISCLAIMER

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

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

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

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

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

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

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

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Contents:

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	5
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	6
5.1	COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022.....	6
6.	COMMITTEE REPORTS.....	7
6.1	COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	7
6.2	CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT.....	20
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	24
7.1	HARVEST, VEHICLE MOVEMENT AND HOT WORKS BAN 2022/2023... ..	24
7.2	FIRE MITIGATION STANDING AGENDA ITEM.....	26
7.3	IDENTIFIED WORK HEALTH AND SAFETY ACTION ITEMS.....	27
7.4	PRIVATE FIREFIGHTER RESPONSE.....	28
7.5	NOMINATION OF HARVEST BAN WEATHER OFFICER 2022/2023.....	32
8.	URGENT BUSINESS APPROVED BY DECISION.....	33
8.1	FIRE AWARENESS COURSE FOR NON-MEMBERS.....	33
9.	GENERAL BUSINESS.....	33
9.1	FUNDING FOR IRISHTOWN FIRE SHED.....	33
9.2	STATUS OF THE SHIRE BUSH FIRE MANUAL UPDATE.....	34
9.3	APPOINTMENT LETTERS FOR FIRE CONTROL OFFICERS.....	34
9.4	TECHNICAL DIFFICULTIES IN INKPEN AND GRASS VALLEY BRIGADES ..	34
9.5	STATUS OF WUNDOWIE FIRE SHED.....	34
9.6	STATUS OF INKPEN FIRE SHED.....	35
9.7	WUNDOWIE CORESPONDANCE.....	35
9.8	STATUS OF FIRE RATING SIGNS.....	35
9.9	PERMIT BOOKS.....	35
10.	DATE OF NEXT MEETING.....	35
11.	DECLARATION OF CLOSURE.....	36

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



1. DECLARATION OF OPENING

The Presiding Member, Mr Chris Marris, declared the meeting open at 5:31pm.

2. ACKNOWLEDGEMENT TO 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

Voting Committee:

Councillor – Shire of Northam	Maria Girak
Chief Bush Fire Control Officer	Chris Marris
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Bakers Hill Bush Fire Brigade	Kris Brown
Grass Valley Bush Fire Brigade	Mark Littlefair
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Aaron Smith
Wundowie Bush Fire Brigade	Chris Hudson
Northam Central Bush Fire Brigade	Kim Hampton
Wundowie Volunteer Fire and Rescue Service	Tristan Davey

Non-Voting:

Community Emergency Service Manager	Alex Espey
Irishtown Bush Fire Brigade	Murray McGregor
	Darryle Gray
Wundowie Bush Fire Brigade	Timothy Dean
Clackline Bush Fire Brigade	Joe Marasco
Clackline Bush Fire Brigade	Carla Millar

Staff:

Chief Executive Officer	Jason Whiteaker (arrived at 5:39pm)
Acting Executive Manager Development Services	Jacky Jurmann
Acting Governance Officer	Tamika Van Beek

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



3.1 APOLOGIES

Deputy Bush Fire Control Officer Simon Peters

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Committee:

Wundowie Bush Fire Brigade	Mathew Macqueen
Southern Brook Bush Fire Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery

Non-Voting:

District Officer Northam	Drew Graham
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

4. DISCLOSURE OF INTERESTS

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

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

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

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

*As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest*

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nomination of Harvest Ban Weather Officer 2022/2023	7.5	Chris Marris	Impartiality	Sim Kuiper is known to Mr Marris.
		Nic Dewar	Impartiality	Sim Kuiper is part of the same Brigade as Mr Dewar.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.289

Moved: Blair Wilding

Seconded: Kris Brown

That the minutes of the Bush Fire Advisory Committee meeting held on 13 September 2022 be confirmed as a true and correct record of that meeting.

CARRIED 11/0

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



6. COMMITTEE REPORTS

6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey, Community Emergency Services Manager
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

- Attachment 1: Open BFAC Decisions
Attachment 2: Terms of Reference
Attachment 3: WHS Progress

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

INTRODUCTION:

Mr Espey is delighted to join the team at Northam, and is looking forward to the future as it further develops emergency services.

Mr Espey has been impressed with the levels of engagement he has witnessed in the last two weeks, which he believes will make his transition into the role as seamless as possible.

Mr Espey has met with the Chief Executive Officer and Executive Manager where expectations and strategic priorities were discussed and outlined. Of the highest priority is the building of relationships with the senior leadership groups with a view of achieving a mutually beneficial direction to our operational capability to the community.

It is Mr Espey's wish to express his deep appreciation to outgoing Community Emergency Service Manager, Brendon Rutter, for his comprehensive handover. Mr Espey thanks him for his contribution to the Northam community and wishes him well for his future endeavours.

TERMS OF REFERENCE:

At the previous Bush Fire Advisory Committee Meeting it was advised that the committee's Terms of Reference would be provided (see attachment 2) for the committee's information in response to the query related to the role of the Leadership Group and the Bush Fire Advisory Committee.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



APPOINTMENT OF FIRE CONTROL OFFICER:

A nomination has been received from the Northam Volunteer Fire and Rescue Service for Greg Montgomery to be appointed as a Fire Control Officer. Mr Montgomery meets the training requirements for the position and is recommended to be appointed as a Fire Control Officer.

WHS Update

With the introduction of the Workplace Health and Safety Act 2020 (WHS Act), there are changes to the workplace health and safety laws in Western Australia. Importantly the new legislation makes it clear that volunteers are provided the same level of protection as paid employees. More importantly it is the strong desire of the Shire of Northam to ensure that it has appropriate systems, processes, practices and safeguards in place to provide a safe working environment for all volunteers.

It is important to note that ultimately it is the responsibility of the Chief Executive Officer, as the primary PCBU (person Conducting a Business or Undertaking – as defined by the WHS Act) at the Shire of Northam to put policies, practices and procedures in place to be comfortable that a safe working environment is in place for all volunteers.

As volunteers would be aware there was a workshop held in December 2021, which was used to help inform the administration on perceived risks and potential mitigation actions to provide a safe volunteer work environment. Staff, in liaison with the Chief Bushfire Control Officer and leadership team have been working through the actions, although progress has not been as quick as anticipated.

Attachment 3 provides an update of the consolidated risk register, with detail on progress made. Possibly the most important element not complied with is around volunteer refreshers or inductions, which ideally would have occurred prior to the season. This obviously has not occurred, however the new CESM will be looking to work with individual brigades over the fire season in the area of training and competencies.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.290

Moved: Kris Brown
Seconded: Nic Dewar

That Council

- 1. Note the Community Emergency Services Manager Report as provided.**
- 2. Appoint Greg Montgomery as a Fire Control Officer for the 2022/2023 season in accordance with the criteria in section 5 of the Shire of Northam Bush Fire Manual.**

CARRIED 11/0

Mr Jason Whiteaker entered the meeting at 5:39pm.

Discussion:

- The Community Emergency Services Manager provided an introduction and an overview of the above report.

Clarification was sought in relation to:

- In regards to Attachment 1 - Comment 4 on action item 12.1 notes that a review to the burning permit process was unable to be completed due to a Council endorsed SOP. Can the Community Emergency Service Manager distribute the mentioned SOP and advise when it was endorsed by Council.
Community Emergency Services Manager will provide the SOP and look in to the mentioned endorsement by Council.
- In regards to Attachment 3 – A number of the action items note that the action was to be raised at a meeting, but the understanding is that they have not been raised as yet.
This has been identified as a strategic priority by the Community Emergency Services Manager.
- In regards to Attachment 3 – Rows 18,19 and 20 refer to action outcomes PPC tab for more information, but that information has not been provided in the report.
Community Emergency Services Manager advised he would look in to this and provide further information.
- Also in regards to Attachment 3 – Item 27 notes that there has been no demand from members for an online awareness course. The CBFCO is

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



not aware of any attempts by the previous Community Emergency Services Manager to promote this course to members.
Acting Executive Manager Development Services advised that she is aware that information on the course was communicated to members in the past, but this can be promoted again to members.

UNCONFIRMED

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Attachment 1 – Open BFAC Decisions

Decision Date	Motion No.	Item No	Subject	Motion	Action By	Comments
19/10/22	C.4579	12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Community Emergency Services Manager Report as provided. 2. Endorse the 2022-23 Firebreak and Fuel Load Notice as provided in Attachment 1, subject to the following amendments: <ol style="list-style-type: none"> a. Online registration being added under 6.9 3. Note the Chief Bush Fire Control Officer Report as provided. 4. Review the burning permit process and include: <ol style="list-style-type: none"> a. That the FCO authorise permits only in their own geographic area, the permit in their name and signed by them. If the FCO is unable to carry this out, the FCO must be contacted first before approaching another FCO. b. As part of the review consideration be given to a paper based permit system run in parallel with the web based system used by the Shire. The local FCO could write out and issue the permit, take a photo of it on their phone and send this to the Shire thus allowing for an instant update of the Shires list of permits issued. c. That a database be developed by the Shire to record both paper based permits and online permits. d. Allow FCOs access to the database of all permits issued, run at the Shire by either records or the CESM to record any permits that are issued. e. Permits could have the facility to be revalidated by signature endorsement of the issuing FCO should prevailing conditions be acceptable for an extension. f. Facility on the permit for the permit holder to sign to acknowledge that they have read the conditions of the permit 	Brendon Rutter	04/11/2022 1. no action required. 2. Completed 3. Completed 4. Unable to complete due to Council endorsed SOP, no motion has been endorsed to alter existing SOP

Attachment 2 – Terms of Reference

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

1. Objectives of Bush Fire Advisory Committee

Northam Bush Fire Advisory Committee is established pursuant to Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954 within the local government boundaries of the Shire of Northam. The committee's objective is to provide efficient and responsive fire service and as a Committee to advise the Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

2. Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

3.1 Full voting members

- Chief Bush Fire Control Officer;
- Two (2) Deputy Chief Bush Fire Control Officers;
- Two (2) Shire of Northam Elected Members;
- One (1) delegate or proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades listed below:

Bush Fire Advisory Committee Meeting Minutes
06 December 2022

- Bakers Hill Bush Fire Brigade;
- Clackline/Muresk Bush Fire Brigade;
- Grass Valley Bush Fire Brigade;
- Inkpen Bush Fire Brigade;
- Irishtown Bush Fire Brigade;
- Jennapullin Bush Fire Brigade;
- Southern Brook Bush Fire Brigade;
- Northam Central Bush Fire Brigade; and
- Wundowie Bush Fire Brigade.
- One (1) delegate or proxy representative from Northam Volunteer Fire and Rescue Service; and
- One (1) delegate or proxy representative from Wundowie Volunteer Fire and Rescue Service.

3.2 Non-voting

- Shire of Northam Community Emergency Services Manager;
- Department of Fire and Emergency Service Northam District Officer; and
- Department of Parks and Wildlife Manager.

4. Meetings

The committee shall meet at least two times annually.

Additional meetings shall be convened at the discretion of the presiding person.

5. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

6. Duties and Responsibilities

The committee is to facilitate:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the Bush Fire Act 1954
- The formation of bush fire brigades
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified
- Provide guidance and advise to Council to the carrying out the functions of the local government in relation to bush fires.
- Develop and recommend to Council appropriate processes for bush fires.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



7. Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11.

8. Authority

Bushfires Act 1954, 22 January 2016
Section 67, Advisory committees

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

9. Committee

9.1 Chairperson

The committee shall elect one of their number to be chairman thereof in accordance with the Local Government Act 1995, section 5.12

9.2 Secretary

A Shire employee will fulfil the role of non-voting Secretary.

9.3 Quorum

The quorum at any meeting shall be half plus one of the number of offices.

9.4 Voting

Shall be in accordance with the Local Government Act, Section 5.21

9.5 Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

A copy of the unconfirmed minutes shall be forwarded to all members within fourteen (14) days of the meeting for endorsement at the next meeting.

Members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and

Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

9.6 Who Acts If No Presiding Member

Shall be in accordance with the Local Government Act, Section 5.14.

9.7 Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

9.8 Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

9.9 Brigade Reports

Each member brigade shall provide a brigade report to the meeting.

9.10 Working Groups

A working group can be established to carry out specific tasks. A working group will undertake only those duties specified by the committee.

9.11 Deputations

A person or organisation maybe invited to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Attachment 3 – WHS Progress

Former Response							
Identified Risk	Current mitigation acceptable	Future Actions Required	Timeframe	Response	Response		
1	Incorrect Uniform/PPE	Nil	Marking to encourage farmers to have PPE in their vehicles in case of fire emergency	Dec-21	Information provided when response stickers are provided to farm response 2. Educate via social media - apply for sticker, with information provided - August, weekly campaign	1. Provided as part of response sticker, email to all brigades with stickers, mid Oct. 2. Developing for release by mid Oct.	
2		Each fire appliance to be provided with 1 spare sets of PPE.	Refer to Attachment 'Outcomes - PPC' tab for more detailed information	Aug-22	(CSM) to request by Aug 1 st , Captains to inspect and report by end of August.	Reported as completed	
3	Lack of Organization / Education	Nil	Provide Rural Fire Safety course	Refer to Attachment 'Outcomes - PPC' tab for more detailed information	Oct-22	2 courses for September - awaiting confirmation	1. no longer able to deliver to external recipients (DPS Advice), only registered volunteers, this course is obsolete for registered volunteers as SSA & PPS is minimum training required to attend fire ground. Potential for RFA for Jeerup/Quin as farm response however not required at this stage due to High compliance level.
4		Promote use of CB/UHF 5		Dec-21	Refer point 1,	as per [1]	
5	No effective coordination on the fireground	IC or IC actively record Private Units			Leadership team - catchup for 2021 prior of the season meeting prior Oct 31 st Past reminder on intranet July-Oct	Pre Season BFCO meeting booked Oct 20th Pre Season BFCO meeting booked Oct 20th	
6		Section 6 fees fully			Past reminder on intranet July-Oct	Pre Season BFCO meeting booked Oct 20th	
7	Poor quality of former units	Provide a pre-season one-off event for free former unit checks	Look of potential to offer a prize as incentive to have units checked	Oct-22	1. hold event - Section 6 to provide operating private vehicles on fireground document with rural fire awareness course	Members to self certify against standards in "Operate Private Vehicles on Fire Ground" publication, as part of response sticker application.	
8	Lack of young farmer members of brigades	Marketing campaign to promote young farmers/people join volunteer brigades		February 2022 - October 2022	1. Commenced April 22, 2. Specific social media campaign, paid adverts Sep-Dec 3. Tap into DPS regional campaign with local focus	1. Some brigades have held open days and community info sessions with support from SON & CSM 2. Northam RFS brigades featured in a paid advert promoting service, any leads [2] passed onto brigades. 3. Extensive Campaign run by DPS now concluded.	
9		Investigate potential incentives for volunteers	Work with volunteering WA to identify opportunities	Aug-22	Staff investigating viable opportunities, report Oct	No action to date	
Fire Stations, Appliances and Equipment							
Mitigation Action	Current Status	Future Actions Required	Timeframe	Response	Response		
10	Undertake monthly workplace inspection	Nothing in Place	Brigades to undertake monthly workplace inspection during fire season.	Jan-22	1. All brigades provided with facility inspection form via intranet - Feb 22 - send again July 2022 2. Past message on intranet reminding to submit to records email for recording 3. Provide brigade reports to SON OSH committee and BAC	1. Complete, hard copies to be delivered to stations via pre season BFCO meeting. 2. To be completed 3. no action to date	
11		Pre-season Safety Inspection undertaken by Shire of Northam Safety Officer		Oct-22	Inspection undertaken on all facilities in June by CSM. 2. DPS command meeting to discuss outcomes of inspection with remedial works	1. complete 2. outcomes (minimal) to be discussed of pre season BFCO meeting	
12	Improved manual handling	Nil	Provide manual handling training to volunteers	Run training of each fire station	July - September 2022	1. speak to LGGS team re funding 2. manual handling for firefighters - refresher on core skills, and safe handling - internal training package to training officers 3. requirement for attendance records to be provided by training officers	1. no eligible for LGGS funding 2. no action to date, awaiting safety officer advice 3. no action to date
13	Vehicle Maintenance		Brigades to undertake weekly inspections of vehicles	Shire to provide check sheet		1. V-POWER form on intranet, DPS vet hub, and hard copies on station 2. Past on intranet reminding of requirements - August 2022 3. Substrate requirement for vpower to be sent to records email - August 2022	1. complete 2. complete 3. part of pre season BFCO meeting
14		Pre-season check of all vehicles to be coordinated by CSM		July/August	1. PO request raised for contractor, tentatively booked end of August 2. Appliance operational systems certification - annually - 3rd party contractor 3. Vehicle service - annual - local provider, complete by end of Aug 22	1. complete, all remediation works completed 2. complete 3. complete	

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



15			Provide vehicle repair forms to ensure any damage or maintenance requirements are identified and rectified		Jan-22	1. VFR books in appliances 2. Staff to investigate making intranet public + access by exception + volunteers. End of Aug	1. complete 2. Intranet available on station PCs & vehicle tablets only, seeking alternative options.
16	Driver experience / competence		Provide annual on road/off road vehicle training		July - November 2022	1. Offered in May, Wandawee & Bakes Hill looking at dates for volunteers. 2. Resend info in July for ECR 3. Promote to all members requirements for formal training to allow emergency driving, covered by exemption (Reg 280 & 281)	1. Bakers Hill & Wandawee only brigade to opt for course, Oct 29th 2. Course booked for 29th Oct 3. pre season training of brigade level, also discussion point of BFCO meeting
17			Require all drivers to observe the road rules and speed limits	Provide/Update SOP and distribute	Jan-22	1. Intranet message 2. CEO position - road rules apply in all circumstances, unless exemption applies due to formal training	1. Not yet completed 2. Not yet completed
18	Provide adequate Personal Protective Equipment		Issue equipment & Bf for purpose and volunteers are aware of the respective manuals of each original equipment manufacturer	Refer to Attachment "Outcomes - PPC" tab for more detailed information	Jan-22	1. PPC/E must be purchased from DRES approved suppliers and only for DRES approved PPC/E that have gone through R&D phase via DRES PAT team for operational endorsement + has a requirement of funding body.	1. No action required.
19			Provide washing machines of all fire stations and encourage, recommending all PPE be washed on site	Refer to Attachment "Outcomes - PPC" tab for more detailed information	As soon as practicable	1. Complete for all stations, Wandawee & Innes outstanding due to facility issues	1. No change
20			Investigate costs and guidelines around providing volunteers with two sets of PPE	Refer to Attachment "Outcomes - PPC" tab for more detailed information	Aug-23	1. Active member offers - collection of PPE with DRES approval since 2021, ongoing roll-out has occurred, with requests approved based on incident attendance 2. Invite active members to purchase additional ppe, speak to Captain/requirement officer, BFCO Regard.	1. currently in progress
Training							
	Mitigation Action	Current Status	Future Actions Required		Timescale		
21	Member training not as up to date as it could be	Minimum training requirements in place	Review minimum training requirements with Captains to present to BFCO	Refer to Attachment "Outcomes - PPC" tab for more detailed information	October 2022	1. Done command meeting prior to end of August - agenda item 2. Provide training register to all brigade training officers, all records collected live and held by DRES.	1. completed, with Captains provided opportunity to query training records with feedback provided to Captains for dissemination.
22			training registers up to date/maintained		Oct-22	1. Neighbors to inform training officer, to liaise with CESM for clarification of discrepancies 3. Members have until Dec 31 22, to identify and rectify training records	1. complete 2. Complete 3. No outstanding queries to date
23		SOP's in place			Immediate	1. all available via vol hub, via intranet 2. Critical SOP's on appliances in Red PAT folder	1. No action required. 2. complete
24			Advocate for additional training assessors to be approved through DRES	Refer to Attachment "Outcomes - Training" tab for further detailed information	Ongoing	1. Completed June 22, 4 vol T/A's 2. Bryan Petersen 3. Kris Brown 4. Mal Carter 5. Justin Fox 6. Collin Gray (development)	1. Complete
25			Promote flexible training arrangements, with a particular focus on night training to suit volunteers	Refer to Attachment "Outcomes - Training" tab for further detailed information	Ongoing	1. Training Officer meeting - August to determine training needs summer 2. Based on brigade feedback, linking of training guided to meet volunteer requirements	1. complete 2. complete
26	Minimum Training Requirements (Fireground and Positions)	Minimum training requirements in place	Settle on Minimum training - minimum expectations for readiness to meet out of DRES requirements to ensure safe jobs	Refer to Attachment "Outcomes - Training" tab for further detailed information	Oct-22	Refer point 21	1. Currently under review via BFM review process
27			Provide Minimum training before a volunteer could be active on the Fireground - Utilise DRES Guidelines	Refer to Attachment "Outcomes - Training" tab for further detailed information	Jan-22	1. September date TIC for ABMS awareness online, regional laptops 2. RCC process for basic courses by Oct 31" 3. Already a pre-requisite for new members. 4. RCC process approved by DRES in June, approved for brigade roll-out ASAP. 5. More 2 nd August @ Bakes Hill 6. Thus 1 st Sep @ Northam Co-Location 7. Jul 10 th Sep @ Onas Valley 8. Identify volunteers (active) for RCC process (in 14 days) prior letters manual provided to volunteer Assessment - open book, assessment conditions practical assessors to follow written	1. No action to date, no demand from members with opportunities provided 2. Complete 3. No change 4. complete, potential for additional course 5. Cancelled due to lack of interest 6. Moved to Southern track 7. Completed 8. Completed, positive initial response, many more required

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



28	Maintain Skills		Require pre-season competency-based training / annual induction prior to fire season commencement		Dec-22	<ol style="list-style-type: none"> 1. Framework developed. 2. Process developed, sent to EVIDS 3. Captains/batcade leadership team to deliver 4. Requirement for active members prior to Oct 31st, to be provided to all. 5. New members prior to active duty 	<ol style="list-style-type: none"> 1 Framework developed, not implemented without approval of CEO, EVIDS supportive 2. Completed MI feedback received. 2. Requires formal direction from CEO 4. No actioned, without formal direction from CEO 5. new members must completed training packages in full.
----	-----------------	--	---	--	--------	---	--

UNCONFIRMED

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT

File Reference:	5.1.3.1
Reporting Officer:	Chris Marris, Chief Bush Fire Control Officer
Responsible Officer:	Chris Marris, Chief Bush Fire Control Officer
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the CBFCO.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

Bush Fire Advisory Committee Meeting Minutes
06 December 2022

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

C. OFFICER'S COMMENT

It was pleasing to again see seasonal conditions allow for the restricted burning period to go unchanged this year, and again to the credit of the community, it appeared to be well respected. The weather has also seen no HVMB (at the time of writing) needing to be declared due to weather, which is pleasing, although the mild weather has delayed harvest.

It has been an extremely busy couple of months for the leadership team – thankfully not because of too many incidents but instead responding to changes in the Australian Fire Danger Rating System, pre-season activities and working with the Shire around proposed changes in policies and procedures.

With the implementation of the new fire danger rating system, apart from training and getting access to the new State Fuel Viewer, a number of procedures and processes have needed review and updating.

Firstly the leadership team has been working on a harvest, vehicle movement and hot works ban procedure to support the decisions around implementing harvest bans. While the legislation is clear as to when these must be applied, understanding when they should be applied and how (i.e. responsive or pre-emptively) has required consideration. This will be an evolving document as we understand how fire behaviour indexes look in a local context.

The leadership team has also reviewed and expanded the mobilisation matrix which is a document that helps supports the decisions around the initial mobilization of Brigades, FCO's/CESM and resources. The trigger point for this is the fire danger rating/fire behaviour index. This document has also been expanded to give better consideration to incidents like structure fires, national infrastructure, UXO etc.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Finally, the leadership team has tried to develop a decision support matrix to assist with making appropriate and informed decisions around the use of private response at incidents. This document is still in consultation with the Shire.

Much work to has been done to try to ensure that we are ready for the fire season.

A pre-season BFCO forum was held in mid-October and again was well attended.

The planned scenario night had to be cancelled only hours beforehand due to an incident at the time (much like this BFAC). The timing meant it was going to be difficult to reschedule before the season, so a date will be scheduled for the new year. Thank you to Kris Brown for his work preparing for this. The road scavenger hunt, a fun activity designed to build teamwork and problem solving also, unfortunately, did not proceed due to numbers.

New CESM

I would like to take this opportunity to welcome Alex to the role of CESM. My team and I are looking forward to a strong, productive and constructive working relationship with Alex and will look to support him as much as possible as he finds his feet in the role, clears any backlog, and gets stuck into the important tasks ahead. Welcome Alex.

Bush Fire Manual

Work on this document has slowed largely due to the leadership's focus on some of the above pressing pre-season operational matters. I thank the Shire for its understanding and I look forward to progressing it more quickly as some of the urgent operational matters ease.

Brigades

November 22/23rd saw five incidents occur within 24 hours, with additional incidents in neighbouring Shires. I thank members for their work during these trying hours – I know I saw some of the same members at three different incidents over those couple of days. It did, however, highlight that many brigades are currently experiencing pressure on the numbers of active volunteers, making it that more difficult to get full crews along with second and third shifts. There is obviously a range of reasons for this, but the circumstances will need understanding and support by all to keep and rebuild as much depth as possible.

Christmas Leave

Finally, a reminder that I will be taking seven weeks' leave from mid-December. During this time, Northam Deputy 1 (Simon) will be the acting Chief and Northam Deputy 2 (Kris) will be acting Deputy 1. Kris will take responsibility for

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



implementing weather based HVMBs during this time. The BFCO team will be briefed on arrangements closer to the time, along with the DFES Office and neighbouring Shires.

So while I will not be here myself, on behalf of the leadership team, I would like to take this opportunity to thank all members and staff for their service and dedication this year. We wish you all a calm (in terms of incidents) and a safe Christmas and look forward to working with you in the New Year. Merry Christmas.

Chris Marris

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.291

Moved: Nic Dewar

Seconded: Blair Wilding

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

CARRIED 11/0

Discussion:

- The Chief Bush Fire Control Officer welcomed the new Community Emergency Services Manager and provided an overview of the above report.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

7.1 HARVEST, VEHICLE MOVEMENT AND HOT WORKS BAN 2022/2023

BACKGROUND

The current harvest is set to again be above average combined with a delayed start to harvesting due to seasonal conditions. While Harvest Vehicle Movement Bans are designed to manage fire risk, and availability of resources to respond to incidents, we must balance this risk with the cost and impost on industry and the community more broadly.

This festive season will again see Christmas and New Year's Day fall on a weekend, meaning that there are additional public holidays. Without adjustment to the Shire's policy on Harvest Vehicle Movement Bans for this season, it is felt by many that this balance of risk and impost may not be weighted correctly.

As such, an amendment to the policy for this season is proposed as follows:

Day	Date	Holiday	Shire Policy	Proposed	2021/22
Saturday	24-Dec		HVMB	From 12noon	
Sunday	25-Dec	Christmas Day	HVMB	HVMB	HVMB
Monday	26-Dec	Boxing Day	HVMB	HVMB	HVMB
Tuesday	27-Dec	Christmas Day Public Holiday	HVMB		
Wednesday	28-Dec				
Thursday	29-Dec				
Friday	30-Dec				
Saturday	31-Dec		HVMB		
Sunday	1-Jan	New Year's Day	HVMB	HVMB	HVMB
Monday	2-Jan	New Year's Day Public Holiday	HVMB		
Thursday	26-Jan	Australia Day	HVMB	HVMB	HVMB

As can be seen by the above table, what is being proposed is in line with last season with one change. The rationale behind the Harvest Vehicle Movement Ban being applied this year from 12 noon on Christmas Eve is that, unlike last season, this year will see Christmas Eve being on a weekend. It is felt that this may reduce volunteer numbers earlier (i.e. they head out of region Friday evening after work). It was felt that the fire risk is reduced in the AM, and thus

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



appropriate for the community to continue their activities until mid-day when the fire risk increases.

MOTION / COMMITTEE DECISION

Minute No: BFAC.292

Moved: Chris Marris

Seconded: Rob Herzer

That Council impose a Harvest, Vehicle Movement and Hot Works Ban for the following Public Holidays:

- | | |
|---|-----------------------------|
| - Saturday 24 December 2022 (Christmas Eve) | - From 12 noon to midnight. |
| - Sunday 25 December 2022 (Christmas) | - Full day |
| - Monday 26 December 2022 (Boxing Day) | - Full day |
| - Sunday 01 January 2023 (New Year's Day) | - Full day |
| - Thursday 26 January 2023 (Australia Day) | - Full day |

CARRIED 10/1

OFFICERS COMMENT

Officers support the proposed motion.

Clarification was sought in relation to:

- The Shire's policy on enforcing fire bans for the entire weekend of a public holiday and the proposed dates for this fire season. Clarification was provided by the Chief Bush Fire Control Officer on the proposed dates for fire bans this season.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



7.2 FIRE MITIGATION STANDING AGENDA ITEM

BACKGROUND

As Chief Bush Fire Control Officer and presiding member of Bush Fire Advisory Committee I have been calling for the inclusion of mitigation as a standing agenda item for this meeting for over 12 months. Despite these ongoing requests, mitigation has not received more than passing mentions at this forum. I believe that more focus and engagement on mitigation is needed and by including this as an agenda item at this forum, Brigade delegates and the broader brigade membership will have a greater awareness of current and planned fire mitigation activity within the Shire of Northam.

Further to that, Brigades have a great understanding of their local Brigade districts and areas of risks within those districts. The periodic engagement and consultation on mitigation activities within their Brigade district will help ensure that no gaps are missed, as well as provide greater insight as to how the brigade may assist with any mitigation activity. With a new staff member dedicated to this mitigation space, the capacity for this consultation and engagement should hopefully be greater than it has perhaps been in the past.

MOTION / COMMITTEE DECISION

Minute No: BFAC. 293

Moved: Chris Marris

Seconded: Kris Brown

That Council request the Chief Executive Officer to provide a fire mitigation update through a standing agenda item to each Bush Fire Advisory Committee Meeting, and that brigades are consulted and engaged with on fire mitigation within their districts.

CARRIED 11/0

OFFICERS COMMENT

The Bushfire Risk Management Coordinator role is a shared between two (2) other Local Government Authorities and reports to the Bushfire Risk Management Officer for the Goldfields Midlands Region. All brigade queries related to mitigation within Northam are required to be raised through the Community Emergency Services Manager.

The BRMC will attend BFAC where possible to provide an update on the projects and will also contact brigades, as needed, during planning and implementation stages.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Clarification was sought in relation to:

- Adjustments to the motion between published versions of the agenda document, was this intended?
Chief Bush Fire Control Officer clarified the intent of the changes to the motion of the report.
- How can the Fire Mitigation Officer be contacted?
Any questions should go through the Community Emergency Services Manager. The Fire Mitigation Officer works separately to the Bush Fire Advisory Committee. A report will be provided to the Committee by the Fire Mitigation Officer, but discussion will not be available during the meeting. This forum is to provide updates and anything outside of that may be available through workshops.

7.3 IDENTIFIED WORK HEALTH AND SAFETY ACTION ITEMS

BACKGROUND

In late 2021, a Work Health and Safety (WHS) workshop was held with brigades to identify WHS risks and priorities for volunteer fire fighters within the Shire of Northam. While a number of areas were identified, two focus areas were identified and put to the December Bush Fire Advisory Committee. This was in addition to the Shire of Northam self-developed 'attachment 2'. Despite requests by the leadership team on multiple occasions since this time, updates on attachments 3 and 4 have not been provided, with only updates provided on the Shire's attachment 2.

As we are now in the next fire season, it would be highly appropriate for an update and consultation on these two Brigade led documents.

MOTION / COMMITTEE DECISION

Minute No: **BFAC.294**

Moved: **Chris Marris**

Seconded: **Nic Dewar**

That Council request the Chief Executive Officer to provide the Bush Fire Advisory Committee with a detailed update on the specific WHS action items identified in attachment 3 (PPE / PPC – Fire Fighters) and attachment 4 (training) as approved at the December 2021 BFAC.

CARRIED 11/0

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



OFFICERS COMMENT

This has been provided already in the current Agenda.

Discussion:

- The Chief Bush Fire Control Officer provided background information in relation to the above item. It was noted that Attachment 3 in the Community Emergency Services Manager report (6.1) is not the same as the attachment noted in the minutes referred to in the motion of this item. No specific update to attachments 3 and 4 has been provided since they were approved in the WHS workshop in late 2021. The Community Emergency Services Manager will look in to this further and provide an update in due course.

7.4 PRIVATE FIREFIGHTER RESPONSE

BACKGROUND

The structure of firefighting response in Western Australia has been built on and continues to rely on private firefighting response in addition to formal brigades in rural and regional areas of Western Australia. While the importance of our trained volunteer fire fighters responding to fire incidents in both official and private appliances cannot be understated, this often works in consultation with non-member private firefighting response, particularly early in an incident, where distance means that official brigade response can be 30 or more minutes after an incident starts.

All fires start small and often private response is the difference between keeping a fire this way and not. On bad days there will never be enough fire resources, and experienced and well set-up private firefighting resources can play a pivotal role in supporting official appliances and members in protecting life and community infrastructure.

While we note the Shires need and focus on WHS of all volunteers including 'spontaneous volunteers' a suitable approach must be found where these private resources can be used safely rather than simply saying they cannot attend an incident and/or not be allowed to effectively help. Consideration must of course be given to the WHS of the 'spontaneous volunteer', but it must also be given to the risk that registered volunteers and the broader community will face as a result of bigger and more protracted incidents.

Recent social media posts by the Shire such as around vehicle response stickers (subsequently edited) and 'volunteer recognition' with the later noting "Historically we have had assistance from 'unregistered' volunteers on a fire site, however with recent changes to Work Place Health and Safety legislation

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



in Western Australia this will no longer be possible. To be active on a fire ground you will need to be a registered volunteer" do not appear to meet this balance, particularly when implemented without warning or consultation, and during the fire season.

While most would be supportive of growing the membership of brigades with those who have traditionally being private response, this will not be suitable for all members of the community and indeed goes against recent pushes by the Shire to see members who were not active on official appliances removed from Brigade membership lists. Even if private response can be encouraged to join brigades and undertake training, this would take time, so immediate steps by the Shire to stop private response during a (high fuel load) season, would significantly impact upon the firefighting capability of the Shire.

MOTION / COMMITTEE DECISION

Minute No: BFAC.295

Moved: Chris Marris

Seconded: Aaron Smith

That Council

- 1. Reconfirms the pivotal importance of private firefighting response to the Shire's ability to respond to bush fire incidents within the Shire of Northam and take steps to continue to support this firefighting resource.**
- 2. Acknowledge the impact of decisions made around policies, training etc, in regard to these private response, particularly when made with limited lead time and during the fire season.**

CARRIED 11/0

OFFICERS COMMENT

The Shire administration acknowledges the importance and role farmer response plays in terms of fire response to the community, however it is the Shire's responsibility to manage risk in accordance with the recommendations of its insurer and it will continue to provide ongoing advice on its position as it comes to hand.

Discussions:

- The Chief Bush Fire Control Officer provided background regarding the above report.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



Clarification was sought in relation to:

- Is the Shire still waiting for information from their insurer?
The Chief Executive Officer advised that the Shire are not waiting further information from the insurer. The Shire have provided clarity on their position to brigades and the community and the position should be similar across the state.
- There being a recent situation where private fire fighters attended a fire but did nothing to prevent the spread of the fire and waited for the brigades to arrive due to the recent communicated stance of the Shire. The Chief Executive Officer reiterated that the Shire of Northam's position on this matter is clear. The aim has been to ensure that members of the community and volunteers are aware of the facts of the matter and where people may stand from an insurance and liability perspective. The alternative is to let private fire fighters assist in fighting fires, knowing that there is no insurance covering them should anything happen. The Shire's responsibility is to the community/people – we are merely being open and honest with our community.
- Clarification on the Shire's stance on if the preference is encouraging private fire fighters to be registered as a brigade member or registered with an incident controller.
The Chief Executive Officer advised that the default should be to encourage members of our community who would like to attend fires to register with a brigade as a volunteer, where they can be provided with appropriate resources including PPE and training.
- In the context of this fire season, if we have community members who want to join the brigades, this could be problematic given the timeframes around training.
Staff advised that everything would be done to provide formal training and/or competency based training/assessments (which would be recorded formally) to enable volunteers to assist where appropriate.
- Some farmers who have been historically on brigades, have or are willing to get the basic training but don't want to have to go to every brigade meeting or fire this is currently outlined as part of the Shire policy. The Chief Executive Officer advised that the most important element is to ensure that our volunteers are competent to be active on the fire ground.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



- How the Shire expects the brigades to turn away private fire fighters who turn out to assist with active fires.
The Chief Executive Officer advised that if the volunteers are turning out in a private appliance, the appliance should have a sticker to identify they are fit for purpose.
It is understood that when a volunteer first attends a fire and an Incident Controller is assigned, there is a lot happening. However, the safety of our volunteers and the community are paramount. It is therefore incumbent on the incident controller to take actions which are reasonably practicable to ensure that only registered volunteers and appliances are being used on a Shire controlled fire ground in high risk area's. The brigades will need to work to reasonably practicable standard, such as initiating the conversation with the private fire fighters or sending out a call over the radio requesting all private fire fighters to report back to the incident controller immediately. The brigades need to be aware that if they are aware of private fire fighters being on site and they are signing off on them being there they become responsible for them – unregistered volunteers should be assigned generalist low risk tasks only and be directly supervised.
- The communication presented to the community by the Shire was worded to say that the Shire has taken a hard stance against private fire fighters, was this not too harshly worded?
The Chief Executive Officer advised that the Shire wants to be clear with the community and leave no room for ambiguity – again our focus is getting people who want to help on the fire ground registered as volunteers, so they can assist safely.
- Some of the Fire Control Officers have not been receiving communications regarding what the policies are or updates in general, how are these things being communicated.
The Acting Executive Manager Development Services advised that they are being communicated via facebook and other social media. It was noted that the SMS system may need to be used as well to ensure the message is reaching a wider range of individuals.
- It was raised that there is not enough awareness by private fire fighters to use Channel 5 on a fire site.
The Chief Executive Officer agreed that this would be good information to be communicated to the community.

The Community Emergency Services Manager left the meeting at 6:30pm.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



The Community Emergency Services Manager returned to the meeting at 6:32pm.

7.5 NOMINATION OF HARVEST BAN WEATHER OFFICER 2022/2023

BACKGROUND

The Inkpen Fire Brigade as one of the brigades that are on the western edge of the Northam Shire district has for many years provided a Fire Weather Officer. The Bushfire Manual under section 5.5 Harvest Ban Weather Officers provides some criteria for the appointment /nomination of a Weather Officer, including having undertaken the Fire Control Officer course or taken a refresher in the last 10 years, along with having local knowledge and involved in agricultural activities.

It is with this understanding that Sim Kuiper has been nominated, and has accepted the nomination by the Inkpen Bush Fire Brigade, to represent the Northam Shire and the Inkpen Bush Fire Brigade as a Harvest Ban Weather Officer for the 2022/23 Bush Fire Season.

MOTION / COMMITTEE DECISION

Minute No: BFAC.296

Moved: Nic Dewar
Seconded: Kris Brown

That Council appoint Sim Kuiper as a Harvest Ban Weather Officer for the 2022/2023 bush fire season, subject to training or RCC being undertaken.

CARRIED 11/0

OFFICERS COMMENT

The nomination of Sim Kuiper is not supported due to his training not meeting the minimum requirement for appointment as required in the Shire of Northam Bushfire Manual. The appointment would be supported subject to training or RCC being undertaken.

Discussion:

- Chief Bush Fire Control Officer provided background information of the above report.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



8. URGENT BUSINESS APPROVED BY DECISION

8.1 FIRE AWARENESS COURSE FOR NON-MEMBERS

It was raised that the Shire of Northam should write to the DFES Commissioner to request that the Fire Awareness course be offered to members of the public that are not involved as a Fire Service member. A response from DFES should be provided to the committee prior to the first Bush Fire Advisory Committee meeting of 2023 so the item can be tabled at that time.

Background:

The Rural Fire Awareness (RFA) course was initially rolled out for non-members to be able to get some form of official training and understanding of how to deal with bush fire situations.

This at some point was changed so that only official Brigade members could attend the courses. Recently, the previous Community Emergency Services Manager, Mr Rutter, told the leadership team that an announcement was pending from the DFES Commissioner over ruling this so that non-members could attend the course, such as farm works, especially transient workers that have little experience with fires. This occurred a number of weeks ago.

Mr Brown believes it would be necessary to a formal written response from the DFES Commissioner on their position of the course so alternative avenues of training can be investigated should they decide to not reverse their position.

Discussion:

The Chief Executive Officer advised that the best course of action for this, rather than submitting the item as a motion to Council, would be to submit it as a request to the Shire. In doing this, immediate action can be taken where a delay of at least a month would occur by going through the Council. The Committee was in agreement of this suggestion. The Community Emergency Services Manager will action this request.

9. GENERAL BUSINESS

9.1 FUNDING FOR IRISHTOWN FIRE SHED

It was raised that a Draft Budget item should have been in this agenda regarding submitting an application into ESL for the next round of LGGs funding to upgrade the Irishtown fire shed. The Community Emergency Services Manager will look further in to this and keep the brigade informed.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



9.2 STATUS OF THE SHIRE BUSH FIRE MANUAL UPDATE

Clarification was sought in relation to the status of the Shires bush fire manual update which was mentioned in the Chief Bush Fire Control Officer's report. The Chief Bush Fire Control Officer advised that this was currently with him for review. He hopes to provide feedback prior to going on leave.

9.3 APPOINTMENT LETTERS FOR FIRE CONTROL OFFICERS

It was raised that the appointment letters for Fire Control Officers for this season have yet to be provided. Providing these are a legal obligation under the Act and there is currently an outstanding request to receive these. The Community Emergency Services Manager will provide these this week.

9.4 TECHNICAL DIFFICULTIES IN INKPEN AND GRASS VALLEY BRIGADES

It was raised that both Inkpen and Grass Valley brigades have been having issues with their computers and emails. The computers had been down for a while and Grass Valley currently cannot access their emails. The Community Emergency Services Manager will discuss this with the ICT Officer to arrange troubleshooting.

9.5 STATUS OF WUNDOWIE FIRE SHED

Clarification on the progress of the Wundowie Fire Shed and what the next steps will be was sought. The Wundowie Fire Brigade had previously applied for funding through DFES, but the request was unsuccessful.

The Chief Executive Officer advised that the Shire would approach DFES to gain written clarification on their position, which can then be escalated and go back to Council to make a determination. A verbal discussion will be held with DFES this week, with a response in writing being provided next week. Hopefully something can be in place by mid-January 2023.

It was raised that it was believed that \$50,000 was allocated in the last budget for a temporary fire shed for Wundowie. The Chief Executive Officer was unsure of the allocation and has taken this inquiry on notice and will further investigate.

It was also noted that there are some Health and Safety concerns in the current Wundowie Fire Shed. The Chief Bush Fire Control Officer advised that the Health and Safety matter should be submitted as a high priority request through the on-line request system to the Community Emergency Services Manager to address.

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



9.6 STATUS OF INKPEN FIRE SHED

Clarification was sought in relation to the Inkpen Fire Shed upgrades. Upgrades were approved but no date has been set aside. The Community Emergency Services Managers will investigate and be in touch to discuss further.

9.7 WUNDOWIE CORRESPONDANCE

It was raised that the correspondence regarding the Bush Fire Advisory Committee that is being sent to the Wundowie brigade has been being sent to a number of individual emails rather than the general brigade email. The general email has now been provided and will be updated in the system.

9.8 STATUS OF FIRE RATING SIGNS

Clarification was sought in relation to the new fire rating signs and when they will be put up at locations. The Acting Executive Manager Development Services advised that it is her understanding that the Shire was possibly waiting on a government contract to be issued before placing an order. The Community Emergency Services Manager will investigate.

9.9 PERMIT BOOKS

It was raised that the Clackline brigade have run out of physical permit books. Continuing to issue physical permits was previously endorsed by the Bush Fire Advisory Committee and was put to Council. However, previous requests for new books to be provided were denied in lieu of a different process, which is complicated and hard to follow. The Community Emergency Services Manager advised that Council supported the motion to use physical permits as a backup to electronic permits with the preference remaining for FCO's to use the electronic system. The Community Emergency Services Manager will provide new permit books and provide guidance on the correct process of issuing physical permits.

10. DATE OF NEXT MEETING

Some adjustments to dates of next meetings have occurred to better meet needs of the Bush Fire Advisory Committee, new meeting dates listed below:

07 March 2023
13 June 2023
12 September 2023
31 October 2023

Bush Fire Advisory Committee Meeting Minutes
06 December 2022



11. DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr Chris Marris declared the meeting closed at 7:07pm.

"I certify that the Minutes of the Bush Fire Advisory Committee, held on Tuesday 06 December 2022 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

UNCONFIRMED

12.4 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 16 DECEMBER 2022

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 16 December 2022.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accepts the minutes of the Audit & Risk Management Committee meeting held on 25 August 2022 be confirmed as a true and correct record of that meeting.
2. Holds the Annual Electors General Meeting on Wednesday, 25 January 2023 at 5.00pm at the Shire Administration Centre and authorise the Chief Executive Officer to give public notice of the meeting from Thursday, 22 December 2022.
3. Adopt the 2022 Regulation 17 Review, undertaken by the Chief Executive Officer for systems and procedures relating to;
 - Risk Management
 - Internal Controls
 - Legislative Compliance
4. Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the Regulation 17 Review.
5. Receives the Financial Management review update as presented by the Chief Executive Officer.
6. Requires the Chief Executive Officer to provide an update on the progress of each of the recommended actions to every Audit & Risk committee meeting until all actions are completed.
7. Enters the requirement for a financial review to be undertaken every three years in the Council organisational risk register.
8. Receive the update as provided in the monthly Compliance Calendar Report.
9. Receives the December 2022 Shire of Northam Risk Register update.
10. Confirms the identified organisational risk areas of compliance, environment, financial, health & safety, property, reputation & strategic

11. Confirms the 'compliance' risk register as presented with the following amendments.
 - a. Remove mitigation action 'Manage Inductions – Conduct New Employee Induction. Induction of new employees into the organisation assists in creating an expectation in terms of what is required' as it is a duplicate.
 - b. Add a mitigation action to the Compliance / Policy area which includes a framework to ensure review of all policies by Department on a biennial basis.
12. Receive the minutes from the Work Health & Safety Committee meeting held on 20 October 2022.
13. Receives the update as provided in Attachment 1.

RECOMMENDATION

That Council, by Absolute Majority;

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2021/22 financial year; and
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Thursday, 22 December 2022.

ABSOLUTE MAJORITY VOTE REQUIRED



Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

16 December 2022

Audit & Risk Management Committee Meeting Minutes
16 December 2022



DISCLAIMER

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

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

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

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

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

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

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Contents

1.	DECLARATION OF OPENING	4
2.	ACKNOWLEDGEMENT TO COUNTRY	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	4
3.3	ABSENT.....	4
4.	DISCLOSURE OF INTERESTS	4
5.	CONFIRMATION OF MINUTES	5
5.1	COMMITTEE MEETING HELD ON 25 AUGUST 2022.....	5
6.	COMMITTEE REPORTS.....	6
6.1	SHIRE OF NORTHAM ANNUAL REPORT 2021/22	6
6.2	SHIRE OF NORTHAM ANNUAL ELECTORS GENERAL MEETING 2021/22	12
6.3	REGULATION 17 REVIEW	15
6.4	FINANCIAL MANAGEMENT REVIEW - 2022	44
6.5	MONTHLY COMPLIANCE REPORT	63
6.6	RISK REGISTER	79
6.7	RISK REGISTER REVIEW	83
6.8	WORK HEALTH & SAFETY COMMITTEE MINUTES	123
6.9	PROGRESS TOWARDS THE ICT STRATEGY PLAN	130
7.	URGENT BUSINESS APPROVED BY DECISION	137
8.	DATE OF NEXT MEETING	137
9.	DECLARATION OF CLOSURE	137

Audit & Risk Management Committee Meeting Minutes
16 December 2022



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 9.01 am

2. ACKNOWLEDGEMENT TO 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

Committee:

Shire President
Deputy President
Councillors

Cr C R Antonio
Cr M P Ryan
Cr A J Mencshelyi
(Arrived at 9:03am)
Cr H J Appleton

Staff:

Chief Executive Officer
A/Executive Manager Corporate Services
A/Governance Officer
A/Governance Coordinator

J Whiteaker
K Matanga
T Van Beek
A McCall

Guest: (via online Team Meeting)

Office of the Auditor General
Dry Kirkness

I Dias
M Johnson

3.1 APOLOGIES

Executive Manager Corporate Services

C Young

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

4. DISCLOSURE OF INTERESTS

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 25 AUGUST 2022

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.231

Moved: Cr Ryan

Seconded: Cr Appleton

That the minutes of the Audit & Risk Management Committee meeting held on 25 August 2022 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Cr A J Mencshelyi entered the meeting at 9:03am.

6. COMMITTEE REPORTS

6.1 SHIRE OF NORTHAM ANNUAL REPORT 2021/22

File Reference:	8.2.7.1
Reporting Officer:	Kudzai Matanga, A/Executive Manager Corporate Services
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	N/A
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to endorse the Annual Report for 2021/22. There will also be an opportunity to provide a forum for the audit exit interview for Dry Kirkness as auditors of the Office of the Auditor General (OAG), and the OAG to present their opinion and management letter points.

ATTACHMENTS

- Attachment 1: Audit Representation Letter and Management Letter (provided as a separate confidential attachment).
- Attachment 2: Annual Report for the year ended 30 June 2022 (provided as a separate attachment to this agenda/minutes).

A. BACKGROUND / DETAILS

The Financial Statements for the year ended 30 June 2022 have been audited and will be signed by the Chief Executive Officer and the Auditor General after acceptance by the Audit and Risk Committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



- Outcome 13: A well informed and engaged community.
Objective 13.2: Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.

B.2 Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,000 including GST which will be charged to account 040521920 (Advertising).

B.3 Legislative Compliance

Local Government (Audit) Regulations 1996 Section 9A

CEO to provide documents to Auditor General carrying out financial audit

- (1) In this regulation — audit document means — (a) the strategic community plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (b) the corporate business plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (c) another plan or informing strategy specified by the Auditor General; or (d) another document specified by the Auditor General.
- (2) The CEO must provide a copy of an audit document to the Auditor General within 14 days after the Auditor General requests it for the purposes of a financial audit under Part 7 Division 3A of the Act.

Local Government Act 1995 Section 5.53 Annual Reports:

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain -
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year under section 7.9(1) or 7.12AD(1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints, and
 - (ii) how the recorded complaints were dealt with; and

Audit & Risk Management Committee Meeting Minutes
16 December 2022



- (iii) any other details that the regulations may require; and
- (i) such other information as may be prescribed.

Local Government Act 1995 Section 5.54 Acceptance of Annual Reports:

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Local Government Act 1995 Section 5.55 Notice of Annual Reports:

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Providing the 2021/22 Annual Report is endorsed at the Ordinary Council Meeting proposed on 21 December 2022. It is intended that public notice shall be placed into the West Australian on Tuesday, 27 December 2022.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

B.6 Risk Implications

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	The Annual Report is not endorsed prior to 31 st December annually.	Insignificant (1) x Possible (3) = Low (3)	Council has a documented process for developing the Annual Report. In accordance with this process, the Annual Report is

Audit & Risk Management Committee Meeting Minutes
16 December 2022



			prepared and presented to the Audit and Risk Management Committee and Council for by 31 st December annually.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

This year was the fourth year the Shire of Northam was audited by the Office of Auditor General. The process was rigorous and extensive. Dry Kirkness Chartered accountants formerly Butler Settineri was appointed by the OAG as the Shires Auditor.

The table below outlines the reconciliation between the budgeted surplus and the actual surplus as presented in the Financial Report. The adjustments will be carried out as part of the budget review process. The adjustment relates to timing adjustments and has a net effect on the overall budget.

Surplus Reconciliation		2021/22
Budgeted Surplus		-4,090,543
Accrued Revenue		-224,758
Contract Liability		576,440
Financial Report Actual Surplus		-3,634,394
Unallocated		-104,467

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RECOMMENDATION/COUNCIL DECISION

Minute No: AU.232

Moved: Cr Mencshelyi

Seconded: Cr Appleton

That Council, by Absolute Majority;

- 1. In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2021/22 financial year; and**
- 2. In accordance with Section 5.55 of the Local Government Act 1995, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Thursday, 22 December 2022.**

CARRIED 4/0 BY ABSOLUTE MAJORITY

Ms Marcia Johnson provided an overview of the financial reports (provided as a separate confidential attachment). Focusing on the findings in relation to the below three areas:

1. Fair value infrastructure assets – Frequency of valuations
2. Journal entries not independently approved
3. Excessive annual leave balances

Clarification was sought by the committee in relation to:

- As feedback to the Office of Auditor General (OG) the requirement to revalue assets + fair value outside of the statutory 5 year requirement places a significant resource and financial burden on local government? Ms Johnson advised that they understand the feedback that it is a significant resource to comply with the directive. However, in terms of the financial statement it is considered a compliance issue if it has not been completed. The Auditors must complete an audit in line with the regulations. This can however start a conversation with the department encouraging them to look further in to the feedback and come up with a better way to complete the directive. Ms Johnson also noted that the department has been made aware of their findings.
- General discussion around impacts revaluations have on financial statements and long term financial planning of local government.
- Is it correct to assume that all Local Governments are facing a similar situation in having to revalue their assets? Ms Johnson confirmed this to be correct.
- In the overview Ms Johnson provided she mentioned a change in legislation meaning the auditors are no longer required to report on non-compliance in the annual financial reports. Can it be confirmed that

Audit & Risk Management Committee Meeting Minutes
16 December 2022



should the Auditor come across any instances of non-compliance they will continue to alert the shire and the committee of such? Ms Johnson confirmed this to be correct. In the past the auditors were reporting on any instances of non-compliance in both the management letter and the audit report. With this change in the legislation in place all that will change is that they will only have to report it in the management letter. If what was found may affect the auditor's opinion, then it will still be added in to the financial reports.

Ms Johnson and Mr Dias left the meeting at 9:32am.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.2 SHIRE OF NORTHAM ANNUAL ELECTORS GENERAL MEETING 2021/22

File Reference:	8.2.7.1
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to consider and endorse the date for the Annual Electors General Meeting.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Annual Electors General Meeting is to be held within 56 days of the local government accepting the Annual Report.

A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Providing the Annual Report is endorsed at the Ordinary Council Meeting on 21 December 2022, it is recommended that this be held prior to the January Ordinary Council Meeting which is scheduled on 25 January 2023.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

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

Outcome 13: A well informed and engaged community.

Objective 13.2: Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.

B.2 Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,000 including GST which will be charged to account 040521920 (Advertising).

B.3 Legislative Compliance

Local Government Act 1995 Section 5.27 Electors' general meetings;

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation No 15 Matters for discussion at general electors' meetings - s. 5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995 Section 5.29 Convening Electors' Meetings;

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Providing the 2021/22 Annual Report is endorsed at the Ordinary Council Meeting on 21 December 2022. It is intended that public notice shall be placed into the West Australian on Tuesday, 27 December 2022.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

B.6 Risk Implications

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	An Annual Electors Meeting is not held once each financial year and not more than 56 days after the local government accepts the annual report. Public Notice is not given in accordance with legislative requirements.	Insignificant (1) x Possible (3) = Low (3)	Council has a documented process for developing the Annual Report. This process includes the requirements associated with the Annual Electors Meetings.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

Council is requested to endorse the date proposed, in accordance with the *Local Government Act 1995*, for the Annual Electors Meeting.

RECOMMENDATION/ COUNCIL DECISION

Minute No: AU.233

Moved: Cr Ryan

Seconded: Cr Appleton

That Council holds the Annual Electors General Meeting on Wednesday, 25 January 2023 at 5.00pm at the Shire Administration Centre and authorise the Chief Executive Officer to give public notice of the meeting from Thursday, 22 December 2022.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.3 REGULATION 17 REVIEW

File Reference:	8.2.7.1
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive the Regulation 17 Review report that was conducted by the Acting Governance Coordinator and Chief Executive Officer between the 8 November and the 2 December 2022.

This report aims to establish an ongoing level of accountability to ensure that Council's risk management, internal controls and legislative compliance is appropriate and effective.

ATTACHMENTS

Attachment 1: Regulation 17 Review.

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



- 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 Regulation 17 review.

B.3 Legislative Compliance

Local Government (Audit) Regulations 1996 Section 17 sets out the following:

17. CEO to review certain systems and procedures
- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
 - (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
 - (3) The CEO is to report to the audit committee the results of that review.

B.4 Policy Implications

Not applicable.

B.5 Stakeholder Engagement / Consultation

Executive Management and relevant Officers as required to carry out the review.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Potential damage to reputation if Regulation 17 Review not carried out.	Unlikely (2) x Insignificant (1) = Low (2)	Continual improvement.
Service Interruption	N/A		

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Compliance	Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.	Unlikely (2) Minor (2) = Low (4)	Ensure identified actions are addressed.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Not applicable.

C. OFFICER'S COMMENT

In assessing the Council's risk management, internal controls and legislative compliance a risk based approach has been applied to assess identifiable risks from the following areas;

- Risk management
- Internal controls, and
- Legislative compliance

The assessment undertaken looked at potential causes of risk to Council within each of these areas, the key controls which currently exist to mitigate the risk, an assessment of the quality of the controls and an overall assessment of the risk rating for the area. Additionally the assessment looked at the key indicators currently in place to ensure we are monitoring the controls and a risk tolerance level, which implies the organisations appetite for risk in each of the areas. Finally, the report / assessment undertaken identified the actions required to improve areas which are deemed inadequate or requiring attention.

There are a number of areas highlighted within the report that have been assessed as requiring either updating or improvement. These are clearly identified within the appended report, along with the necessary strategies to bring these up to an acceptable standard.

Each of the areas that require improvement will receive attention to ensure that adequate controls/documentation are in place into the future.

The report also highlights positive outcomes, with the Shire being proactive in the management of risk, internal controls and legislative compliance.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RECOMMENDATION/COUNCIL DECISION

Minute No: AU.234

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council:

1. **Adopt the 2022 Regulation 17 Review, undertaken by the Chief Executive Officer for systems and procedures relating to;**
 - **Risk Management**
 - **Internal Controls**
 - **Legislative Compliance**
2. **Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the Regulation 17 Review.**

CARRIED 4/0

Clarification was sought in relation to:

- It was previously mentioned that the Business Continuity Plan needs to be reviewed, when will that happen? The Chief Executive Officer Advised 2nd quarter of 2023 at the earliest.

Attachment 1 – Regulation 17 Review



Shire of Northam

Regulation 17 Review

**Author: Chief Executive Officer, Jason Whiteaker /
Acting Governance Coordinator, Alysha McCall**

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

Contents

1. Risk management	4
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;.....	4
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;.....	5
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;.....	6
1.3.1 Potential non-compliance with legislation, regulations and standards and local government's policies;.....	6
1.3.2 Litigation and claims;.....	6
1.3.3 Misconduct, fraud and theft;.....	6
1.3.4 Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the Local Government;.....	11
1.4 Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;.....	12
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;.....	12
1.6 Reviewing the effectiveness of the local government's internal control system with management and the internal auditors;.....	12
1.7 Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;.....	13
1.8 Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;.....	13
1.9 Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;.....	13
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.....	14

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

2. Internal control	15
2.1 Separation of roles and functions, processing and authorisation;	15
2.2 Control of approval of documents, letters and financial records;	18
2.3 Limit of direct physical access to assets and records;	18
2.4 Limit access to make changes in data files and systems;	18
2.5 Regular maintenance and review of financial control accounts and trial balances;	19
2.6 Comparison and analysis of financial results with budgeted amounts;	19
2.7 Report, review and approval of financial payments and reconciliations; and	19
2.8 Comparison of the result of physical cash and inventory counts with accounting records	19
3. Legislative compliance	20
3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review;	20
3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;	20
3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	21
3.4 Obtaining assurance that adverse trends are identified and review management's plans to deal with these;	25
3.5 Reviewing management disclosures in financial reports of the effect of significant compliance issues;	25
3.6 Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements;	25
3.7 Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest;	25

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

The Department of Local Government, Sport and Cultural Industries provide an operation guideline (No.9), which focuses on audit committees. As part of this guideline, appendix 3 provides a framework for Chief Executive Officers in conducting the required Regulation 17 review. This guideline has been used as the basis for undertaking this review in 2019.

On the previous two occasions this review has been undertaken, being 2016 and 2013, external groups have been utilised. On this occasion the Chief Executive Officer and Acting Governance Coordinator have undertaken the review. It is anticipated in future years external groups will be utilised to provide fresh perspectives and insights.

1. Risk management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

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;

Council has adopted the use of a software application, Promapp, to use as the basis for developing, monitoring and reporting on controls within its risk register.

The use of the Promapp system is supported by the recently Risk Policy which provides a detailed framework as to how risks are identified and considered for inclusion of the organisational risk register. This policy is due for review in the 2022/23 financial year.

In essence risks are identified and assessed formally through a range of mechanisms including;

- Council reports
- Council plans
- Council projects

Any risks identified as being high or extreme are automatically escalated to the Shire of Northam risk register in Promapp. The Shire of Northam Audit & Risk Management Committee are provided with reports on the Council risk register. These reports are a full disclosure of the risk register annually and a report on non - compliance with risk mitigation action timeframes at each meeting of the committee.

The committee also discussed at the meeting held on 25 August 2022

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

reviewing 10 risks on the register at each future meeting which will commence at meeting proposed in December 2022.

Council may benefit from developing a risk management process which is typically defined as "the systematic application of management policies, procedures and practices to the activities of communicating and consulting, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk". The process should align with the AS ISO 31000: 2018 Standard (the Risk Management Standard) and will assist in embedding risk management as an integral part of the Shire's operations.

Action to be taken:

1. Review Risk Management Policy;
2. Develop a Risk Management Process.

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;

The Shire of Northam has a Business Continuity Plan which was adopted in 2016. While the business continuity plan is in place, it is overdue for review with this being due in 2020.

Council adopted an IT Disaster Recovery Plan on 18 March 2020. This document is overdue for review with this being due in March 2022.

The onset of Covid-19 pandemic over 2021 and 2022 has highlighted weaknesses in the Shire of Northam Business Continuity Plan which will be addressed as part of the 2023 review. Focuses of the review need to be around provided a clearer workable document that can be applied across the organisation.

It is recommended that both plans should be reviewed and tested annually in order to understand the shortcomings within the plan and enable the recovery teams to restore operations in accordance with the recovery procedure.

Action to be taken:

1. Review the Business Continuity Plan;
2. Review the IT Disaster Recovery Plan;
3. Establish a program to test the Business Continuity Plan and IT Disaster Recovery Plan annually to ensure efficacy.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

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;

1.3.1 Potential non-compliance with legislation, regulations and standards and local government's policies;

The Promapp risk system provides for compliance reporting/sign off for all risk treatments. In relation to potential legislative non-compliances a monthly compliance calendar has been developed and is audited by the Governance Coordinator which is also signed off monthly. Any non-compliances are brought to the attention of the relevant Executive Manager and Chief Executive Officer.

In relation to policy, application thereof is monitored at a number of levels;

- Reporting to Council – a separate section relating to policy application is provided, this ensure staff are actively reminded of need to assess policy implications
- Procurement Policy – The Promapp risk system has documented the process with attached current documentation and checklists to ensure the Procurement Policy is adhered to. All checks and balances and authorisations are in place, including a section to cover exceptions where non-compliance to the policy occurs. Only authorised purchases are processed and paid.
- General Policy – All critical processes within the Shire of Northam are mapped utilising the Promapp system. As part of the mapping a procedure is in place for each of the processes, which includes links and references to all key policies.

1.3.2 Litigation and claims;

Council has a documented process and procedure in place for the management of insurance claims.

1.3.3 Misconduct, fraud and theft;

Fraud

The Auditor General tabled the Fraud Risk Management — Better Practice Guide in Parliament on 22 June 2022. This was further to the Fraud Prevention in Local Government performance audit report which was tabled in Parliament on 15 August 2019. All local governments need to ensure they have policies and procedures and

a fraud risk management program to address the better practice principles provided by the Fraud Risk Management – Better Practice Guide and Appendix 2: Better practice principles - Office of the Auditor General report. While the Auditor General acknowledges the Appendix 2 - Better Practice Principles is not exhaustive, it has been used for the purposes of this report to Council;

Objective	Principle	What we would expect	Chief Executive Officer Comment
Planning Develop a coordinated approach to manage fraud risks	Risks are understood	<ul style="list-style-type: none"> Fraud risks across organisation are assessed, documented and controls are in place. 	<ul style="list-style-type: none"> Documented within the Fraud and Corruption Control Plan and review bi-annually.
	Approach is documented	<ul style="list-style-type: none"> Fraud and Corruption Control Plan (Plan) is in place and reviewed at least once every 2 years. 	<ul style="list-style-type: none"> In place. Next review is due by June 2023.
	Internal audit considers fraud risks	<ul style="list-style-type: none"> Audit committee engages with internal audit plan to ensure fraud risks are considered. 	<ul style="list-style-type: none"> Existing however could be further developed to include a more formal plan endorsed by the Committee and checks on the risks identified in the risk assessment. Audit committee would be recommended to take a more proactive approach in developing the internal audit framework.
Prevention Create a fraud resistant organisation	Policy framework is in place	<ul style="list-style-type: none"> Integrity policies (such as Codes of Conduct and conflicts of interest) are appropriate, clearly written and available. 	<ul style="list-style-type: none"> Various policies / codes of conduct in place. Recommended that staff are required to review and sign off code

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

Objective	Principle	What we would expect	Chief Executive Officer Comment
		<ul style="list-style-type: none"> Staff regularly engage with integrity policies. For example, signing yearly an understanding of the Code of Conduct. Fraud prevention and awareness training, newsletters and presentations are used to communicate entities ethical standards to staff. 	<p>of conduct annually.</p> <ul style="list-style-type: none"> Integrity provision within Procurement Policy, which forms part of the documented procurement process. Procurement Policy is included within employee induction where they are required to sign-off that they acknowledge and understand the process. No fraud prevention training has been undertaken in recent times.
	Internal controls are in place	<ul style="list-style-type: none"> Business processes, especially those assessed as higher risk, have controls that are well documented, updated and understood by all staff. Entities verify identity and credentials of all new employees and employees transferring to areas of higher risk, including: <ul style="list-style-type: none"> verify necessary qualifications review of past work history 	<ul style="list-style-type: none"> High risk business processes have been mapped with supporting procedures. Staff are constantly required to review and apply processes. Processes are web based and readily available. Selected new employees have their credentials verified. Copies of all relevant qualifications are received and checked during induction. An onboarding checklist is in place

Objective	Principle	What we would expect	Chief Executive Officer Comment
		and referee checks <ul style="list-style-type: none"> o criminal background checks o confirm professional memberships are valid. • Supplier credentials are checked, particularly for high-risk or high value purchases, including: <ul style="list-style-type: none"> o Confirm ABN o confirm directors are not bankrupt or disqualified. 	to ensure all job specific qualifications required are in place and valid. All qualifications are monitored via a training database for expiry (if applicable) <ul style="list-style-type: none"> • All new employees have to obtain a police clearance before they are offered employment with the Shire. • Referee checks are carried out on all new employees. • Credit applications are checked to be legitimate using the ATO ABN lookup website. A copy of the status and trading name is printed to accompany the credit application. • Where there is a change in banking details, either on the creditor invoice or by email, the creditor is called using the existing details from Synergy, to confirm they are true and correct. The checking officer will sign the bank details notification to identify authentication has been carried out.

UNCONFIRMED

Objective	Principle	What we would expect	Chief Executive Officer Comment
			<ul style="list-style-type: none"> Where the amounts involved are large capital projects due diligence in the past has been undertaken using a third party. Once the outcome is scrutinised and the commitment is endorsed, a project bank account has been utilised. The Creditor supplies a list of sub-contractors to be paid. Both parties authorise the payments to these contractors to ensure payment is made to third parties in a timely fashion.
Detection Entities are ready to detect fraud	Detection systems are in place	<ul style="list-style-type: none"> Entities should implement detection systems, as appropriate to their business needs, to identify potential fraud as soon as possible. Multiple avenues are in place for staff, the public and suppliers to report concerns. Reporting processes are well advertised, and include anonymous options. 	<ul style="list-style-type: none"> Procedure controls including internal audit, external audit and actual vs budget analysis have been set up. Internal audit could be further developed to include checks on the risks identified in the risk assessment. Information available on the Shire's website relating to Public Interest Disclosures including responsibilities, how to report, process etc. View here.

Objective	Principle	What we would expect	Chief Executive Officer Comment
			<ul style="list-style-type: none"> Information available on the Shire's website relating to lodging complaints. View here. Detection systems in place through receiving complaints, public interest disclosures, internal audits, disclosure of interest processes, primary / annual returns.
Response Entities are ready to respond to potential fraud	All information is considered	<ul style="list-style-type: none"> a) Entities should implement processes to record, analyse and escalate all incidents. b) Processes are in place to review internal controls after incidents. 	<ul style="list-style-type: none"> c) Developed / mapped a process to manage Public Interest Disclosures. View here. d) Developed / mapped a process to manage staff misconduct. View here.

Action to be taken:

1. Review the Fraud and Corruption Control Plan prior to June 2023.
2. Develop internal audit framework to include audits on identified risks in the Fraud and Corruption Control Plan.
3. Implement an annual review and sign off for the Code of Conduct for Employees, Volunteers, Contractors and Agency Staff.
4. Provide staff with specific training on fraud controls and conducting investigations.
5. Review the ICT Strategy prior to June 2024.

- 1.3.4 Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the Local Government;

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

Captured in the organisational risk register which is reported to the Audit and Risk Management Committee.

1.4 Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;

In accordance with newly adopted Council policy, risks register non-compliances are reported to the Audit & Risk Management Committee for their information/action.

The risk register is reported to the Audit & Risk Management Committee by exception, focusing on the top ten risk each quarter (by score). From December 2022 the committee will be reviewing 10 risks on the register at each meeting.

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.

Following mitigation actions in place within risk register;

1. Review of past 5 year insurance performance (comparing premium contributions against claims). May result in assessing a range of factors including current level of cover, excesses and structure of workers compensation premium.
2. Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off.
3. Insurance coverage assessed independently for adequacy (every two years).

The Shire of Northam has a number of leases whereby the lessee is required to maintain appropriate public liability insurance. There is currently no mechanism in place whereby the Shire of Northam reviews that there is appropriate public liability insurance.

Action to be taken:

Implement systems to ensure appropriate insurance is maintained where required by the Shire of Northam for leases and licenses.

1.6 Reviewing the effectiveness of the local government's internal control system with management and the internal auditors;

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

1. It is considered that the Shire of Northam has a strong level of internal control over management of both strategic and operating risks, utilising the Promapp software package;
 - a. Risks identified.
 - b. Risk treatment is recorded in Promapp, which includes sign off owners, frequency of review, due date.
 - c. Promapp generates automatic email to sign off owners on due date.
 - d. Owner required to sign off and insert comment, may also be required to provide an attachment.
 - e. In event owner does not sign off in required timeframe escalation email is sent to the risk owner.
 - f. All outstanding / overdue treatments are reported monthly to Executive Management meeting.
 - g. All outstanding / overdue treatments are reported quarterly to Audit & Risk Management Committee.
 - h. From December 2022 the committee will be reviewing 10 risks on the register at each meeting.

1.7 Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;

Council's policy relating to risk management provides clear guidance on assessing risk and how matters are escalated into the organisational risk register.

Key risks are identified through a range of areas, being Council reports, project plans, Council plans & strategies.

1.8 Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;

Council has an adequate procurement framework in place, which is underpinned by the Promapp procurement process. The process and associated procedure provide a full and extensive guide to procurement within the Shire of Northam including identifying and linking to key elements of the framework including legislation, policy and internal guidelines.

1.9 Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;

The Promapp system allows for, and promotes, the continual identification and implementation of improvements or changes in control environments.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

This being the case immediate improvements are suggested and assessed by process owners as soon as staff become aware. In addition to this, processes are required to be reviewed and signed off by process owners on either a bi-annual basis.

Additionally the Executive Management Team review risks and outstanding treatments monthly, whilst a report is provided quarterly on any outstanding treatments to the Shire of Northam Audit & Risk Committee. A full copy of the risk register is provided to the Audit & Risk Committee annually for review.

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.

The following fraud and misconduct risks have been identified;

Internal

- Corporate card misuse, such as payment for personal expenses
- Fictitious names on the payroll system.
- Delayed terminations.
- Abuse of position and power, including accepting or offering bribes or gifts.
- Nepotism.
- Submitting false travel claims.
- Consistently recording incorrect hours of work on timesheets.
- Unauthorised use of Shire vehicles.
- Fuel card misuse
- Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery.

External

- Customers deliberately claiming benefits for which they are ineligible.
- External providers making claims for services that were not provided.
- The provision of false or misleading information. Failure to provide information when obliged to do so.
- Inappropriate influence over grants and funding applications.
- Manipulation of a procurement process.

Collusion

- Inappropriate involvement with suppliers, including unlawful or unauthorised release of information.
- Knowingly making or using forged or falsified documentation.
- Failing to declare and appropriately manage conflicts of interest.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

The treatment strategies in place for these identified risks is varied ranging from adequate to inadequate.

Action to be taken:

Review the Fraud and Corruption Control Plan prior to June 2023.

2. Internal control

Internal control is a key component of a sound governance framework. In addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

The following are the controls that have been reviewed:

- Ledger Reconciliations monthly signed and dated by Officers and Managers
- Audit reports signed by Managers for payroll, creditors, debtors, and payroll
- ABN's checked on receipt of a new creditor application to ensure the business is legitimate
- Credit card statements signed and authorised by the card holders, Executive Managers and the CEO
- Signed receipt is given to the deliverer of cash from the external sites by the receiving officer who counts the money immediately
- Signing of all journals raised in Synergy
- Payment Runs, feedback to Executive Managers regarding the timeliness and accuracy of the paperwork processed
- Any changes to Synergy permissions is only processed by the ICT Officers or Accountant
- Any payments by any means other than a tax invoice have a signed statutory declaration, supporting Council Resolution or copy of the endorsed budget item

2.1 Separation of roles and functions, processing and authorisation;

The Shire of Northam endeavours to have distinct separation of roles and functions, processing and authorisations, which appropriate. As a medium sized local government it is not always possible to have complete separation of duties, however in the following key areas it is in place;

Payment of Creditors	<ul style="list-style-type: none"> • Creditors create invoices batches, linked to authorised purchase orders or signed cheque requisitions. Compliance and authorisations are checked. • Creditors Officer Batches are checked by Procurement Coordinator. • EFT/cheque run is created by Creditors Officer based on due dates. System driven. Corresponding invoices are matched to each payment by Creditors Officer. • Payment Run is uploaded to the Bank by the Creditors Officer, summary completed, and corresponding bank transfer where insufficient funds are in the Muni account is created. The bank account file is uploaded directly from Synergy to the Bank. • The payment run is checked invoice by invoice, purchase order by purchase order to ensure coding, bank accounts and authorisation is complete by the Accountant and One Executive Manager or CEO. Once checked as correct it is then authorised by two signatories. • Monthly reconciliations and audit trails are signed by an Officer and the Accountant.
Receipting and Banking	<ul style="list-style-type: none"> • Receipting is undertaken by Customer Services Officers. All receipts and banking is balanced at the close of business daily. Each Officer signing for their balances and banking. • A different Administration Officer counts and balances the cash, daily and records it in the bank receipt book. • The Officer takes the cash to the Bank or where the cash balance is significant, two Officers will go to the Bank. • The Senior Finance Officer balances the Bank Reconciliation daily. • All batches processed by satellite centres are emailed to Senior Finance Officer daily to ensure balance details for receipting into the bank are correct.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

Journal Processing	<ul style="list-style-type: none"> All GL journals for code corrections or allocations are raised with supporting documentation and emails by Senior Finance Officer, Senior Accountant or Executive Manager of Corporate Services. Each journal is signed by a different Officer in that group to authenticate its accuracy including the printout from Synergy of each journal that is signed by that person.
Payroll	<ul style="list-style-type: none"> Payroll processing is undertaken under the supervision of the Payroll Officer. Any data entry performed by any other Shire Officer is checked by the Payroll Officer. Any ad hoc calculations for termination pays, leave payouts or annual leave are checked and signed off by the Senior Accountant. Once the payroll has been processed in variations, the Payroll Officer and Senior Finance Officer then check the current pays to the previous fortnight and compare and note any differences. This is then checked and signed by the Senior Accountant. Once authorised the pay run is generated. The Payroll Officer uploads the Synergy file to the Bank and creates a corresponding bank transfer. This is checked, signed and authorised by two signatories, usually the Senior Accountant and an Executive Manager. Monthly reconciliations are checked and signed by the Executive Manager of Corporate services. Fortnightly audit trails are checked and signed by the Senior Accountant.
Bank Reconciliations	<ul style="list-style-type: none"> Bank Reconciliations are undertaken daily by the Senior Finance Officer. All investments and payments are always authorised by the Senior Accountant and an Executive Manager or CEO. An investment register is updated monthly detailing bank, amount invested, term to maturity and interest rate. Any changes of Bank Limits are done through phone banking using token and identity checks including an SMS message to a mobile phone. Monthly reconciliations are checked and signed by both the Senior Finance Officer and Accountant.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

2.2 Control of approval of documents, letters and financial records;

The Shire of Northam ensures that all documents are recorded and stored in a secure room. A register is in place to enable the tracking of records and files. Electronic records have varying degrees of access depending on the staffs position within the organisation.

An audit of several registered documents and sensitive files e.g. personnel files was undertaken and found that some documents that were considered to be sensitive, were not appropriately registered as limiting view. This requirement is captured on the relevant processes.

Action to be taken;

Staff to be provided with training/reminder of need to register certain documents whilst limiting access.

2.3 Limit of direct physical access to assets and records;

Most records are held in a separate records room, which is administered by the Shire of Northam Records Officer. All records which are required by staff are signed out through the records officer. The Records Officer has sight of all records within the room.

Various physical lease and licence agreements are maintained in a cabinet outside of the Records room near finance.

Access to Council buildings is limited by either the use of a 'fob' or hierarchical key system. Staff entering or leaving buildings using the 'fob' can be tracked via the requirement to enter a unique code into the various alarm systems.

Action to be taken;

Store physical lease and licence records in the Records room to ensure records are appropriately administered.

2.4 Limit access to make changes in data files and systems;

- Synergy access is limited and locked down for areas to minimise changes, Audit trails are in place and reviewed monthly with names times and Officers who have made changes.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

- Access to G: (hosts majority of Council staff working documents) is limited on a hierarchical basis.
- Promapp: (hosts risk register, processes, OHS reports and inspections and document depository). Access is available to majority of people within organisation however there a limited staff with the ability to make changes. Whenever changes are made multiple signs offs are required prior to being published. Extensive audit trails are available.

2.5 Regular maintenance and review of financial control accounts and trial balances;

Monthly management and financial reporting by the Senior Accountant, Managers and Executive team ensures any anomalies are investigated, captured and corrected.

2.6 Comparison and analysis of financial results with budgeted amounts;

- Reports developed start of each financial year.
- Structured around Department, function and sub function, general ledger and job.
- Available to all staff (focused on executive management, management and supervisor level).
- All Departments reviewed monthly by Chief Executive Officer & Executive Manager of Corporate Services – exception reporting provided (identifying areas of concern).
- Executive Managers required to review their Departments monthly.
- Monthly reporting to Council at function level, with reporting at G/L level for capital items.

2.7 Report, review and approval of financial payments and reconciliations; and

Extensive process and procedure is in place which is considered adequate.

2.8 Comparison of the result of physical cash and inventory counts with accounting records.

Physical cash and inventory is held at numerous sites under the control and management of the Shire of Northam;

- Northam Recreation Centre / Aquatic Facility
- Wundowie Swimming Pool
- Bilya Koort Boodja
- Northam Visitor Centre
- Northam Library
- Wundowie Library
- Create 298

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

- Killara Day Care Centre

Action to be taken;

Develop process and procedure for offsite stock management.

3. Legislative compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Monitoring the compliance Audit Return and reporting; and
- The credibility and objectivity of external financial reporting

3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review;

Compliance Audit Return (CAR) is assessed internally (Governance Coordinator) and submitted to Council, via the Audit & Risk Management Committee annually. To add further rigour around the compliance return, the Governance Coordinator has an internal audit framework in place which includes assessing monthly requirements of the CAR. This has been implemented to ensure that any non-compliances are identified in a timely manner, enabling prompt resolution, rather than waiting for the 'annual' audit.

In preparing the CAR for signoff by the CEO, the Governance Coordinator is required to provide documentation to support the assertions made within the CAR.

Action to be taken;

Have the CAR undertaken independently once in every three years (next due in 2023).

Car completed progressively on a monthly as part of internal audit process

3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

Per above, in addition this is tracked through the Promapp system, which requires the Governance Coordinator to sign off on CAR assessment, Purchasing Policy compliance assessment, and other Legislative internal audit reviews.

Action to be taken;

Report non-compliances identified through internal audits to the Executive Management monthly meeting.

3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;

The WA Ombudsman provides a checklist for effective complaint handling which sets out ten good practice principles. This review of the complaints process/procedures has been reviewed against these principles:

1. Principle: The organisation is committed to effective complaint handling and values feedback through complaints.
 - a) The Shire of Northam has an adopted Customer Service Charter which is endorsed October 2018. This Charter is overdue for review.
 - b) Council has an extensive complaints management process and procedure in place within Promapp. This process is available to all staff and allows for staff to provide feedback to raise any process/policy inadequacies.
2. Principle: Information about how and where to complain is well publicised to customers, staff and other interested parties.
 - a) The Shire of Northam website has a section dedicated to providing information to the public in relation to lodging complaints including what to do if the complaint is not resolved.
 - b) All staff have access to the documented complaints process.
3. Principle: The process of making a complaint and investigating it is easy for complainants to access and understand.
 - a) Complaints should be handled at no charge, and this should be made clear in information provided about the complaint handling process. This is currently not detailed within the information to the community and is suggested that the website be updated to include this information.
 - b) Information about the complaints process should be available in a variety of forms of communication, formats and languages appropriate to the needs of the customer. It is suggested that there

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

- be an option to provide this information in the form of other languages and incorporating a "Listen" option.
- c) Complaints and all supporting documents provided during a complaint resolution or investigation process are accepted in a number of different ways including in person, over the phone, and in writing via email and letter. Interpreting services for non-English speaking people should be provided, this is currently not available/documented within the current process.
4. Principle: Complaints are acknowledged in a timely manner, addressed promptly and according to order of urgency, and the complainant is kept informed throughout the process.
- a) Complaints should be acknowledged promptly. The current process required complaints to be acknowledged within 2 business days.
- b) Staff should be aware of any target timelines for resolving complaints. The current complaints process details timelines however this could be adjusted to make this clear.
- c) Where appropriate, special arrangements for responding to particular client groups should be put in place, for example, Indigenous Australians, children and young people, people living in regional and remote areas, people with disabilities and people from culturally and linguistically diverse backgrounds. It is suggested that this be incorporated into the complaints process.
- d) Staff should be able to identify matters that may be public interest disclosures and refer them to the appropriate process, and should refer any identified misconduct and corrupt behaviour to the appropriate body. There is currently no link from the complaints process to the public interest disclosures or misconducts processes and is suggested this be included.
5. Principle: Complaints are dealt with in an equitable, objective and unbiased manner. This will help to ensure that the complaint handling process is fair and reasonable. Unreasonable complainant conduct is not allowed to become a burden.
- a) Complaint handling officers must ensure that any conflicts of interest are declared. It is suggested that information be included within the process on handling interests when dealing with complaints.
- b) Complaint Handling Officers should deal with all complaints on their merit in an equitable, objective, and unbiased manner. It is suggested that guidelines provided by the Ombudsman be included relating to procedural fairness.
- c) Complaint handling systems should have a review process in which the Complaint Handling Officer's decision is reviewed by a suitably experienced colleague/superior before the complaint is finalised. There should also be an independent internal review or appeal

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

process. This is not within the current process and allows a manager to deal with a complaint from start to end. There is an option to escalate the complaint to the Chief Executive Officer if required however this does not relate to an internal review / appeal process.

6. Principle: Personal information related to complaints is kept confidential.
 - a) Appropriate records management systems are in place using access levels which ensures that the personal information of the complainant and any people who are the subject of a complaint are kept confidential and only used for the purposes of addressing the complaint and any follow up actions.
7. Principle: If a complaint is upheld, the organisation provides a remedy.
 - a) Mechanisms should exist for enabling appropriate remedies to be provided when complaints are upheld, and staff should be familiar with them. The current process does not provide information on what is to occur if the complaint is upheld.
8. Principle: There are opportunities for internal and external review and/or appeal about the organisation's response to the complaint, and the complainants are informed about these avenues.
 - a) As per 5(c) above, internal review and appeal rights should be incorporated into the complaints process.
 - b) Details of external rights of review or appeal for unresolved complaints should be made available to complainants. It is suggested that a template be developed for closing complaint which include the external rights of review.
9. Principle: Accountabilities for complaint handling are clearly established, and complaints and responses to them are monitored and reported to management and other stakeholders.
 - a) There should be clear responsibilities for handling complaints. This may include officers who are specifically assigned to deal with complaints and the names of these officers should be communicated to staff. The current process details that all managers can deal with complaints however it may be more appropriate to establish a designated complaints handling officer. This would ensure that the effective complaint handling procedures are followed, and all complaints are treated with a consistent approach.
 - b) Organisations should have a 'fit for purpose' centralised system for recording and tracking complaints along with reasons for any decisions. The current SynergySoft system is adequate for managing complaints.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

- c) Feedback is reported to the community in relation to the number of complaints received and the average number of days for dealing with them.
 - d) Complaints and actual or proposed improvements to practices should form part of the organisation's internal reporting and planning process through Executive Management meetings and Strategic/Operational Plans. The Annual Delivery Plans incorporate actions to ensure that processes are reviewed in accordance with their review frequency. Complaints are also monitored through a dashboard at Executive Management Meetings.
 - e) The effectiveness of the complaint handling system should be monitored, for example, through quality assurance or internal audit processes and reported to Executive Management along with recommendations for system improvements. It is suggested that the effectiveness of complaint handling be incorporated into the internal audit framework.
10. Principle: Complaints are a source of improvement for organisations.
- a) Organisations should analyse complaints data and feedback to identify recurrent themes that might identify systemic issues and use the information gathered through their complaint handling systems to identify service, process and information issues that need to be addressed. The current process allows for feedback to be placed on the process to enable continuous improvement. This currently does not extend to analysing the complaint information to identify and implement improvements.

Action to be taken:

1. Review the Customer Service Charter.
2. 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 complaints handling officer.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Shire of Northam Regulation 17 Review

- j) A system for analysing complaint information to enable continuous improvement.
3. 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.
4. Include the effectiveness of the complaint handling system within the internal audit framework.

3.4 Obtaining assurance that adverse trends are identified and review management's plans to deal with these;

Where possible statistics are tracked through measurable indicators such as;

- Building approvals, time taken
- Financial performance, financial ratios
- Customer request, time taken to resolve
- Complaints, time taken to resolve

3.5 Reviewing management disclosures in financial reports of the effect of significant compliance issues;

Any significant disclosures would be reviewed at Audit & Risk Management Committee level.

3.6 Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements;

As per 3.2 – the Governance Coordinator monitors compliance with relevant legislation via the monthly compliance report and in turn the Annual Compliance Audit Return.

3.7 Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest;

Member's interests in relation to financial interests, impartiality interests and proximity interests are disclosed in accordance with section 5.65 of the Local Government Act 1995.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.4 FINANCIAL MANAGEMENT REVIEW - 2022

File Reference:	8.2.7.4
Reporting Officer:	Jason Whiteaker – Chief Executive Officer
Responsible Officer:	Jason Whiteaker – Chief Executive Officer
Officer Declaration of Interest:	N/a
Voting Requirement:	Simple Majority
Press release to be issued:	N/a

BRIEF

Regulation 5 (2)(c) of the Local Government (Financial Management) Regulations require the Chief Executive Officer to undertake a review of the Shire's financial management systems and procedures. In order to achieve this requirement, the Chief Executive Officer appointed Macri Partners PTY Ltd. The review was conducted for the period 1 July 2021 to 30 April 2022.

ATTACHMENTS

Attachment 1: Update on the action plan and time frame of recommended suggestions on the Financial Management review.

A. BACKGROUND / DETAILS

The Chief Executive Officer is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Council's resources. In accordance with the Local Government (Financial Management) Regulations, the Chief Executive Office it to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures and report the result of the review to Council at least once every three years.

The update on the progress of the recommendations of the financial management is provided as an attachment to this officer report. The update provided outlines the detailed findings, the recommendations, the current action plan and time frame for implementation of recommendation.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

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

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Review a requirement of Regulation 5 (2)(c) of the Local Government (Financial Management) Regulations

B.4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Inadequate financial systems & processes	Possible (3) X High (4) = High (12)	Implement recommendations of financial management systems and procedures review
Health & Safety	N/A		
Reputation	Inadequate financial systems & processes result in poor negative public sentiment	Possible (3) X High (4) = High (12)	Implement recommendations of financial management systems and procedures review
Service Interruption	n/a		
Compliance	Financial systems & processes not undertaken by Chief Executive Officer in line with Local Government Regulation requirements	Possible (3) X High (4) = High (12)	Enter requirement to undertake review on organisational risk register
Property	n/a		
Environment	n/a		

Audit & Risk Management Committee Meeting Minutes
16 December 2022



B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

The below identified areas of improvement are being worked on with processes and guidelines being drafted and added in pro maps. Policies have been reviewed and drafted for council approval.

The following areas have been identified and being actioned for improvement.

1. Bank Reconciliations
2. Investment Policy
3. Purchasing of goods and services
4. Rates
5. Sundry Debtors & Receipting
6. Payroll
7. General Journals
8. Fixed assets
9. Information technology

Undertaking the independent review provides an opportunity for the financial area to be improved and further strengthened.

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.235

Moved: Cr Mencshelyi

Seconded: Cr Appleton

That Council

1. Receives the Financial Management review update as presented by the Chief Executive Officer.
2. Requires the Chief Executive Officer to provide an update on the progress of each of the recommended actions to every Audit & Risk committee meeting until all actions are completed.
3. Enters the requirement for a financial review to be undertaken every three years in the Council organisational risk register.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Clarification was sought in relation to:

- In regards to 29% of the rate debt being made of debts that have been outstanding for more than 3 years, how much of that 29% is the \$340,000 outstanding for the subdivision mentioned? The Chief Executive Officer advised that the total rate debt for over 3 years is approx. \$600,000.
- When will the investment policy be reviewed by Council? There is a workshop planned for February 2023.
- What is happening in regards to the IT security policy? The Chief Executive Officer advised that there has been no action at this time. A new Business Solutions Coordinator will commence in February 2023.
- Are the Shire training staff to consider their online security i.e. scams? The Chief Executive Officer advised that there is currently a strong framework in place around security, however no formal policy.

Attachment 1 – Financial Management Review Action Plan

Table Legend:

Completed
No Action
Underway

Financial Management review report

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
Finance				
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.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Investments- Shire does not have a formally established and documented internal control procedures for investments</p>	<ol style="list-style-type: none"> 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 <i>maintain</i> an investment register indicating the name of the financial institute, amount of the investment, term of the investment and date of maturity. 	<p>July 2022</p>	<p>Corporate Services Finance /</p>	<ol style="list-style-type: none"> 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.
<p>Investment Policy- The Shire's Investment Policy has not been reviewed by the Shire in the 2021 year as required by the policy</p>	<ol style="list-style-type: none"> 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 	<p>Dec 22</p>	<p>Corporate Services Finance /</p>	<ol style="list-style-type: none"> 1. Investment Policy Updated Pending Council Approval

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Investment Policy- The Shires 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</p>	<p>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.</p>	<p>Dec 22</p>	<p>Corporate Services / Finance</p>	<p>1. Investments now meet the guidelines of the policy.</p>
<p>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</p>	<p>1. Management should implement appropriate segregation of duties, particularly between authorisation of purchase order and approving relevant supplier invoices.</p>		<p>Corporate Services/ Procurement</p>	<p>No Action</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
Procurement Policy - Policy allows for minor variations , however the minor variation is not specified.	1. The procurement policy should define a minor variation		Corporate Services/ Procurement	Procurement policy updated, pending Council adoption.
	2.			
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	Nov-22	Corporate Services /Finance	1. Credit cards statements being reviewed by both Senior Finance officer and the accountant. Accountant signs and dates the credit card statement

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
Creditors -Monthly Creditor reconciliations not dated by reviewer.	1. The reviewer should indicate the date of review on the monthly creditor reconciliations	July 22	Corporate Services/ Finance/ Procurement	1. Monthly Creditor reports and reconciliations reviewed by accountant signed and dated.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Rates – rate debts outstanding for more than 3 years approximately 29% of the total rates debts outstanding.</p>	<ol style="list-style-type: none"> The recoverability of all long outstanding rate debts should be reviewed by the management and appropriate action be taken to recover them without delay. Also the need to create a provision for doubtful debts in the annual financial report should be reviewed. 	<p>On going</p>	<p>Corporate Services/ Finance</p>	<ol style="list-style-type: none"> 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 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

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Debtors- 86% of the total sundry debtors have been outstanding for more than 90 days</p>	<ol style="list-style-type: none"> The recoverability of all long outstanding sundry debts should be reviewed by the management and appropriate action be taken to recover them without delay. Also the need to create a provision for doubtful debts in the annual financial report should be reviewed 	<p>ongoing</p>	<p>Corporate services/ Finance</p>	<ol style="list-style-type: none"> 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. No Action-The Annual Financial Report currently has a provision for doubtful debts

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
Creditors- Retention money for goods and services paid out from 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	1. Procedures have been put in place to ensure retentions are withheld correctly
Creditnote 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.	Dec 22	Corporate services/ Finance	1. Credit note requisition form created pending approval. 2. Credit note requisition process to be added in pro maps by Dec 22

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Cancellation of Receipts - the Shire does not have a formally established and documented internal control procedure for cancellation of receipts.</p>	<p>1. The Shire should develop and use a documented internal control procedural guideline for the benefit of the relevant staff</p>	<p>Dec -22</p>	<p>Corporate services/ Finance</p>	<p>1. Receipt Cancellation procedure documents and to be added into promaps by Dec 22</p>
<p>Daily Receipting- there was no documentary evidence of a review of the daily receipting report.</p>	<p>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</p>	<p>Jul 22</p>	<p>Corporate Services /Finance</p>	<p>1. Receipting batches are reviewed daily, and discrepancies are investigated at that point by the Senior Finance Officer. Senior Finance Signs and dates the batches.</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Front Counter cash register- all operators of the front counter cash register use the same password</p>	<p>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.</p>	<p>Jul 22</p>	<p>Corporate Services/ Finance</p>	<p>1. Difficult to implement with the current ERP. To be resolved once we migrate to Altus</p>
<p>Payroll- employee termination payment calculations were not evidenced as being reviewed and approved by a senior staff of the Shire.</p>	<p>1. Recommend that calculations of all termination payments are independently reviewed and the review be evidenced on the calculation sheet and it be retained.</p>	<p>July 22</p>	<p>Corporate Services/ Finance</p>	<p>1. These are currently being reviewed by both Senior Finance officer and Accountant who both sign and date the calculation sheet.</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>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.</p>	<p>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.</p>	<p>N/A</p>	<p>Corporate Services/ Finance</p>	<p>1. Current procedures have all deduction amounts recorded against personal files.</p>
<p>Payroll- employee pay slips show penalty as normal hours.</p>	<p>1. We recommend that management investigates this matter and take appropriate measures to rectify the issue.</p>	<p>TBA</p>	<p>Corporate Services/ Finance</p>	<p>1. We hope the move to Altus will resolve this as efforts to get this resolved by IT vision with synergy have been fruitless.</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>General Journals - the same officer prepares and posts the journal entry without an independent review by a second officer.</p>	<p>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.</p>	<p>July</p>	<p>Corporate Services/ Finance</p>	<p>1. Journals are signed off by either the Accountant, Senior Finance Officer or Exec Manager Corporate services.</p>
<p>General Journals- the Shire does not have a comprehensive documented policy or procedural guideline for general journals.</p>	<p>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.</p>	<p>Dec 22</p>	<p>Corporate Services/ Finance</p>	<p>1. General Journal guideline to be established and documented in pro maps</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>Fixed Assets - currently there is no process of formally documenting the disposal of assets i.e. <i>Asset Disposal Form</i>, and obtaining managements approval prior to disposal of individual assets.</p>	<p>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.</p>	<p>Dec 22</p>	<p>Corporate Services/ Finance</p>	<p>1. Asset disposal form created and procedure to be documents and uploaded in pro maps</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>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.</p>	<p>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.</p>	<p>Dec-22</p>	<p>Corporate Services/ Finance</p>	<p>Fixed assets reconciled monthly by Senior Finance Officer and sent to Accountant for review. Accountant signs and dates.</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Finding	Recommendation / Solution	Expected completion date	Responsibility	Progress Report
<p>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.</p>	<p>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.</p>		<p>Corporate Services/ICT</p>	<p>No Action</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022

6.5 MONTHLY COMPLIANCE REPORT

File Reference:	1.6.1.6
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Attachment 1: Compliance Calendar and Creditors Checklist

A. BACKGROUND / DETAILS

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. To ensure compliance and to strengthen the auditing in key areas on a more regular basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

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

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

B.2 Financial / Resource Implications

N/A.

B.3 Legislative Compliance

Audit & Risk Management Committee Meeting Minutes
16 December 2022

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

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

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

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

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

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*

Audit & Risk Management Committee Meeting Minutes
16 December 2022

2022 Compliance Calendar

Month	Item	% Compliance	Non-Compliance
August	Internal Compliance Audit	82%	One Councillors Annual Return was returned 1 day late. Opening of tenders not immediately recorded in register for RFT 3 of 2022. Tender register not updated for RFT 3 of 2022. Financial statement not yet reported to Council. Both July and August financials are being presented to the September 2022 Council meeting. The BSL and BCITF payments were not made by the 10th and 14th of the following month.
	Random Creditor check	90%	One purchase order was raised after the invoice date.
September	Internal Compliance Audit	87%	Tender register not updated. A tenderer was not notified of the outcome. Crossover determinations were not added to the Delegated Authority Register. BSL and BCTF payment not made by the required date.
	Random Creditor Check	90%	One purchase order was raised after the invoice date.
October	Internal Compliance Audit	97%	An interest was not recorded in the Community Grant Assessment Committee Minutes.
	Random Creditor Check	70%	Three purchase orders were raised after the invoice date.
November	Internal Compliance Audit	94%	Delegated Authority Register was not updated for crossover approvals and multiple dog/cat applications.
	Random Creditor Check	90%	One purchase order was raised after the invoice date.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.236

Moved: Cr Appleton

Seconded: Cr Ryan

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

CARRIED 4/0

Clarification was sought in relation to:

- Can it be assumed that the purchase orders that were raised after the invoice date were due to maintenance issues, as has been the case in the past? The Acting Governance Coordinator confirmed this and discussed the circumstances of each instance listed.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

November 2022 Creditor Check

EFT #	Creditor	Invoice Amount	Invoice #	Invoice Date	Order #	Order Amount	Purchase Order Date	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
EFT45380	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	\$12,557.05	12223	5/10/2022	68057	\$42,000.00	8/09/2022	J JURMANN	YES	YES
EFT45423	CUTTING EDGES EQUIPMENT PARTS	\$3,017.52	3335240	21/10/2022	68656	\$3,017.52	20/10/2022	S LEOTTA	YES	YES
EFT45425	DCM CARPERNTRY & MAINTENANCE	\$20,119.00	1484	30/10/2022	68843	\$20,119.00	19/10/2022	D EMERY	YES	YES
EFT45456	THE FACTORY	\$4,950.00	22/16044-1	13/10/2022	88547	\$9,900.00	13/10/2022	I KEILY	YES	YES
EFT45542	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	\$9,517.41	INV-3166	31/10/2022	68849	\$9,250.00	29/09/2022	S LEOTTA	YES	YES
EFT45561	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	\$5,060.00	947	10/11/2022	68552	\$5,060.00	14/10/2022	K BOASE	YES	YES
EFT45571	ENVIRAPEST PTY LTD	\$3,960.00	INV-14885	20/10/2022	68227	\$3,960.00	20/09/2022	J JURMANN	YES	YES
EFT45596	PFD FOOD SERVICES PTY LTD	\$1,504.25	LE678442	27/10/2022	68703	\$1,379.03	25/10/2022	D JUPP	YES	YES
EFT45601	SITE SKILLS TRAINING - COMPETENCY TRAINING T/AS	\$600.00	INV209642	8/11/2022	68847	\$600.00	4/11/2022	M WORTHINGTON	YES	YES
EFT45617	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	\$839.96	INV-0070	17/10/2022	68881	\$839.96	8/11/2022	A ESPEY	YES	NO

Audit & Risk Management Committee Meeting Minutes
16 December 2022

October 2022 Creditor Check

EFT #	Creditor	Invoice Amount	Invoice Date	Order #	Order Amount	Purchase Order Date	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
EFT45090	AVON VALLEY PLANT & EQUIPMENT PTY LTD	\$ 3,520.00	11/07/2022	67973	\$ 3,520.00	2/09/2022	C HUNT	YES	NO
EFT45134	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	\$ 67,869.00	15/09/2022	66707	\$ 67,869.00	3/06/2022	S PATTERSON	YES	YES
EFT45139	WA CONTRACT RANGER SERVICES	\$ 3,217.50	10/09/2022	68249	\$ 3,217.50	21/09/2022	J JURMANN	YES	NO
EFT45155	AKA SEATING SYSTEMS T/AS AKA EVENTS HIRE	\$ 3,960.00	6/10/2022	68346	\$ 3,960.00	29/09/2022	D EMERY	YES	YES
EFT45168	DEC CONTRACTING PTY LTD	\$ 32,065.00	19/09/2022	67895	\$ 32,065.00	29/08/2022	S PATTERSON	YES	YES
EFT45220	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	\$ 2,614.57	19/09/2022	67626	\$ 13,352.05	9/08/2022	C HUNT	YES	YES
EFT45248	BEST CONSULTANTS PTY LTD	\$ 8,501.12	30/09/2022	67789	\$ 8,501.12	22/08/2022	D EMERY	YES	YES
EFT45304	BUDGET CASH REGISTER CO	\$ 1,045.00	6/10/2022	68474	\$ 1,045.00	10/10/2022	C GREENOUGH	YES	NO
EFT45318	G.S. BEVERIDGE & L.P. NOTTLE	\$ 3,340.00	17/10/2022	68417	\$ 3,340.00	4/10/2022	S MOORHEAD	YES	YES
EFT45324	MCDOWALL AFFLECK PTY LTD	\$ 8,800.00	30/09/2022	67397	\$ 17,050.00	26/07/2022	S PATTERSON	YES	YES

Audit & Risk Management Committee Meeting Minutes
16 December 2022

September 2022 Creditors Check

EFT #	Creditor	Order #	Invoice Amount	Invoice Date	Order Amount	Order Date	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
EFT44794	Andy's Plumbing	67266	\$ 3,498.00	30/08/2022	\$ 3,498.00	15/07/2022	S Moorhead	Yes	Yes
EFT44821	JH Computer Services	67798	\$ 5,280.00	23/08/2022	\$ 5,280.00	23/08/2022	K Hopkins	Yes	Yes
EFT44840	Tyrecycle Pty Ltd	67532	\$ 5,439.83	31/08/2022	\$ 9,825.68	3/08/2022	J Jurmann	Yes	Yes
EFT44857	Commander Ag-Quip	66684	\$ 20,607.07	8/08/2022	\$ 20,607.07	30/07/2022	S Patterson	Yes	Yes
EFT44907	Wheatbelt Precision Services - Jeffrey Roberts T/AS	67626	\$ 2,767.69	24/08/2022	\$ 3,352.05	9/08/2022	C Hunt	Yes	Yes
EFT45018	DCM Carpentry & Maintenance	68083	\$ 6,403.10	19/09/2022	\$ 6,403.10	9/09/2022	J Jurmann	Yes	Yes
EFT45027	House of Sharday	68038	\$ 205.65	11/09/2022	\$ 205.84	7/09/2022	V Williams	Yes	Yes
EFT45028	Humes Wembley Cement	67668	\$ 4,019.88	21/09/2022	\$ 4,019.93	11/08/2022	S Patterson	Yes	Yes
EFT45038	LFA First Response	68114	\$ 2,244.00	13/09/2022	\$ 2,244.00	13/09/2022	K Hopkins	Yes	Yes
EFT45045	Northam Chamber of Commerce	68208	\$ 500.00	31/08/2022	\$ 500.00	16/09/2022	J Metcalf	Yes	No

August 2022 Creditors Check

August Creditor report									
EFT #	Creditor	Invoice Amount	Invoice Date	Order #	Order Amount	Purchase Order Date	Signing Officer Name	Compliant with purchasing Policy & Process	Date of order prior to date of invoice
EFT44761	Quin's Gourmet Butchers	\$114.91	17/08/2022	65705	\$1,000.00	4/08/2022	N Hampton	Yes	Yes
EFT44463	Avon Valley Plant & Equipment Pty Ltd	30,409.50	31/05/2022	66500	\$30,409.50	17/05/2022	J Jurmann	Yes	Yes
EFT44469	Country Copiers	3415.50	20/07/2022	61782	\$3,415.50	4/05/2022	J Metcalf	Yes	Yes
EFT44471	DCM Carpentry & Maintenance	84920.00	29/06/2022	66619	\$84,920.00	30/05/2022	S Patterson	Yes	Yes
EFT44487	Specialised Tree Service	5,462.50	29/07/2022	66937	\$5,750.00	23/06/2022	S Leotta	Yes	Yes
EFT44515	Planning Institute of Australia	660.00	28/06/2022	67110	\$660.00	6/07/2022	J Jurmann	Yes	No
EFT44609	Jomar WA Pty Ltd	10,175.00	27/07/2022	66639	\$22,440	31/05/2022	S Patterson	Yes	Yes
EFT44639	Stass Environmental	2,420.00	15/07/2022	66226	\$2,420.00	19/04/2022	J Jurmann	Yes	Yes
EFT44641	Technology One Limited	1,078	29/07/2022	67137	\$1,078	7/07/2022	K Hopkins	Yes	Yes
EFT44694	Elite Audio Visual Productions	3,886.25	15/08/2022	67477	\$3,886	1/08/2022	M Blackhurt	Yes	Yes

Audit & Risk Management Committee Meeting Minutes
16 December 2022



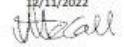
November 2022 Compliance Calendar

NOVEMBER COMPLIANCE CALENDAR						
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS
Local Government Act 1995	s3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	No
Local Government Act 1995	s5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes
Local Government Act 1995	s5.67	CEO	Where an elected member or staff disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item?		Monthly	Nil declared
Local Government Act 1995	s5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes
Local Government Act 1995	s5.73 & s103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes
Local Government Act 1995	s5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	Not applicable
Local Government Act 1995	s5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Return received for George Johnson, Alex Espey and Sean Cope returns are not yet due
Local Government Act 1995	s5.88	CEO	Is the register of financial interests up to date		Monthly	Yes
Local Government Act 1995	s5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes
Local Government Act 1995	s103	CEO	Is the gift register up to date and on the Council website		Monthly	Yes
Local Government Act 1995	s3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	Yes, one property disposed of which was exempt from 3.58 as per regulations.
Local Government Act 1995	s5.36(3) s5.37(3) Admin Reg 18A	CEO	Were advertisements for Executive Staff correctly advertised		As required	Not applicable
Local Government Act 1995	s5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	Nil received
Local Government Act 1995	s3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$250k		Monthly	Yes
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening of Public Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	One tender advertised however does not close until December
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	One tender advertised however does not close until December
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	Advertised via VendorPanel
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	RFT 04 of 2022 which closed on 30/09/2022 is currently under assessment
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Yes
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	RFT 04 of 2022 which closed on 30/09/2022 is currently under assessment
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	Not applicable
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	Not applicable
Local Government Act 1995	s2.25	Governance	Review meeting attendance - not missed 3 meetings without leave of absence		Bi-monthly	Cr Curtis has approved leave of absence

Audit & Risk Management Committee Meeting Minutes
16 December 2022



	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	Nil approved
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	One closed and listed on Delegated Authority Register
	Delegation - E04	EMES	Crossover Approvals	Monthly	Delegated Authority not updated for approved crossovers
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Nil disposed.
	Delegation - F04	EMCS	Inviting Tenders	Monthly	One tender advertised
	Delegation - F05	CEO	Waving of Fees	Monthly	Three fee waivers approved
	Delegation - F06	CEO	Disposing of Property by Lease or Licence	Monthly	One property disposed of by lease
	Delegation - R01	EMDS	Approval to keep more than one cat or dog	Monthly	Several applications approved in the current financial year which have not been added to the Delegated Authority Register
		EMCS	Interim Audit	Annually	Carried out from the 25 April 2022 to 29 April 2022
		EMCS	Accounts presented to Council	Monthly	Yes
		EMCS	Financial Report to Council	Monthly	Yes
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Processed on 3/11/2022
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Processed on 3/11/2022

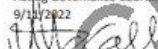
Completed by: Alysha McCall
Position: Acting Governance Coordinator
Date: 12/11/2022
Signed: 

Audit & Risk Management Committee Meeting Minutes
16 December 2022

October 2022 Compliance Calendar

OCTOBER COMPLIANCE CALENDAR						
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS
Local Government Act 1995	s3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	No
Local Government Act 1995	s5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes.
Local Government Act 1995	s5.44(2)	CEO	Were all delegations by the CEO made in writing?		Monthly	Yes.
Local Government Act 1995	s3.27	CEO	Authority to undertake work on land not controlled by Council			Nil.
Local Government Act 1995	s5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Nil declared
Local Government Act 1995	s5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes
Local Government Act 1995	s5.73 & s103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Community Grant Assessment Committee, there is a discrepancy with which item this is for. The table identifies item 11.2 however is listed before item 11.1. Raised with staff to resolve.
Local Government Act 1995	s5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	Yes
Local Government Act 1995	s5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Nil new starters with delegated authority.
Local Government Act 1995	s5.88	CEO	Is the register of financial interests up to date		Monthly	Yes
Local Government Act 1995	s5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Nil leavers in October
Local Government Act 1995	s103	CEO	Is the gift register up to date on the Council website		Monthly	Yes, nil declared
			Is the election gift register up to date on the Council website			Not applicable
Local Government Act 1995	s3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	Licence agreement entered into for Pop Up Shop. Section 3.58 not applicable as the disposal was not for exclusive use and less than 2 years as per LG Functions & General Regulation 30(2)(e). Lease for part Reserve 44700 and a portion of 44 Peel Tce were entered into and section 3.58 was complied with.
Local Government Act 1995	s6.68	EMCS	Did Council dispose of any property for non payment of rates		Monthly	No
Land Administration Act 1997	s51 & s86	CEO	Did Council dispose of any Crown Reserves or land			No
Local Government Act 1995	s5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	Yes, nil complaints
Local Government Act 1995	s3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$250k		Monthly	Nil called
Local Government Act 1995	s3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders		Monthly	Nil called

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded	Monthly	Yes, RFT 04/2022 opened
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	Nil accepted or rejected
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office	Monthly	Tenders ran via VendorPanel
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	Not applicable, one tender under evaluation on October
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	Yes
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	Not applicable, one tender under evaluation on October
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	Not applicable
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel	Monthly	Not applicable
Building Act 2011	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	Nil in October
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Nil closed in October
	Delegation - E04	EMES	Crossover Approvals	Monthly	Nil determined in October
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Yes
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Nil in October
		EMCS	Interim Audit	Annually	Yes
		EMCS	Accounts presented to Council	Monthly	Yes
		EMCS	Financial Report to Council	Monthly	Yes
Local Government Act 1995	FMR 51	EMCS	Financial Report from Auditors to DSSC	30 days after	Not yet received from auditor
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Completed by DSSO on 01/11/2022
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Completed by DSSO on 01/11/2022
Completed by:		Alysha McCall			
Position:		Acting Governance Coordinator			
Date:		9/11/2022			
Signed:					

Audit & Risk Management Committee Meeting Minutes
16 December 2022



September 2022 Compliance Calendar

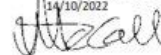
SEPTEMBER COMPLIANCE CALENDAR						
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59		Monthly	No.
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually / June	Yes.
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Nil declared.
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes.
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes.
Local Government Act 1995	S5.75	CEO	Have primary returns been lodged within 3 months of elected member start		Annually / January	Not applicable.
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Yes. 1 Primary return lodged by Tanya Turner.
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes.
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes.
Local Government Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	Yes.
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	No. A lease was assigned however 3.58 not required as per advice from DLGSC as 3.58 complied with when originally disposed. See record 1103426.
Local Government Act 1995	S5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	Nil received.
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$250k		Monthly	Not applicable.
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders		Monthly	Nil advertised in September.
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	Yes however register not updated on website for RFT 04/2022.
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	Not applicable.
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	Tender process undertaken on Vendor Panel electronically.
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each tenderer's criteria		Monthly	Evaluation still in progress for RFT 04/2022.
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Register not updated on Shire website for RFT 03/2022 and 04/2022
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	Tenderer not notified of outcome for RFT 03/2022 (rejected as non-compliant).
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	State wide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	Not applicable.
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	Not applicable.
Election LG ACT		Governance	Close Electoral Roll - 5pm (50th day)		s4.39(1)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	Last day for advertisement to be placed		s4.47(1)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	Nominations Open (for 8 days)		s4.49(a)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	Candidate can withdraw until 13/9		Reg 27(5)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	Nominations Closed 4pm		s4.49(a)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	CEO to sign owners & occupiers roll	Last day WAEC prepare	s4.41(1) s4.40(2)	Not applicable.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Election LG ACT	LG (election) Regulations	R/O	Give statewide notice of election	s4.64(1)	Not applicable.
Election LG ACT	LG (election) Regulations	Governance	WAEC to post Election packages to LG		Not applicable.
Election LG ACT	LG (election) Regulations	Governance	Consolidated roll to be complete	Reg 18.2(1)	Not applicable.
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	Yes. 1 Permit issued.
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Nil closures.
	Delegation - E04	EMES	Crossover Approvals	Monthly	Approved crossovers identified which were not updated on the register.
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Nil in September.
	Delegation - F05	EMCS	Inviting Tenders	Monthly	Nil advertised in September.
		EMCS	Interim Audit	Annually	Yes.
		EMCS	Accounts sent to Auditors	by 30 Sept	Yes, sent on 29/09/2022.
		EMCS	Accounts presented to Council	Monthly	Yes.
		EMCS	Financial Report to Council	Monthly	Yes.
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Not complete.
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Not complete.

Completed by:
Position:
Date:
Signed:

Alysha McCall
Acting Governance Coordinator
14/10/2022


UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022

August 2022 Compliance Calendar

AUGUST COMPLIANCE CALENDAR							
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with.		Monthly	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	S5.76 & S5.77	CEO	Have all Elected Member Annual Returns been lodged and acknowledged in writing		Annually - August	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.76 & S5.77	CEO	Have all Designated Staff Annual Returns been lodged and acknowledged in writing		Annually - August	Cr Paul Curtis annual return was returned after 31 August 2022. Return received on 1 September 2022.	<i>[Signature]</i>
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$250k		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was statewide public notice given for all tenders		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening tenders completed by two persons, details of tenders to be immediately recorded		Monthly	Yes however RFT 3 of 2022 is not updated with the two staff which opened the tender.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 18	EMCS	Selecting and accepting Tenders		Monthly	Nil awarded.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	Tenders advertised via Vendor Panel.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	Yes.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 17	EMCS	Tender register to be maintained and available for inspection		Monthly	RFT 3 of 2022 not updated.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	Nil awarded.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Declare if the election is to be postal		Bi-annually	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Give Local Public notice of close of enrolments		Bi-annually	Not applicable.	<i>[Signature]</i>
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Prepare Owner Occupier Roll		Bi-annually	Not applicable.	<i>[Signature]</i>

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Roll closes	Bi-annually	Not applicable.	Not applicable
LG Act 1995		EMCS	Solicitor Representation letters	Annually	Yes. Waiting for 1 to be returned which has been followed up.	Not applicable
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	Yes	Not applicable
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Yes	Not applicable
	Delegation - E04	EMES	Crossover Approvals	Monthly	No.	Not applicable
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Yes.	Not applicable
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Yes.	Not applicable
		EMCS	Auditor Visit	Annually	Yes.	Not applicable
		EMCS	Accounts presented to Council	Monthly	Yes.	Not applicable
		EMCS	Financial Report to Council	Monthly	Being presented to September 2022 meeting.	Not applicable
		EMCS	Apply for extension for Budget?	By 31 August	Not applicable	Not applicable
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Payment not made.	Not applicable
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Payment not made.	Not applicable

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.6 RISK REGISTER

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

BRIEF

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

ATTACHMENTS

Attachment 1: Overdue/Non-compliant Risks.

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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.

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

AS/NZS ISO 31000:2009

B.4 Policy Implications

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

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

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

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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

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

2. % of risk mitigation / treatment strategies over due
Currently have 129 risk mitigation/treatment strategies, of which **2 are overdue (which equates to 1.55%)**.

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

Comment – This was due at the end of October 2022. With the changeover of Human Resources staff it has not been signed off or finalised. Training is still occurring as required.

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

Comment – Per above. Inductions are occurring, however a complete review of our inductions is also underway.

At the Audit & Risk Management Committee Meeting held on 2 June 2022, the Chief Executive Officer advised that the entire register would also be provided to give the Council some context on the entire register, so any perceived gaps in the register could be identified. The committee also indicated that it would like to review the entire risk register, breaking it down in small sections at future Audit & Risk Committee meetings. This review will commence at the next meeting of the Committee. The complete risk register has been provided to the committee as Attachment 2.

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.237

Moved: Cr Mencshelyi

Seconded: Cr Appleton

That Council receives the December 2022 Shire of Northam Risk Register update.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Clarification was sought in relation to:

- What were the circumstances surrounding the items that are listed as moderate? The Chief Executive Officer advised that both items were actioned, they just had not been signed off due to not having a HR manager at the time.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.7 RISK REGISTER REVIEW

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

BRIEF

For the committee to review the Shire of Northam Risk Register.

ATTACHMENTS

- Attachment 1: Compliance Section Risk Register
Attachment 2: Complete Risk Register.

A. BACKGROUND / DETAILS

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

1. Compliance
 - a. Legislation
 - b. Policy
2. Environmental
 - a. Built
 - b. Natural
3. Financial
 - a. Operating
 - b. Strategic

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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.

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

AS/NZS ISO 31000:2009

B.4 Policy Implications

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

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022

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

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

At the previous Audit & Risk Management Committee Meeting, the committee indicated that it would like to review the entire risk register, breaking it down in small sections. The entire register has been provided to give the Council some context on the entire register, so any perceived gaps in can be identified.

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

Compliance

a. Legislation

i. Inadequate procurement / tender process

1. Manage Procurement - Identify need for procurement. Establish and comply with a purchasing policy.
2. Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



3. Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.
 4. Review Procurement Policy.
 - ii. Covid-19 Pandemic – State of Emergency – **No longer in use. Remains in register in the event of a further pandemic**
 1. Implementation of the Shire of Northam Business Continuity Plan
 2. Council to issue press release to community outlining initial response to Covid-19 pandemic
 3. Council to monitor cashflow – monthly
 4. Council to establish and review quarterly a Covid-19 Strategic Response
 - iii. Records Management
 1. Manage Records - File record. Process which explains how to register all records incoming and outgoing
 2. Current Records Management Plan in place
 3. Manage Document Control - Identify Document Need. Have an effective document control system in place
 - iv. Failure to fulfil statutory, regulatory or compliance requirement
 1. Audit of monthly compliance calendar
 2. Manage Inductions - Conduct New Employee Induction. All new employees are provided with adequate inductions
 3. Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.
 4. Organisational Compliance Calendar in place and reviewed by Executive Management Group
 5. Induction & Training provided to elected members
 6. Complete Annual Compliance Return (Dept Local Government)
 - v. Misconduct/Fraud
 1. Manage Inductions - Conduct New Employee Induction. All new employees are provided with adequate inductions
 2. Induction & Training provided to elected members
 3. Manage Inductions - Conduct New Employee Induction. Induction of new employees into the organisation assists in creating an expectation in terms of what is required
 4. Manage Procurement - Identify need for procurement. Process minimises opportunity for misconduct
 5. Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)
- b. Policy
- i. Ineffective Management of Facilities / Venues / Events
 1. Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication
 - ii. Inadequate Project Management
 1. Project management framework in place, providing parameters for staff to operate within
 2. Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report)
 3. Internal audit of project and major project (as defined by corporate business plan) management framework compliance.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



4. Manage Major Projects - Project Performance and Control.
Provides process for managing projects

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.238

Moved: Cr Appleton
Seconded: Cr Mencshelyi

That Council:

1. Confirms the identified organisational risk areas of compliance, environment, financial, health & safety, property, reputation & strategic
2. Confirms the 'compliance' risk register as presented with the following amendments.
 - a. Remove mitigation action 'Manage Inductions – Conduct New Employee Induction. Induction of new employees into the organisation assists in creating an expectation in terms of what is required' as it is a duplicate.
 - b. Add a mitigation action to the Compliance / Policy area which includes a framework to ensure review of all policies by Department on a biennial basis.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Attachment 1 – Compliance Section Risk Register

Risk Register



Filter: Classification(s): Compliance - Legislative, Compliance - Policy

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
DUE DATE: 01 May 2023

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 Jan 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 Jan 2023

FREQUENCY: 14th day of every month

TREATMENT MC00112

Review Procurement Policy.

SIGNOFF(S): Kristy Hopkins
Colin Young

DUE DATE: 01 Oct 2023

FREQUENCY: 1st day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 7.5 MODERATE</p> <p>INHERENT 25.0</p> <p>R00047</p>	<p>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</p>	<p>TREATMENT MC00098 Implementation of the Shire of Northam Business Continuity Plan</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>
	<p>Covid-19 Pandemic Australia & Western Australia are in a declared state of emergency as a result of the Covid-19 pandemic.</p>	<p>TREATMENT MC00099 Council to issue press release to community outlining initial response to Covid-19 pandemic</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>
	<p>OWNER Jason Whiteaker CREATED 22/04/2020 16:26:59</p>	<p>TREATMENT MC00100 Council to monitor cashflow - monthly</p>	<p>SIGNOFF(S): Colin Young Jason Whiteaker DUE DATE: 01 Jan 2023 FREQUENCY: The first Day of every month</p>
	<p>LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00101 Council to establish and review quarterly a Covid-19 Strategic Response</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>
<p>RESIDUAL 7.2 MODERATE</p> <p>INHERENT 9.0</p> <p>R00015</p>	<p>CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION</p>	<p>TREATMENT MC00023 Manage Records - File record Process which explains how to register all records incoming and outgoing</p>	<p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: FREQUENCY: Once</p>
	<p>Records Management Important information unable to be found and legislative requirements not met as a result of inadequate records management plans and practices</p>	<p>TREATMENT MC00024 Current Records Management Plan in place</p>	<p>SIGNOFF(S): Alysha McCall Colin Young DUE DATE: 01 May 2024 FREQUENCY: The first Day of every 48 months</p>
	<p>OWNER Colin Young CREATED 24/05/2019 14:58:42</p>	<p>TREATMENT MC00025 Manage Document Control - Identify Document Need Have an effective document control system in place</p>	<p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: 01 May 2023 FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 6.0 MODERATE</p> <p>INHERENT 20.0</p> <p>R00001</p>	<p>CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE</p> <p>Failure to fulfil statutory, regulatory or compliance requirements</p> <p>Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements</p> <p>OWNER Colin Young CREATED 08/04/2019 14:46:49</p> <p>LIKELIHOOD Almost Certain SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00002</p> <p>Audit of monthly compliance calendar</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 14 Jan 2023 FREQUENCY: 14th day of every month</p>
	<p>TREATMENT MC00007</p> <p>Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>OVERDUE, CHANGE(S) PENDING</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 09 Dec 2022 FREQUENCY: Fri every week</p>	
	<p>TREATMENT MC00009</p> <p>Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 14 Jan 2023 FREQUENCY: 14th day of every month</p>	
	<p>TREATMENT MC00053</p> <p>Organisational Compliance Calendar in place and reviewed by Executive Management Group</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 01 Mar 2023 FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT MC00059</p> <p>Induction & Training provided to elected members</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 30 Nov 2023 FREQUENCY: The last Day of every 24 months</p>	
	<p>TREATMENT MC00060</p> <p>Complete Annual Compliance Return (Dept Local Government)</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 28 Feb 2023 FREQUENCY: The last Day of every 12 months</p>	

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL 3.6 LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE	
	Aquatic Facility - Inadequate Construction Contract Aquatic Facility Project construction contract not adequate which exposes Council to contract risk through the construction phase	
INHERENT 12.0	OWNER	Jason Whiteaker
	CREATED	14/09/2020 14:27:38
R00050	LIKELIHOOD	Possible
	SEVERITY	Major
	CONTROL EFFECTIVENESS	Strong

RESIDUAL 3.6 LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC		TREATMENT MC00094	SIGNOFF(S):	Jason Whiteaker
	Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied 239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements		The Buyer shall submit a Development Application within six calendar months of the contract date	DUE DATE:	
INHERENT 12.0	OWNER	Jason Whiteaker		FREQUENCY:	Once
	CREATED	14/09/2020 14:31:42			
R00052	LIKELIHOOD	Possible			
	SEVERITY	Major			
	CONTROL EFFECTIVENESS	Strong			

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL 3.6 LOW	COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY Ineffective Management of Facilities / Venues / Events Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; • Inadequate procedures in place to manage the quality or availability. • Ineffective signage • Booking issues • Financial interactions with hirers / users • Oversight / provision of peripheral services (eg. cleaning / maintenance)	TREATMENT MC00085 Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication	CHANGE(S) PENDING SIGNOFF(S): David Emery DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 12 months
INHERENT 12.0 R00034	OWNER Jason Whiteaker CREATED 02/07/2019 14:05:05 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong		

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
3.6
LOW

INHERENT
12.0

R00035

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

Misconduct/Fraud

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

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Jason Whiteaker
CREATED 02/07/2019 14:09:25
LIKELIHOOD Possible
SEVERITY Major
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00059

Induction & Training provided to elected members

TREATMENT MC00086

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

TREATMENT MC00097

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): Jason Whiteaker
DUE DATE: 09 Dec 2022
FREQUENCY: Fri every week

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

CHANGE(S) PENDING

SIGNOFF(S): Jason Whiteaker
DUE DATE: 01 Sep 2023
FREQUENCY: The first Day of every 12 months

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

SIGNOFF(S): Tamika Van Beek
Colin Young
DUE DATE: 28 Feb 2023
FREQUENCY: The last Day of every 24 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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 2023
 FREQUENCY: The last Day of every 12 months

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

CHANGE(S) PENDING
 SIGNOFF(S): Tamika Van Beek
 DUE DATE: 15 Dec 2022
 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 2023
 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): Neville Binning
 Scott Patterson
 Jason Whiteaker
 DUE DATE: 30 Sep 2023
 FREQUENCY: The last Day of every 12 months

UNCONFIRMED

Attachment 2 – Complete Risk Register

Risk Register

RESIDUAL 9.6 HIGH INHERENT 12.0 R00023	CORPORATE SERVICES, SERVICE INTERRUPTION Failure of IT &/or Communications Systems and Infrastructure Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by: <ul style="list-style-type: none"> • Hardware &/or Software • IT Network • Failures of IT Vendors This also includes where poor governance results in the breakdown of IT maintenance such as; <ul style="list-style-type: none"> • Configuration management • Performance Monitoring • IT Incident, Problem Management & Disaster Recovery Processes This does not include new system implementations - refer "Inadequate Project / Change Management". OWNER Colin Young CREATED 01/07/2019 14:58:09 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Adequate	TREATMENT MC00047 Data Back-up Systems in place and documented	SIGNOFF(S): Colin Young DUE DATE: 30 Sep 2023 FREQUENCY: The last Day of every 12 months
	TREATMENT MC00048 Disaster Recovery Plan in place	SIGNOFF(S): Colin Young DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 12 months	

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 9.6 HIGH</p> <p>INHERENT 12.0</p> <p>R00040</p>	<p>AMP - BUILDINGS, SERVICE INTERRUPTION</p> <p>AM Service Levels not met Asset Management Plan identifies need to establish and monitor a range of service levels to ensure Council and community expectations are met</p> <p>OWNER Shane Moorhead CREATED 16/07/2019 11:24:02</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT MC00019</p> <p>Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Scott Patterson Colin Young 01 Jun 2023 The first Day of every 24 months</p>
<p>RESIDUAL 9.6 HIGH</p> <p>INHERENT 12.0</p> <p>R00055</p>	<p>ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - PUBLIC, REPUTATION - COMMUNITY</p> <p>Inadequate Cleaning of Shire Facilities Shire buildings and public amenities not regularly cleaned to and acceptable standard causing the following issues: - not regularly cleaned/sanitised, there is a chance of making people sick - not cleaned, community and visitors not satisfied Shire buildings and amenities may not be able to open to public or operate if not cleaned appropriately Paying too much for cleaning services is also a financial risk.</p> <p>OWNER Shane Moorhead CREATED 02/12/2020 11:11:13</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT MC00109</p> <p>Manage public tenders (RFT) for purchases over \$250,000 Excl. GST - Prepare Tender Conduct a public tender as per the Manage Tenders Process and in line with the Shire's Procurement Policy F4.2</p> <p>TREATMENT MC00110</p> <p>Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices Monthly inspection of toilets to be undertaken by Council staff</p>	<p>CHANGE(S) PENDING SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Colin Young Kristy Hopkins Once Shane Moorhead 01 Jul 2023 The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
7.5
 MODERATE

INHERENT
25.0

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.

R00047

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 Jan 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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
7.5
 MODERATE

INHERENT
25.0

R00004

CORPORATE SERVICES, STRATEGIC - ORGANISATIONAL

Inadequate Insurance
 Organisation is exposed to financial loss due to failure to renew public indemnity insurance or renew it with adequate cover

OWNER Colin Young
 CREATED 06/05/2019 13:42:09
 LIKELIHOOD Almost Certain
 SEVERITY Extreme
 CONTROL EFFECTIVENESS Strong

TREATMENT MC00061

Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off

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

TREATMENT MC00062

Insurance coverage assessed independently for adequacy

SIGNOFF(S): Colin Young
 DUE DATE: 01 May 2024
 FREQUENCY: The first Day of every 48 months

TREATMENT MC00097

Review of past 5 year insurance performance (comparing premium contributions against claims). May result in assessing a range of factors including current level of cover, excesses and structure of workers compensation premium for example:

SIGNOFF(S): Colin Young
 Jason Whiteaker
 DUE DATE: 31 May 2024
 FREQUENCY: The last Day of every 36 months

-Retention (deductible and excess) Review – assess what amount the Shire is able to retain for each applicable policy (please note LGIS Workers Compensation and Public Liability policies have nil excess)

-Explore the options of moving from a fixed based Workers Compensation policy to Performance based policy. Whilst this could reduce up-front costs, poor performance does impact overall costs, due to a higher maximum rate.

-Overall Property Asset review – item by item, identify what the Shire would replace and what would not be replaced and amend sums insured accordingly. For example no intention of replacing an asset in the event of a total loss, you can choose to reduce the sum insured to an indemnity basis rather than re-in statement. Partial losses will need to be a consideration in this exercise.

-Policy Limits review against maximum fore see able losses. (this can be undertaken on the Brokered policies outside of the mutual policies).

UNCOMPLETED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
7.5
MODERATE

INHERENT
25.0
R00011

CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL
Inadequate procurement / tender process
Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.
OWNER Executive Manager Corporate Services (Portfolio Manager)
CREATED 07/05/2019 10:29:20
LIKELIHOOD Almost Certain
SEVERITY Extreme
CONTROL EFFECTIVENESS Strong

TREATMENT MC00008
Manage Procurement - Identify need for procurement
Establish and comply with a purchasing policy.

CHANGE(S) PENDING
SIGNOFF(S): Colin Young
Kristy Hopkins
DUE DATE: 01 May 2023
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 Jan 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 Jan 2023
FREQUENCY: 14th day of every month

TREATMENT MC00112
Review Procurement Policy.

SIGNOFF(S): Kristy Hopkins
Colin Young
DUE DATE: 01 Oct 2023
FREQUENCY: 1st day of every 12 months

RESIDUAL
7.2
MODERATE

INHERENT
9.0
R00015

CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION
Records Management
Important information unable to be found and legislative requirements not met as a result of inadequate records management plans and practices
OWNER Colin Young
CREATED 24/05/2019 14:58:42
LIKELIHOOD Possible
SEVERITY Medium
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00023
Manage Records - File record
Process which explains how to register all records incoming and outgoing

SIGNOFF(S): Colin Young
Kristy Hopkins
DUE DATE:
FREQUENCY: Once

TREATMENT MC00024
Current Records Management Plan in place

SIGNOFF(S): Alysha McCall
Colin Young
DUE DATE: 01 May 2024
FREQUENCY: The first Day of every 48 months

TREATMENT MC00025
Manage Document Control - Identify Document Need
Have an effective document control system in place

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
7.2
 MODERATE

INHERENT
9.0

R00018

CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY

Inadequate engagement with Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.

OWNER Jason Whiteaker
 CREATED 19/06/2019 09:07:22
 LIKELIHOOD Possible
 SEVERITY Medium
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00032
 Current Community Engagement Plan in Place

SIGNOFF(S): Jason Whiteaker
 DUE DATE: 01 Jan 2029
 FREQUENCY: The first Day of every 112 months

TREATMENT MC00033
 Biennial Customer Satisfaction & Community Needs Survey

SIGNOFF(S): Jason Whiteaker
 DUE DATE: 01 Sep 2023
 FREQUENCY: The first Day of every 24 months

RESIDUAL
7.2
 MODERATE

INHERENT
9.0

R00019

DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL

Inadequate environmental management

nadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Contaminated sites. / Coastal issues
- Waste facilities (landfill / transfer stations). / Groundwater
- Weed control. / Water Quality
- Illegal dumping.
- Illegal clearing / land use.

OWNER Carmen Sadleir
 CREATED 01/07/2019 14:28:54
 LIKELIHOOD Possible
 SEVERITY Medium
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00061
 Up to Date and endorsed Strategic Waste Management Plan

SIGNOFF(S): Jacky Jurmann
 DUE DATE: 31 Aug 2023
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00082
 Have climate change policy in place

SIGNOFF(S): Jennifer Abbott
 Jacky Jurmann
 DUE DATE: 01 Mar 2024
 FREQUENCY: The first Day of every 24 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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 2023
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 2023
FREQUENCY: The last Day of every 12 months

TREATMENT MC00036
Investment strategy / policy in place

SIGNOFF(S): Colin Young
DUE DATE: 01 Jul 2023
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 2023
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: 28 Feb 2023
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 2023
FREQUENCY: The first Day of every 12 months

TREATMENT MC00114
Undertake a financial review every 3 years

SIGNOFF(S): Colin Young
DUE DATE: 01 Jan 2025
FREQUENCY: The first Day of every 36 months

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 6.0 MODERATE</p> <p>INHERENT 20.0</p> <p>R00032</p>	<p>DEVELOPMENT SERVICES, HEALTH & SAFETY</p> <p>Inadequate Organisation and Community Emergency Management</p> <p>Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;</p> <ul style="list-style-type: none"> · Lack of (or inadequate) emergency response plans. · Lack of training to specific individuals or availability of appropriate emergency response. · Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. · Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc <p>(References: AS 3745; AS 1851; AIIMS 4 Management Principles)</p> <p>OWNER Jacky Jurmann CREATED 02/07/2019 13:42:30</p> <p>LIKELIHOOD Likely SEVERITY Extreme CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00077</p> <p>Functioning Local Emergency Management Committee, which meets quarterly</p>	<p>SIGNOFF(S): Alex Espey Jacky Jurmann</p> <p>DUE DATE: 31 Jan 2023</p> <p>FREQUENCY: The last Day of every 3 months</p>
	<p>TREATMENT MC00078</p> <p>Conduct at least 1 Emergency Management training exercise per year</p>	<p>SIGNOFF(S): Alex Espey Jacky Jurmann</p> <p>DUE DATE: 30 Sep 2023</p> <p>FREQUENCY: The last Day of every 12 months</p>	
	<p>TREATMENT MC00079</p> <p>Conduct Inductions for Bush Fire Brigade Volunteer Members Annually</p>	<p>SIGNOFF(S): Alex Espey Jacky Jurmann</p> <p>DUE DATE: 01 Oct 2023</p> <p>FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT MC00080</p> <p>Review Risk to Resources Document</p>	<p>SIGNOFF(S): Alex Espey Jacky Jurmann</p> <p>DUE DATE: 30 Sep 2023</p> <p>FREQUENCY: The last Day of every 24 months</p>	

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
6.0
 MODERATE

INHERENT
20.0

R00001

CORPORATE SERVICES, 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 Colin Young
 CREATED 08/04/2019 14:46:49

LIKELIHOOD Almost Certain
 SEVERITY Major
 CONTROL EFFECTIVENESS Strong

TREATMENT	SIGNOFF(S)	DUE DATE	FREQUENCY
TREATMENT MC00002 Audit of monthly compliance calendar	Alysha McCall	14 Jan 2023	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 Jason Whiteaker	09 Dec 2022	Fri every week
TREATMENT MC00009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	Alysha McCall	14 Jan 2023	14th day of every month
TREATMENT MC00058 Organisational Compliance Calendar in place and reviewed by Executive Management Group	Alysha McCall	01 Mar 2023	The first Day of every 12 months
TREATMENT MC00059 Induction & Training provided to elected members	Alysha McCall	30 Nov 2023	The last Day of every 24 months
TREATMENT MC00060 Complete Annual Compliance Return (Dept Local Government)	Alysha McCall	28 Feb 2023	The last Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00008</p>	<p>CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY</p> <p>Not meeting community expectations Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.</p> <p>OWNER Jason Whiteaker CREATED 06/05/2019 13:56:25</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00004</p> <p>Review Corporate Business Plan annually to ensure reflects strategic community plan</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Jun 2023 FREQUENCY: The last Day of every 12 months</p>
	<p>TREATMENT MC00012</p> <p>Undertake community surveying every two years focusing on community perception of service delivery</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Aug 2023 FREQUENCY: The last Day of every 24 months</p>	
	<p>TREATMENT MC00013</p> <p>Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services</p>	<p>CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker Alysha McCall DUE DATE: FREQUENCY: Once</p>	
<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00013</p>	<p>CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILT, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION</p> <p>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;</p> <ul style="list-style-type: none"> • Inadequate design (not fit for purpose). • Ineffective usage (down time) • Outputs not meeting expectations • Inadequate maintenance activities. • Inadequate or unsafe modifications. <p>It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</p> <p>OWNER Jason Whiteaker CREATED 24/05/2019 14:29:02</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00018</p> <p>Up to date and accurate transport management plan in place</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Feb 2023 FREQUENCY: The first Day of every 24 months</p>
	<p>TREATMENT MC00019</p> <p>Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months</p>	
	<p>TREATMENT MC00020</p> <p>Up to date and accurate parks & reserves asset management plan in place</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Sep 2023 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 DUE DATE: 01 Dec 2023 FREQUENCY: The first Day of every 12 months</p>	

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
4.8
MODERATE

INHERENT
16.0
R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL
Inadequate safety and security practices
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

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

OWNER Jason Whiteaker
CREATED 01/07/2019 14:46:30

LIKELIHOOD Likely
SEVERITY Major
CONTROL EFFECTIVENESS Strong

TREATMENT MC00041
Undertake OHS Audit

SIGNOFF(S): Jason Whiteaker
DUE DATE: 01 Sep 2023
FREQUENCY: The first Day of every 24 months

TREATMENT MC00042
Implement recommendations from OHS Audit & Report to Audit & Risk Committee

SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Jan 2023
FREQUENCY: The last Day of every 4 months

TREATMENT MC00043
OHS Committee Meeting Regularly

SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Dec 2022
FREQUENCY: The last Day of every 3 months

TREATMENT MC00044
Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)

SIGNOFF(S): Scott Patterson
DUE DATE: 31 Dec 2022
FREQUENCY: The last Day of every month

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

SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Mar 2023
FREQUENCY: The last Day of every 6 months

TREATMENT MC00046
OHS Policy Framework in place and reviewed

SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Aug 2023
FREQUENCY: The last Day of every 12 months

TREATMENT MC00095
Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.

CHANGE(S) PENDING
SIGNOFF(S): Colin Young
Scott Patterson
Jo Metcalf
DUE DATE: 31 Dec 2022
FREQUENCY: The last Day of every month

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00020</p>	<p>CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC</p> <p>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:</p> <ul style="list-style-type: none"> • 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) <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>SIGNOFF(S): Colin Young DUE DATE: FREQUENCY: Once</p>
<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00056</p>	<p>ENGINEERING SERVICES, HEALTH & SAFETY - PUBLIC</p> <p>Unsafe Playground equipment Shire playgrounds are not to a an acceptable standard causing the following issues:</p> <ul style="list-style-type: none"> - Play Equipment is unsafe, there is a chance of injuring users - Play Equipment may not be open to public if it is unsafe and require repairs - Community and visitors unsatisfied <p>OWNER Scott Patterson CREATED 05/07/2022 16:11:10</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00113 Regular playground inspections to be completed on a monthly basis</p>	<p>SIGNOFF(S): Keith Boase Neville Binning Scott Patterson Scott Patterson Keith Boase</p> <p>DUE DATE: 31 Dec 2022 FREQUENCY: The last Day of every month</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00043</p>	<p>AMP - BUILDINGS, FINANCIAL - STRATEGIC</p> <p>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.</p> <p>OWNER Jason Whiteaker CREATED 16/07/2019 11:33:15</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00089 Project evaluation procedure in place and utilised</p>	<p>SIGNOFF(S): Scott Patterson DUE DATE: 01 Apr 2024 FREQUENCY: The first Day of every 24 months</p>
<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00039</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p>Lack of capital project evaluation procedure Shire does not have a capital project evaluation procedure aligned to the Community Strategic Plan</p> <p>OWNER Jason Whiteaker CREATED 15/07/2019 16:54:13</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00089 Project evaluation procedure in place and utilised</p>	<p>SIGNOFF(S): Scott Patterson DUE DATE: 01 Apr 2024 FREQUENCY: The first Day of every 24 months</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
4.8
MODERATE

INHERENT
16.0

R00036

AMP - TRANSPORT, HEALTH & SAFETY

Transport Assets not routinely inspected
No formal safety & maintenance inspection procedures exist

OWNER Michael Newton
CREATED 15/07/2019 16:35:25

LIKELIHOOD Likely
SEVERITY Major
CONTROL EFFECTIVENESS Strong

TREATMENT MC00088
Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network)

TREATMENT MC00096
Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.

SIGNOFF(S): Michael Newton
Scott Patterson
DUE DATE: 31 Jan 2024
FREQUENCY: The last Day of every 36 months

SIGNOFF(S): Michael Newton
Scott Patterson
DUE DATE: 28 Feb 2023
FREQUENCY: The last Day of every 3 months

RESIDUAL
4.5
MODERATE

INHERENT
15.0

R00017

DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC

Inadequate Organisation and Community Emergency Management
Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AILMS 4 Management Principles)

OWNER Jacky Jurmann
CREATED 19/06/2019 08:51:12

LIKELIHOOD Possible
SEVERITY Extreme
CONTROL EFFECTIVENESS Strong

TREATMENT MC00027
Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly

TREATMENT MC00028
Current Local Emergency Management Arrangements & Recovery Plan

TREATMENT MC00029
Run annual emergency management exercise

TREATMENT MC00030
Bush fire Risk Management Plan in Place

TREATMENT MC00031
Fuel Loads risk register in place

SIGNOFF(S): Alex Espey
DUE DATE: 31 Mar 2023
FREQUENCY: The last Day of every 6 months

SIGNOFF(S): Alex Espey
Jacky Jurmann
DUE DATE: 01 Nov 2024
FREQUENCY: The first Day of every 24 months

SIGNOFF(S): Alex Espey
Jacky Jurmann
DUE DATE: 01 Nov 2023
FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Alex Espey
Jacky Jurmann
DUE DATE: 01 Sep 2023
FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Alex Espey
Jacky Jurmann
DUE DATE: 30 Sep 2023
FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
3.6
 LOW

INHERENT
12.0

R00002

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

Inappropriate Organisational Structure
 Unable to achieve organisational objectives as the Organisation is not structured appropriately

OWNER Jason Whiteaker
 CREATED 09/04/2019 11:32:51

LIKELIHOOD Likely
 SEVERITY Medium
 CONTROL EFFECTIVENESS Strong

TREATMENT	SIGNOFF(S)	DUE DATE	FREQUENCY
TREATMENT MC00003 Review Strategic Community Plan every two years (desktop) and four years (major). Reviews to coincide with new Council being elected	Jason Whiteaker	31 Dec 2023	The last Day of every 24 months
TREATMENT MC00004 Review Corporate Business Plan annually to ensure reflects strategic community plan	Jason Whiteaker	30 Jun 2023	The last Day of every 12 months
TREATMENT MC00005 Review Human Resource Plan to ensure it is reflective of strategic community plan	Jason Whiteaker	31 May 2023	The last Day of every 12 months
TREATMENT MC00006 Corporate Business Plan clearly articulates how organisational objectives will be achieved	Jason Whiteaker	30 Jun 2023	The last Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
3.6
 LOW

INHERENT
12.0

R00033

GENERAL REPUTATION - COMMUNITY

Errors, Omissions & Delays

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

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

This may result in incomplete or inaccurate information. Consequences include;

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

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

OWNER Jason Whiteaker
 CREATED 02/07/2019 13:56:01

LIKELIHOOD Likely
 SEVERITY Medium
 CONTROL EFFECTIVENESS Strong

TREATMENT MC00002
 Audit of monthly compliance calendar

SIGNOFF(S): Alysha McCall
 DUE DATE: 14 Jan 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): Jason Whiteaker
 DUE DATE: 09 Dec 2022
 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 Jan 2023
 FREQUENCY: 14th day of every month

TREATMENT MC00083
 Manage Inductions - Conduct New Employee Induction
 Ensure staff are inducted into the organisation

CHANGE(S) PENDING
 SIGNOFF(S): Jason Whiteaker
 DUE DATE: 01 Oct 2023
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00084
 Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)

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

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
3.6
LOW

INHERENT
12.0

R00034

COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY

Ineffective Management of Facilities / Venues / Events

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

OWNER Jason Whiteaker
CREATED 02/07/2019 14:05:05

LIKELIHOOD Likely
SEVERITY Medium
CONTROL EFFECTIVENESS Strong

TREATMENT MC00085

Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication

CHANGE(S) PENDING

SIGNOFF(S): David Emery

DUE DATE: 01 Sep 2023

FREQUENCY: The first Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
3.6
LOW

INHERENT
12.0

R00035

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

Misconduct/Fraud

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

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

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

LIKELIHOOD Possible
SEVERITY Major
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00059

Induction & Training provided to elected members

TREATMENT MC00086

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

TREATMENT MC00097

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): Jason Whiteaker
DUE DATE: 09 Dec 2022
FREQUENCY: Fri every week

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

CHANGE(S) PENDING

SIGNOFF(S): Jason Whiteaker
DUE DATE: 01 Sep 2023
FREQUENCY: The first Day of every 12 months

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

SIGNOFF(S): Tamika Van Beek
Colin Young
DUE DATE: 28 Feb 2023
FREQUENCY: The last Day of every 24 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00037</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p>Asset Inventories inaccurate Asset inventories are not up to date and therefore inaccurate resulting in poor decision making</p> <p>OWNER Michael Newton CREATED 15/07/2019 16:40:29 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00018 Up to date and accurate transport management plan in place</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Scott Patterson Colin Young 01 Feb 2023 The first Day of every 24 months</p>
		<p>TREATMENT MC00019 Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Scott Patterson Colin Young 01 Jun 2023 The first Day of every 24 months</p>
		<p>TREATMENT MC00020 Up to date and accurate parks & reserves asset management plan in place</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Scott Patterson Colin Young 01 Sep 2023 The first Day of every 24 months</p>
<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00038</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p>Inaccurate Asset Valuations Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios</p> <p>OWNER Colin Young CREATED 15/07/2019 16:47:14 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Colin Young 01 Feb 2027 The first Day of every 60 months</p>
		<p>TREATMENT MC00091 Revaluations of Council Transport Infrastructure Assets (Fair Value)</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Colin Young 30 Jun 2023 The last Day of every 60 months</p>
		<p>TREATMENT MC00092 Revaluation of Council Plant & Equipment</p>	<p>SIGNOFF(S): DUE DATE: FREQUENCY:</p>	<p>Colin Young 01 Oct 2025 The first Day of every 60 months</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00031</p>	<p>GENERAL, REPUTATION - COMMUNITY</p> <p>Providing inaccurate advice / information to stakeholders</p> <p>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.</p> <p>Examples include;</p> <ul style="list-style-type: none"> 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. <p>OWNER Jason Whiteaker CREATED 02/07/2019 13:27:54</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00007</p> <p>Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>TREATMENT MC00013</p> <p>Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services</p> <p>TREATMENT MC00051</p> <p>Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met</p>	<p>OVERDUE, CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker DUE DATE: 09 Dec 2022 FREQUENCY: Fri every week</p> <p>CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker Alysha McCall DUE DATE: FREQUENCY: Once</p> <p>OVERDUE, CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Oct 2022 FREQUENCY: The last Day of every 12 months</p>
<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00041</p>	<p>AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY</p> <p>Condition of buildings is unknown</p> <p>Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns</p> <p>OWNER Shane Moorhead CREATED 16/07/2019 11:26:43</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>TREATMENT MC00090</p> <p>Revaluations of Council Building Assets (Fair Value)</p> <p>TREATMENT MC00093</p> <p>Develop and maintain medium term building maintenance program to ensure future costs are understood</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Colin Young DUE DATE: 01 Feb 2027 FREQUENCY: The first Day of every 60 months</p> <p>SIGNOFF(S): Shane Moorhead DUE DATE: 01 Nov 2023 FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00042</p>	AMP - BUILDINGS, FINANCIAL - OPERATIONAL	TREATMENT MC00019	SIGNOFF(S):	Scott Patterson Colin Young
	Future financial requirements for buildings unknown	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2023
	Council fails to understand and plan for future building maintenance / expansion requirements		FREQUENCY:	The first Day of every 24 months
	OWNER Jason Whiteaker	TREATMENT MC00021	SIGNOFF(S):	Colin Young
	CREATED 16/07/2019 11:28:36	Long Term Financial Plan aligned to asset management plans	DUE DATE:	01 Dec 2023
LIKELIHOOD Possible		FREQUENCY:	The first Day of every 12 months	
SEVERITY Major	TREATMENT MC00034	SIGNOFF(S):	Colin Young	
CONTROL EFFECTIVENESS Strong	Long Term Financial Plan in Place	DUE DATE:	01 Jul 2023	
		FREQUENCY:	The first Day of every 12 months	
	TREATMENT MC00035	SIGNOFF(S):	Colin Young	
	Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2023	
		FREQUENCY:	The last Day of every 12 months	
	TREATMENT MC00019	SIGNOFF(S):	Scott Patterson Colin Young	
	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2023	
		FREQUENCY:	The first Day of every 24 months	
	TREATMENT MC00035	SIGNOFF(S):	Colin Young	
	Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2023	
		FREQUENCY:	The last Day of every 12 months	

Audit & Risk Management Committee Meeting Minutes
16 December 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00045</p>	<p>AMP - BUILDINGS, FINANCIAL - STRATEGIC</p> <p>Financial performance indicators not met The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability</p> <p>OWNER Jason Whiteaker CREATED 16/07/2019 11:38:59 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00019</p> <p>Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Jun 2023 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 DUE DATE: 01 Dec 2023 FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT MC00090</p> <p>Revaluations of Council Building Assets (Fair Value)</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 01 Feb 2027 FREQUENCY: The first Day of every 60 months</p>	
	<p>TREATMENT MC00091</p> <p>Revaluations of Council Transport Infrastructure Assets (Fair Value)</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 30 Jun 2023 FREQUENCY: The last Day of every 60 months</p>	
	<p>MAJOR PROJECTS, FINANCIAL - OPERATIONAL, HEALTH & SAFETY PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY</p> <p>Aquatic Facility - Ineffective Project Management Aquatic Facility Project not managed effectively</p> <p>OWNER Jason Whiteaker CREATED 14/09/2020 14:23:26 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 DUE DATE: 31 Jul 2023 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>CHANGE(S) PENDING SIGNOFF(S): Tamika Van Beek DUE DATE: 15 Dec 2022 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 DUE DATE: FREQUENCY: Once</p>		
<p>TREATMENT MC00067</p> <p>Construction project progress reports to be provided</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>		

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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

RESIDUAL 3.6 LOW INHERENT 12.0 R00049	MAJOR PROJECTS, HEALTH & SAFETY - OCCUPATIONAL Aquatic Facility - Insufficient OHS in place for project Contractor has insufficient systems, processes and practices in place to manage site OHS effectively for the Aquatic Facility Project	TREATMENT MC00065 OHS report required from contractor, including details of site their own OHS site inspections	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker Once
	OWNER Jason Whiteaker CREATED 14/09/2020 14:26:32 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong			

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL 3.6 LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE Aquatic Facility - Inadequate Construction Contract Aquatic Facility Project construction contract not adequate which exposes Council to contract risk through the construction phase
INHERENT 12.0	OWNER Jason Whiteaker CREATED 14/09/2020 14:27:38 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong
R00050	

RESIDUAL 3.6 LOW	MAJOR PROJECTS, FINANCIAL - OPERATIONAL Aquatic Facility - Grant partners milestones not met Aquatic Facility Project funding organisations require regular reporting, failure to do so may result in withdrawal of funds	TREATMENT MC00072 Department of Sport & Recreation milestone reports provided	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
INHERENT 12.0	OWNER Jason Whiteaker CREATED 14/09/2020 14:30:08 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00073 Federal Building Better Regions Fund milestone reporting	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
R00051			

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL 3.6 LOW INHERENT 12.0 R00052	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied 239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements	TREATMENT MC00094 The Buyer shall submit a Development Application within six calendar months of the contract date	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker Once
	OWNER Jason Whiteaker CREATED 14/09/2020 14:31:42 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong			
RESIDUAL 3.0 LOW INHERENT 10.0 R00054	ENGINEERING SERVICES, SERVICE INTERRUPTION PPOSAMP Service Levels Interruption Identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.	TREATMENT MC00106 Review Asset Management plan every two years.	SIGNOFF(S): DUE DATE: FREQUENCY:	Keith Boase 01 Oct 2024 The first Day of every 24 months
	OWNER Keith Boase CREATED 02/12/2020 09:37:11 LIKELIHOOD Almost Certain SEVERITY Minor CONTROL EFFECTIVENESS Strong	TREATMENT MC00107 Ensure asset management plan financial requirements are included in long term financial plan	SIGNOFF(S): DUE DATE: FREQUENCY:	Keith Boase 31 Jan 2023 The last Day of every 12 months
		TREATMENT MC00108 Ensure asset management plan financial requirements are included in annual budget	SIGNOFF(S): DUE DATE: FREQUENCY:	Keith Boase 01 Jun 2023 The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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 2023
FREQUENCY: The last Day of every 12 months

TREATMENT MC00054

Prepare Elected Members Monthly Report
Publish Monthly Report
Major Project status reporting to Council (through monthly elected member report)

CHANGE(S) PENDING
SIGNOFF(S): Tamika Van Beek
DUE DATE: 15 Dec 2022
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 2023
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): Neville Binning
Scott Patterson
Jason Whiteaker
DUE DATE: 30 Sep 2023
FREQUENCY: The last Day of every 12 months

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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): Jason Whiteaker
DUE DATE: 09 Dec 2022
FREQUENCY: Fri every week

TREATMENT MC00049

100% of annual performance reviews undertaken

SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Dec 2022
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): Jason Whiteaker
DUE DATE: 01 Jan 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

OVERDUE, CHANGE(S) PENDING
SIGNOFF(S): Jason Whiteaker
DUE DATE: 31 Oct 2022
FREQUENCY: The last Day of every 12 months

TREATMENT MC00052

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

CHANGE(S) PENDING
SIGNOFF(S): Jason Whiteaker
Jacky Jurmann
Jo Metcalf
Colin Young
Scott Patterson
DUE DATE: 01 Jan 2023
FREQUENCY: The first Day of every 3 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



RESIDUAL
2.4
LOW

INHERENT
8.0

R00014

GENERAL, SERVICE INTERRUPTION

Business Interruption

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked.

This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

OWNER Jason Whiteaker (Portfolio Manager)

CREATED 24/05/2019 14:43:56

LIKELIHOOD Unlikely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00022

Business Continuity Plan in place and up to date

SIGNOFF(S):

Alysha McCall
Jason Whiteaker

DUE DATE:

01 Nov 2024

FREQUENCY:

The first Day of every 48 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.8 WORK HEALTH & SAFETY COMMITTEE MINUTES

File Reference:	1.1.9.17
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive the WHS Committee Minutes from the meeting held on 20 October 2022.

ATTACHMENTS

Attachment 1: WHS Committee Minutes 20 October 2022.

A. BACKGROUND / DETAILS

Employee safety is a significant risk / exposure to the Shire of Northam. While safety has been a significant an ongoing focus and Council have been informed around audits and progress against actions of audits, it is considered appropriate for Council to be kept up to date at more regular intervals with the presentation of the staff WHS Committee meeting minutes.

The WHS Committee currently meet each quarter and is made up of representatives from across the organisation. Given the importance of safety to the organisation, the Chief Executive Officer is the chairperson for the committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Undertake our regulatory roles in a safe, open, accountable and respectful manner.

B.2 Financial / Resource Implications

Nil.

Audit & Risk Management Committee Meeting Minutes
16 December 2022

B.3 Legislative Compliance

Work Health and Safety Act 2020

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Inadequate safety and security practices	Likely (4) x Major (4) = High (16)	<p>Undertake WHS Audit</p> <p>Implement recommendations from WHS Audit & Report to Audit & Risk Committee</p> <p>WHS Committee Meeting Regularly</p> <p>Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)</p> <p>Senior Management Meeting (where the WHS system is reviewed and KPI's are measured as an agenda item)</p> <p>WHS Policy Framework in place and reviewed</p> <p>Undertake Workplace Safety Inspections - Undertake Inspection. WHA inspections undertaken for each site.</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Reputation	Nil.		
Service Interruption	Nil		
Compliance	Nil.		
Property	Nil		
Environment	Nil		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

As WHS is one of Councils biggest risk areas, Officers believe it is prudent for Council to review and receive the minutes from the WHS Committee meetings.

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.239

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council receive the minutes from the Work Health & Safety Committee meeting held on 20 October 2022.

CARRIED 4/0

Attachment 1 – WHS Minutes



Shire of Northam

Minutes

Work Health and Safety

Committee



Health and Safety Committee – Minutes

Meeting Number:

Meeting held on: Thursday 20th October 2022

Attendees:

Nicole Hampton	David Emery
Judith Hay	Clare Murray
Allan Jones	Jo Metcalf
Leah Price	Jason Whiteaker
Helen Singh	Santo Leotta
Shane Moorhead	

Apologies:

Louisa Dyer	Kim Murcutt
Chadd Hunt	Charles Carr
Keith Boase	

Approval of previous minutes:

- Approved By:
- Seconded by:

Meeting Open: 20 1408 October 2022

Audit & Risk Management Committee Meeting Minutes
16 December 2022

Key points for discussion:

Safety Share – Incident involving caustic soda shared by Leah with more information added by David.

WHS Audit scheduled for October 2022	LGIS will be out mid-November to audit WHS systems
LTIFR (Lost Time Injury Frequency Rate)	Currently there is nowhere that this is captured as a statistic, Safety Officer to look at the possibility of this being an available statistic on Promapp
TRIFR (Total Recordable Injury Frequency Rate)	This was shown in presentation as a Pie chart, discussion lead into our quarterly safety focus of, Slips, Trips, and falls as this was represented the most amongst all injuries reported for the quarter.
WHS training needs	Allan Jones and Charles Carr to complete Safety Rep training mid-November.
Findings of workplace inspections	Mostly housekeeping issues raised open actions are in progress
Review of WHS Management Plan	Currently no issues just awaiting outcome of WHS audit
Safety officer to investigate all Incidents	Safety officer to be apart of all investigations to provide guidance and for opportunities to further develop skills

Action items:

Date	Agenda Item	Action to be taken	Responsible Person	Priority	Time Frame	Date Action Completed
15 th December 22	LTRIFR	Investigate possibility of Promapp supporting statistic on dashboard	Leah Price	Low	8 Weeks	
15 th December 2022	Review of incidents	Conduct whipper sniper awareness training	Judith Hay	Medium	8 Weeks	
15 th December 2022	Review of incidents	Investigate Glyphosate alternative		Low		

Audit & Risk Management Committee Meeting Minutes
16 December 2022

28 October 2022	General Business	Add Safety Share prompt to Pre-Start sheet	Santo Leotta	Low	1 Week	
-----------------------	---------------------	--	-----------------	-----	-----------	--

Summary of General Business:

WHS Committee agenda to have more information relating to topics to be addressed.

Safety Officer to be a part of all investigations.

LGIS audit to be conducted on safety systems mid-November

Meeting Close: 20 1445 October 2022

Next Meeting: 19th January 2022

Audit & Risk Management Committee Meeting Minutes
16 December 2022



6.9 PROGRESS TOWARDS THE ICT STRATEGY PLAN

File Reference:	1.1.9.1
Reporting Officer:	Kudzai Matanga, A/Executive Manager Corporate Services
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	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

Attachment 1: ICT Strategic Plan Action Plan.

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

Theme Area 6 Governance and Leadership

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation; and

Embrace technology as an enabler for development, and lobby for high speed internet connectivity.

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

N/A

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

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 rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.

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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



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.

RECOMMENDATION/COUNCIL DECISION

Minute No: AU.240

Moved: Cr Ryan

Seconded: Cr Appleton

That Council receives the update as provided in Attachment 1.

CARRIED 4/0

Attachment 1: ICT Strategic Plan Action Plan

Table Legend:

Completed

No Action

Underway

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
ICT				
Governance	1. 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	<p>Draft strategic and operations plans developed. SLAs to be determined.</p> <p>February 2022 Update: In early discussions with external provider regarding SLAs</p> <p>August 2022 Update: No progress.</p> <p>December 2022 Update: No progress.</p>

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Emerging Trends and Technologies	2. 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.
Business Systems and Applications	3. 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.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Infrastructure and Technology	4. ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.	2021/2026	Corporate Services / ICT	Systems manual to be developed. Network communications infrastructure plan to be developed. February 2022 Update: No progress. May 2022 Update: No progress. August 2022, limited progress made largely around the Shires CCTV infrastructure which is having a needs assessment carried out. December 2022 Update: No progress.
Disaster Recovery	5. 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

Audit & Risk Management Committee Meeting Minutes
16 December 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Security	6. 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. December 2022 Update: No progress.
Project Management	7. The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / 2021	Project Management ICT Procedure to be developed February 2022 Update: No progress. August 2022 Update: No progress. December 2022 Update: No progress.

Audit & Risk Management Committee Meeting Minutes
16 December 2022



7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

The next Audit and Risk Management Committee meeting is proposed to be held on 23 February 2022 at 5:00pm.

9. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio, declared the meeting closed at 10:24am.

"I certify that the Minutes of the Audit & Risk Management Committee Meeting held on Friday, 16 December 2022 have been confirmed as a true and correct record."

_____ President

_____ Date

13. OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Lease of 444 (Lot 440) Irishtown Road, Irishtown

File Reference:	A385
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider renewing and varying the lease agreement for a portion of 444 (Lot 440) Irishtown Road, Irishtown which is leased by the Shire of Northam from the Irishtown Hall Club Inc.

ATTACHMENTS

- Attachment 1: Map of current leased area
Attachment 2: Map of revised leased area

A. BACKGROUND / DETAILS

The Shire of Northam leases a portion of 444 (Lot 440) Irishtown Road, Irishtown from the Irishtown Hall Club Inc (Club). The purpose of the lease is to provide a premises for the Irishtown Bush Fire Brigade. The current lease commenced on 1 November 2016 and terminates on 31 October 2022. The lease has a provision for a five (5) year renewal option commencing on 1 November 2022 and terminating on 31 October 2027.

Prior to the expiration of the lease term, Officers notified the Club of the Shire's interest to exercise the renewal option. Representatives from the Club advised that they are supportive of renewing the lease however have requested consideration be given to modifying the lease as follows:

- The lease area be modified to incorporate the recently installed tank and requested extension of the building where funding is being sought through the Local Government Grant Scheme provided by the Department of Fire and Emergency Services (DFES).

- The annual rent being amended to an amount equivalent to the insurance for the Irishtown Hall and being in lieu of the annual donation provided for this insurance.

The current annual rental for the premises is \$200 per annum. Council also budgets an annual allocation of \$1,650 as per the resolution on 21 September 2016:

MOTION / COUNCIL DECISION

Minute No: C.2806

Moved: Cr Antonio

Seconded: Cr Proud

That Council:

- 1. Renew the lease with Irishtown Agricultural Hall Club Inc. (the Lessor) for a period of five (5) years with a five (5) year renewal option at a cost of \$200.00 per annum;**
- 2. Include the building insurance for the Irishtown Fire Shed as part of Council's existing building insurance policy with LGIS, with the Irishtown Agricultural Hall Club Inc. being responsible for insuring the Hall through their chosen insurance;**
- 3. Install a water sub meter at the Shire's cost to isolate the Fire Shed's water usage;**
- 4. Continue to provide \$1,650.00 per annum to the Club as a donation to assist with them with the maintenance and management of the Hall.**

CARRIED 10/0

The Club have advised that the insurance costs have increased over the past few years. The Club is a small community group with approximately 10 family members and limited revenue. This has historically resulted in individual members covering insurance costs.

The Club have also indicated that they are wanting some form of security for the shed in the event DFES take over the management of the bush fire service and the Irishtown Bush Fire Brigade be disbanded.

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: Provide an engaged volunteer bushfire brigades.

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

B.2 Financial / Resource Implications

Officers have reviewed Council's records and identified that the rental fee of \$200 has not been paid since October 2013. Additionally, the insurance contribution for previous years had not been provided however this has since been processed. The Irishtown Hall insurance for the period from November 2021 to November 2022 was \$2,160.90. Should Council support the Club's request, there would be an additional expenditure of approximately \$310.90 per annum which would increase annually as insurance expenses rise. Over the past four (4) years, the insurance has increased approximately \$220.00.

The Shire of Northam is also responsible for the rates which in 2022/23 were \$938.72.

The Club has historically not received any other contribution such as community grants.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Officers have liaised with the Irishtown Bush Fire Brigade Captain in relation to whether the brigade support the increase and/or have any concerns. The Brigade has raised no concerns in relation to the increase and wanted to ensure that this amendment would capture any future extension of the brigade's shed.

Many of the brigade members are also members of the Irishtown Hall Club Inc. and assist with the maintenance of this area. The area surrounding bush fire brigades are generally maintained by the brigades however ultimately the responsibility would be with Council as the lease holder. Officers are not aware of any historic issues with brigades maintaining their brigade premise and surrounding area. On occasions brigades have been reminded and actioned accordingly.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Maintenance expenses associated with the leased premises.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure brigade is aware of its responsibility to maintain the leased area.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with Firebreak Order.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure brigade is aware of its responsibility to maintain the leased area. In the event this is not completed, Officers are to coordinate appropriate works.
Property	Loss of assets from bush fire incident due to insufficient fire mitigation activities such as firebreaks and slashing.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure brigade is aware of its responsibility to maintain the leased area.
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The revised lease area comprises of approximately 993 square metres and will capture the shed, tank and any future extension for the shed. This will also ensure that there is a dedicated area for brigade parking.

In the event that DFES take over the management of the bush fire service, the premise and lease would be transferred to DFES if the brigade continues to operate. Should the brigade cease to operate, Officers believe the shed would be retained, similar to what has occurred for the former Bakers Hill Bush Fire Brigade shed. Officers are of the view that consideration cannot be given in the lease in relation to retaining the shed in the event of the brigade being disbanded as there are currently too many unknowns. However, Officers believe that it is unlikely the bush fire service will be transferred over the course of the renewed lease term.

The current rental fee has not increased by CPI and although a valuation has not been obtained, Officers believe that the current rental would be less than market value. The Club have advised that they do not wish to pursue the historic rental fees in good faith. Additionally, as the Club have not received any other financial contribution such as through a community grant, Officers are recommending that Council support the request to increase the leased area and rental fee adjustment to be consistent with the insurance, capped at a maximum of \$2,500.

RECOMMENDATION

That Council:

1. Approve the renewal and variation to the lease agreement to lease a portion of 444 (Lot 440) Irishtown Road, Irishtown from the Irishtown Hall Club Inc. with the following conditions:
 - a. Renewal term commencing on 1 November 2022 and terminating on 31 October 2027.
 - b. Rental fees being consistent with the insurance for the Irishtown Hall, up to a maximum of \$2,500 which will be provided upon receipt of a statement from the insurer.
 - c. Amend the lease area as detailed within Attachment 2.

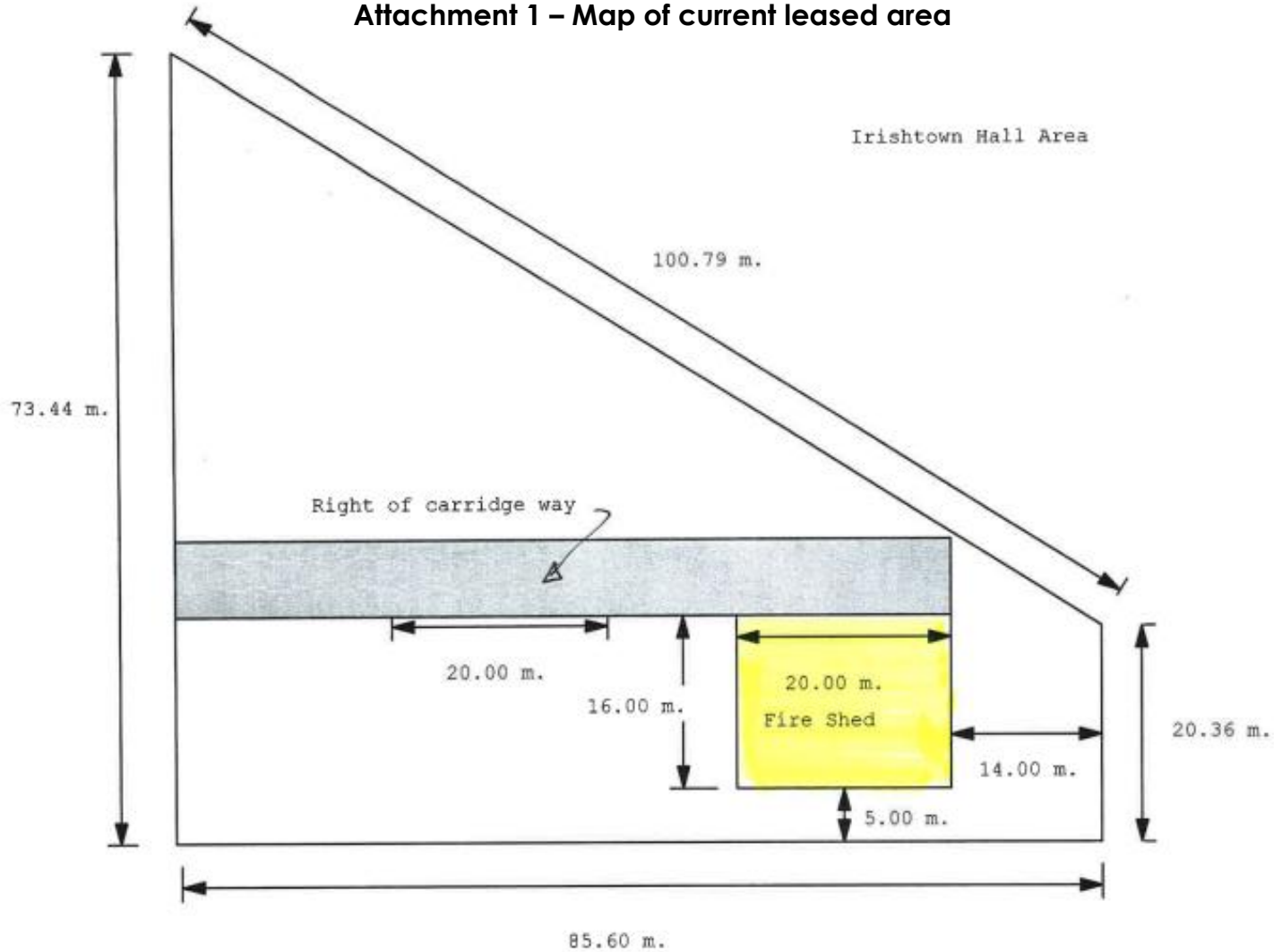
MOTION

Moved: Cr Hughes

That Council:

1. Approve the renewal and variation to the lease agreement to lease a portion of 444 (Lot 440) Irishtown Road, Irishtown from the Irishtown Hall Club Inc. with the following conditions:
 - a. Renewal term commencing on 1 November 2022 and terminating on 31 October 2027.
 - b. Rental fee being consistent with the insurance premium, for the Irishtown Hall, which the Shire will re- imburse the Irishtown Hall Club, upon proof of payment of the said premium.
 - c. Amend the lease area as detailed within Attachment 2.

Attachment 1 – Map of current leased area



Attachment 2 – Map of revised leased area



13.1.2 Western Australian Local Government Association (WALGA) – Best Practice Governance Review

File Reference:	1.6.5.2
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	

BRIEF

For Council to consider the model options presented in WALGA's Best Practice Governance Review and endorse a preferred model, providing a ranking in terms of an order of preference.

ATTACHMENTS

- Attachment 1: Consultation Paper – Model Options.
Attachment 2: Background Paper.

A. BACKGROUND / DETAILS

The WALGA Best Practice Governance Review is an opportunity for WALGA to review their Governance model to ensure it is contemporary and agile. The organisation wants to be well-placed to represent, respond and delivered results to Members through:

- Strong, clear policy positions on matters of importance to the Local Government sector that drive positive advocacy outcomes for Local Governments and the communities they serve
- Relevant, quality services and programs that support Local Governments' operations and build capacity across the sector
- Agile and timely decision-making that responds to Members' needs, ensuring they are met with maximum effectiveness and efficiency
- Being the collective, credible voice of the Local Government sector in WA, inclusive of all Members and the diverse communities they represent.

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA. It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference. Submissions to WALGA are sought by 23 December 2022.

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.

B.2 Financial / Resource Implications

Council is a member of the below bodies:

- WALGA Avon Midland Country Zone Membership: \$2,050 per annum.
- Avon Region Organisation of Council's (AROC): \$5,000 per annum.
- WA Regional Capital Alliance: \$15,000 per annum.

Council also subscribes to various WALGA services including;

- Tax service: \$2,030 per annum.
- Workplace Solutions: \$10,920 per annum.
- Governance Service: \$860 per annum.
- Procurement Consultancy Service: \$2,600 per annum.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil from the Shire of Northam. WALGA are consulting with member local governments.

B.6 Risk Implications

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

WALGA play an important role in promoting, advocating, and supporting local government in Western Australia. There are significant challenges that WALGA faces as the representative group for 144 local governments, ranging in size, geographical location, challenges, and focus. It is apparent to officers that the current model needs review with existing Zone's not considered to be offering the best value possible.

To assist guide the review a set of guiding principles was endorsed by members at the 2022 Annual General Meeting (at local government week). These guiding principles are:

- Composition
- Size
- Diversity
- Election process
- Timely decision making
- Engaged decision making
- Agility
- Focus
- Value added decision making
- Continuous improvement

Each of the five models was assessed against each of these criteria (refer attachment). Options 1 & 2 meet 8 of the 10 criteria fully, while option 3 & 4 meet 7 of the 10 fully and option 5 only 4 of the criteria were met fully. For this reason, option 5 is ranked last and option 3 second last. Based on that assessment, option 4 would have been ranked third, however Council through its support of the Regional Capital Alliance have been advocating for regional groupings of Council (such as Regional Capitals) be provided with representation. For this reason, option 4 is ranked second and option 1 is ranked third. Option 1 is pushed down to the third ranking as it continues with a model of zones similar to the existing model which in the view of staff is not the most appropriate representation model. Staff are of the view the regional group structure would be more effective (for example issues could be raised and dealt with through existing regional groupings rather than requiring additional 'zone' meetings, while the regional grouping have been established by local governments based on either geographical or focus similarities).

This leaves options 2 as the recommended preferred model.

RECOMMENDATION

That Council rank the proposed WA Local Government Association Governance Models as follows:

- 1. Endorse option 2 (Board & Regional Bodies) as the preferred model.**
- 2. Rank the remaining models in the following order of preference:**
 - a. Option 4**
 - b. Option 1**
 - c. Option 3**
 - d. Option 5 – Current Model**

Attachment 1 – Consultation Paper



Best Practice Governance Review

Consultation Paper – Model Options

Contents

Item	Section	Page
1	Introduction	<u>3</u>
2	Governance Principles	<u>5</u>
3	Options and Current Model	<u>7</u>
4	Alignment to Principles	<u>14</u>
5	Consultation Process and Next Steps	<u>20</u>



Best Practice Governance Review

1. Introduction



Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: **Representative, Responsive and Results Oriented**. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- Option 1: Two tier model, existing zones
- Option 2: Board, regional bodies
- Option 3: Board, amalgamated zones
- Option 4: Member-elected board, regional groups
- Option 5: Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.



Best Practice Governance Review

2. Governance Principles



Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.


















Best Practice Governance Review

3. Options and Current Model




Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, Incl. Board elected President Up to 3 Independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, Incl. Board elected President Up to 3 Independents</p>	 <p>Board (15 members) 12 elected from Zones, Incl. Board elected President Up to 21 Independents</p>	 <p>Board (11 members) 8 elected via direct election, Incl. Board elected President Up to 3 Independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>




Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 <p>Board</p>	<p>11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.</p>	<p>Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.</p>
 <p>Policy Council</p>	<p>24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).</p>	<p>Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.</p>
 <p>Zones</p>	<p>5 Metro, 12 Country.</p>	<p>Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.</p>




Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 <p>Board</p>	<p>11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.</p>	<p>Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.</p>
 <p>Regional Bodies</p>	<p>Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals.</p> <p><i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i></p>	<p>Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).</p>
 <p>Policy Teams / Forums / Committees</p>	<p>Membership drawn from the Board and Regional Bodies with some independent members.</p>	<p>Responsible for specific functions – such as policy development – as determined by the Board.</p>

Option 3 – Board, Amalgamated Zones




A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 <p>Board</p>	<p>15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.</p>	<p>Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.</p>
 <p>Zones</p>	<p>Metro/Peel:</p> <ul style="list-style-type: none"> ▪ Central Metropolitan ▪ East Metropolitan ▪ North Metropolitan ▪ South Metropolitan ▪ South East Metropolitan ▪ Peel <p>Country*:</p> <ul style="list-style-type: none"> ▪ Wheatbelt South ▪ Wheatbelt North ▪ Mid West / Murchison / Gascoyne ▪ Pilbara / Kimberley ▪ South West / Great Southern ▪ Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	<p>Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.</p>
 <p>Policy Teams / Forums / Committees</p>	<p>Membership drawn from Board with some independent members.</p>	<p>Responsible for specific functions – such as policy development – as determined by the Board.</p>






Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 <p>Board</p>	<p>11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.</p>	<p>Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.</p>
 <p>Policy Teams / Forums / Committees</p>	<p>Membership drawn from Board with some independent members.</p>	<p>Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.</p>
 <p>Regional Groups</p>	<p>Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.</p>	<p>Feed into policy development processes and undertake advocacy and projects as determined by the groups.</p>

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 <p>State Council</p>	<p>24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).</p>	<p>Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.</p>
 <p>Zones</p>	<p>5 Metro, 12 Country.</p>	<p>Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.</p>
 <p>Policy Teams / Forums / Committees</p>	<p>Membership drawn from State Council with some independent members.</p>	<p>Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.</p>





Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

**Option 1 –
Two tier model,
existing Zones**

	Board (11 members) 8 elected from Policy Council, Incl. Board elected President Up to 3 Independents
	Policy Council (25 members) 24 members plus President
	Zones (5 metro, 12 country)

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Size	Meets	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
	Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members

Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles

Option 2 – Board, Regional Bodies

	Board (11 members) 8 elected from Regional Bodies, Incl. Board elected President Up to 3 Independents
	Regional Bodies (4 metro, 4 country)
	Policy Teams / Forums / Committees

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets <ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial <ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets <ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets <ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets <ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets <ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets <ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
Results Oriented	Focus	Partial <ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
	Value Added Decision Making	Meets <ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets <ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members

Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones

	Board (15 members) 12 elected from Zones, Incl. Board elected President Up to 2 Independent
	Zones (6 metro, 6 country)
	Policy Teams / Forums / Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members

Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

**Option 4 –
Member elected Board,
Regional Groups**

	Board (11 members) 8 elected via direct election, Incl. Board elected President Up to 3 Independents
	Policy Teams / Forums / Committees
	Regional Groups

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial <ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial <ul style="list-style-type: none"> Board is smaller
	Diversity	Meets <ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets <ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets <ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets <ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets <ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial <ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets <ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets <ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members

Option 5 – Current Model

Current model and its alignment to the principles

Option 5 – Current Model

	State Council (25 members) 24 State Councillors 1 President
	Zones (5 metro, 12 country)
	Policy Teams / Forums / Committees

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points	
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members



Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.



Thank you

For more information, visit our [website](#) or contact Tim Lane,
Manager Association and Corporate Governance, at
tlane@walga.asn.au or 9213 2029.

Attachment 2 – Background Paper



Best Practice Governance Review

Background Paper

Contents

Item	Section	Page
1	Background, Approach and Timeline	<u>3</u>
2	Jurisdictional Analysis	<u>6</u>
3	Comparator Organisations	<u>9</u>
4	Governance Principles	<u>17</u>



Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Council's Candidates for State and Federal elections".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995* (WA).
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979* (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission.

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

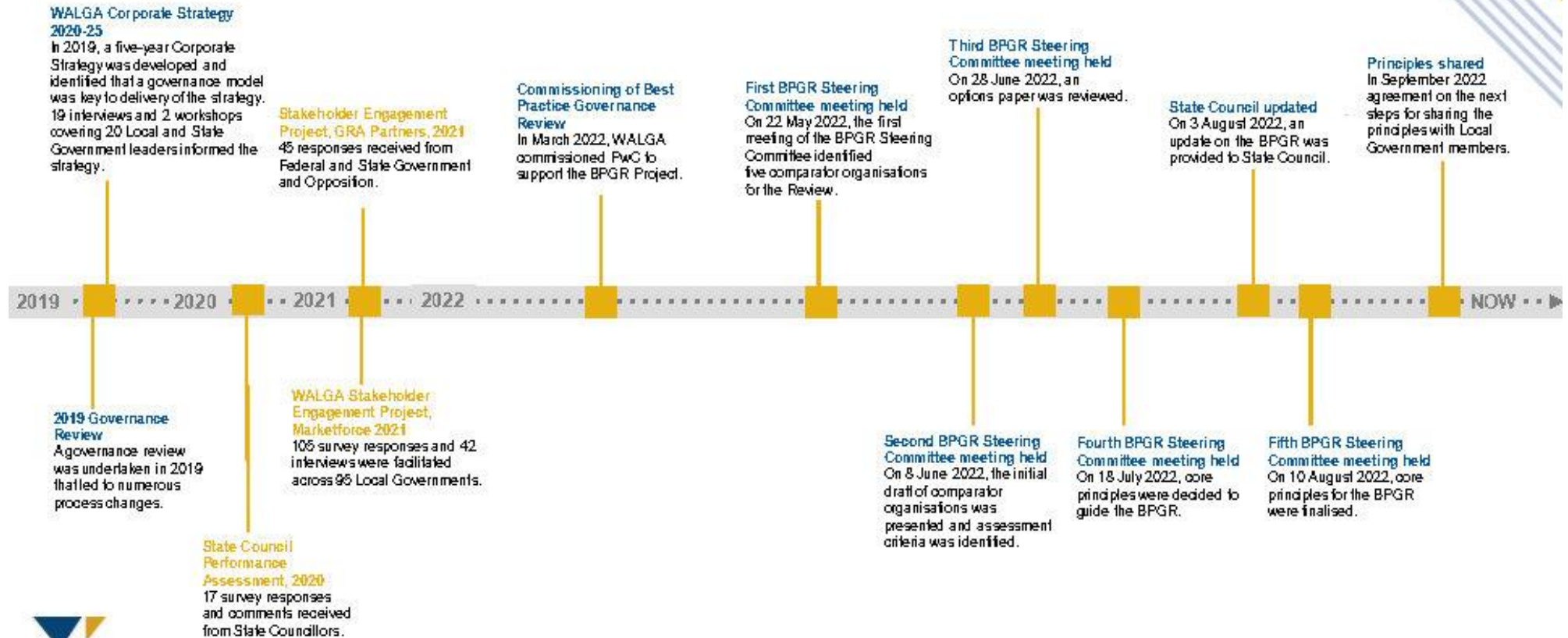
Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022





Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

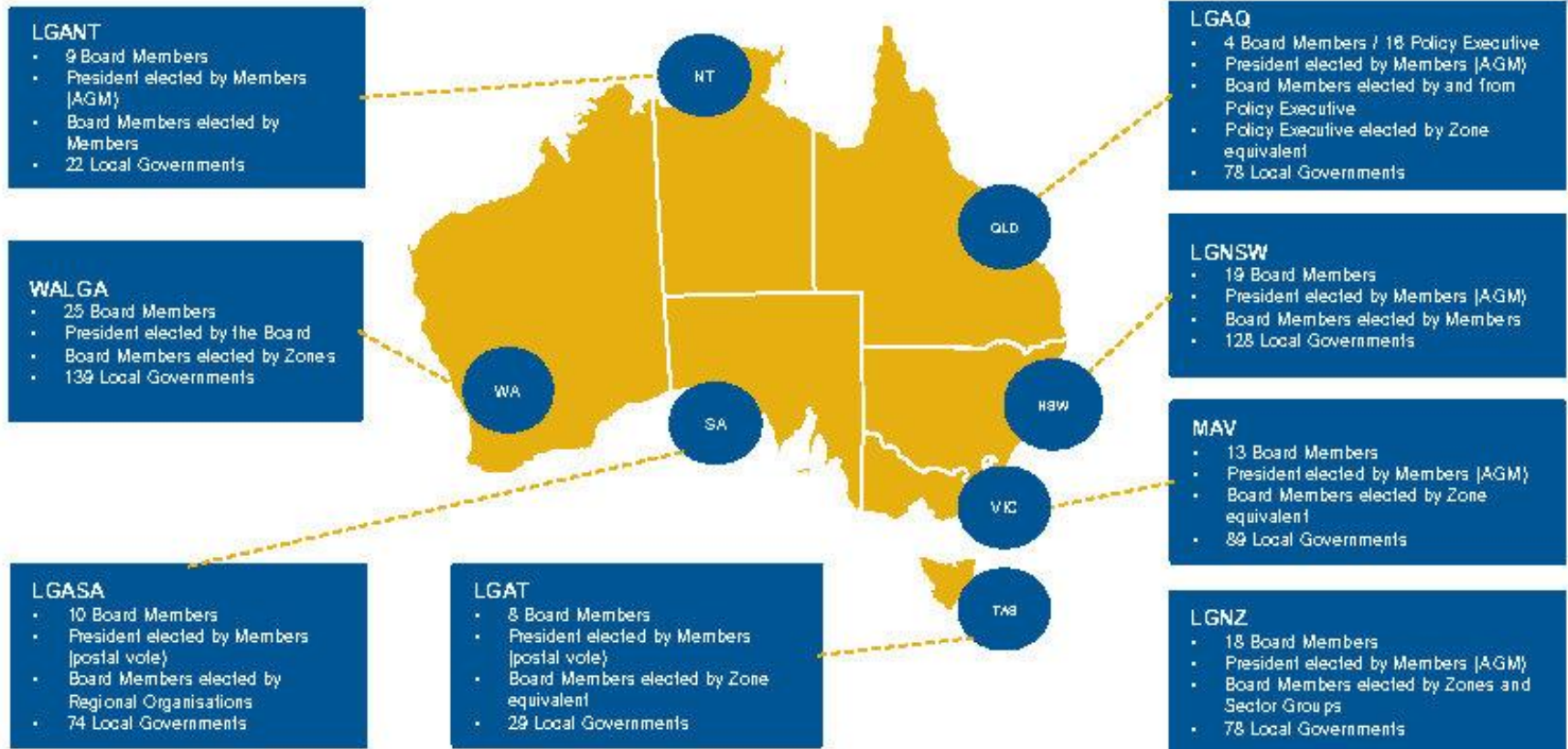
Key insights following the comparison of WALGA to equivalent associations are outlined below:

- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.

Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.





Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.

Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> Up to 12 elected by Members Up to 8 appointed by the Board Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.

Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff: CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.	The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.
The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.	The General Council focuses on advocacy, policy making, and representation of the association.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

*The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.

Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 8 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.

Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.

Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as Tourism Accommodation Australia (TAA). TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPGR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

*The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.

Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.	All powers and functions of the Branch Committee between meetings of the Branch Committee.
Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).	Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- Principle definition – the definition of each of the three principles.
- Principle component – the key component parts of each principle.
- Principle component description – a description of each principle component.
- Governance implications – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.

Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.



Thank you

For more information, visit our [website](#) or contact Tim Lane,
Manager Association and Corporate Governance, at
tlane@walga.asn.au or 9213 2029.

Cr C R Antonio declared an "Impartiality" interest in item 13.1.3 – Lease of a Portion of Lot 1 Withers Street, Northam as the potential lessors is known to Cr Antonio.

The Acting Governance Coordinator, Mrs A McCall, declared an "Impartiality" interest in item 13.1.3 – Lease of a Portion of Lot 1 Withers Street, Northam as Mrs McCall knows the adjoining property owner and has removed herself from the process of this report.

13.1.3 Lease of a Portion of Lot 1 Withers Street, Northam

File Reference:	A12838
Reporting Officer:	Tamika Van Beek, Acting Governance Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Alysha McCall, Acting Governance Coordinator - has declared an Impartiality interest as she knows the adjoining property owner and has removed herself from the process.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider leasing a portion of Lot 1 Withers Street, Northam (Northam Airport).

ATTACHMENTS

- Attachment 1: Map of proposed lease area
- Attachment 2: Valuation Report (provided as a separate confidential attachment to this agenda/minutes)

A. BACKGROUND / DETAILS

It was identified by Officers that a portion of Lot 1 Withers Street, Northam (Northam Airport) was being used for livestock by an adjacent property owner. Upon liaising with the property owner, it was disclosed that a lease agreement was made in approximately 1982 between the prior property owner and the Northam Aero Club, who were the owners of the Northam Airport at the time, that had been transferred to the current owner in 2000 upon purchase of the adjacent property.

At the time of the amalgamation of the Town of Northam and the Shire of Northam, where the Shire of Northam took ownership of the Northam Airport, this lease agreement was not identified and a formal agreement between the Shire of Northam and the property owner was not initiated.

In the 22 years that the property owner has used the portion of Lot 1 Withers Street, Northam, he has maintained the firebreaks and boundary fencing to a standard that has not caused any detriment to the Northam Airport daily operations.

The portion of Lot 1 Withers Street, Northam that is in question is the paddock located in the south-east of the property that holds the windsock. Should the Shire of Northam require access to the paddock to service the windsock, the owner of the adjacent property has indicated willingness and ability to move livestock from the area within a 24-hour timeframe.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance

Outcome: Excellence in organisational performance and customer service.

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

Performance Area: Performance

Outcome: Excellence in organisational performance and customer service.

Objective: Effectively manage the Shire's assets.

B.2 Financial / Resource Implications

Advertising costs of approximately \$500.00

Valuation cost of \$1760.00 inc. GST

Annual revenue: \$323.00 per hectare per annum(excluding GST)

Approximately \$6000.00 per annum is allocated for airport mowing and spraying works. To include the area in question would require approximately an additional \$3000.00 per annum.

Costs associated with preparing the agreement will be the responsibility of the lessee. This fee being approx. \$847.00

B.3 Legislative Compliance

Local Government Act 1995, section 3.58

Section 3.58 prescribes the requirements for disposing of property including land. A local government can dispose of property other than by public auction or tender if it gives two weeks' notice of the intention to dispose of the property and it considers any submissions made. The notice must describe the property concerned, details of the proposed disposition,

names of all parties concerned, considerations to be received by the local government and the market value of the disposition.

B.4 Policy Implications

5.0 Commercial, Government or Government Agencies Agreement:

- 5.1 The Shire has an expectation that it will receive no less than market valuation for any lease or licence of the Shire's property as determined by the Valuer General, and
- 5.2 The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent will be determined on a case by case basis taking into consideration:
 - Land contribution;
 - Building cost contribution;
 - State or Federal legislation; and
 - Level of benefit to local community.
- 5.3 In the case of a Council building, the Shire will insure the "Demised Premises" at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
- 5.4 In the case where the "Demised Premises" are owned by the Shire, the Lessee or Licensee will be responsible for:
 - (a) Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
 - (b) All outgoings.
 - (c) Contents insurance, public liability insurance, to the value stipulated in the agreement.
 - (d) In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 5.5 In the case where the "Demised Premises" was not built by the Shire, the Lessee or Licensee will be responsible for:
 - (a) Insuring the building at replacement value even though it is or becomes a Council asset.
 - (b) Keeping the improvements well presented, clean and tidy at levels predetermined within the lease arrangements.
 - (c) Contents insurance, public liability insurance, and workers compensation to the value stipulated in the agreement
 - (d) The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.

B.5 Stakeholder Engagement / Consultation

In accordance with section 3.58 of the *Local Government Act 1995*(3)(4) two (2) weeks public notice is to be given of the proposed disposal inviting submissions to be made.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The Shire could lose financial returns. Unbudgeted and/or unprogrammed maintenance works.	Possible (3) x Insignificant (1) = Low (3) Possible (3) x Insignificant (1) = Low (3)	Endorse the Officers recommendation. Endorse the Officers recommendation to lease the property or identity required maintenance works to be incorporated into annual budgets and programs.
Health & Safety	N/A		
Reputation	Negative perception towards the Shire of Northam if it didn't support the continuance of a long-term historic agreement. Although the previous agreement was not with the Shire of Northam it did not undertake due diligence to ensure appropriate arrangements were in place for users of the Northam Airport property when taking control of this facility at amalgamation.	Possible (3) x Insignificant (1) = Low (3)	Endorse the Officers recommendation which supports the continued use of the property.
Service Interruption	Potential interruption to servicing the Windsock.	Likely (4) x Minor (2) = Moderate (8)	Endorse the Officers recommendation and ensuring there are appropriate clauses within the agreement with

			respect to the Shire accessing the property (which may be at short notice). Historically contractors have accessed the paddock whilst horses were present and this has not impacted the service delivery.
Compliance	Not complying with s.3.58 Local Government Act 1995 Disposition of property	Possible (3) x Minor (2) = Moderate (6)	Endorse the Officers recommendation which captures the disposal requirements of the Local Government Act 1995.
Property	If the property is not leased the land will require additional resources from the Shire of Northam for maintenance.	Possible (3) x Medium (3) = Moderate (9)	Endorse the Officers recommendation
Environment	Potential for fire risk	Possible (3) x Minor (2) = Moderate (6)	Lessee to maintain firebreaks

B.7 Natural Environment Considerations

The Lessee would be required to maintain firebreaks and boundary fencing at their own expense, except when the service undertaken is related to Shire works.

C. OFFICER'S COMMENT

On 21 September 2022 Council resolved to approve an unbudgeted expenditure to facilitate the upgrade of the Northam Airport Wind Indicator and Windsock, which is located in the area of the proposed lease. Officers recommend leasing a portion of Lot 1 Withers Street, Northam and including various clauses in the agreement to account for upcoming and future planned works to the Northam Airport.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4564

Moved: Cr Mencshelyi

Seconded: Cr Hughes

That Council approve an unbudgeted expenditure of \$7,360 excluding GST to be identified in the 2022/23 mid-year budget review to facilitate the upgrade of the Northam Airport Wind Indicator and Windsock.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

This was the initial trigger in identifying that horses were located in that area and further investigation proved that there were no lease agreements in place between the Shire of Northam and the adjoining property owner.

Officers propose to include a clause in the lease agreement noting that the Shire of Northam will need access to the property for maintenance purposes, which may be at short notice. Where possible the Shire will provide the lessee prior notice, especially in the event that the livestock will need to be removed before the scheduled works can commence.

The upcoming works will also include movement of the boundary fence between the paddock and the Northam Airport, resulting in a variation in the size of the leased area detailed in Attachment 1. The exact movement and reduction to the area is yet to be determined. Once the work has been completed the fee will be calculated based on the area.

A clause is also recommended regarding the continued maintenance of the firebreak and boundary fencing around the paddock by the lessee (excluding the above-mentioned change to the fence line). This is required in order to ensure the Northam Airport is secure and no livestock can enter the runway or taxiways.

Officers are proposing that the agreement detail that the Shire of Northam reserves the right to terminate the lease agreement with 1 months' notice in the event that the Shire require the land for future development of the Northam Airport.

RECOMMENDATION

That Council:

- 1. In accordance with section 3.58 of the *Local Government Act 1995*, give local public notice of the proposed disposal of a portion of Lot 1 Withers Street, Northam comprising of approximately 6.24 hectares (as highlighted on Attachment 1) for \$323.00 per hectare per annum (excluding GST) to the owners of the adjacent property for a period of three (3) years with a renewal option of two (2) years.**
- 2. Require the Lessee to be responsible for maintaining firebreaks and fencing to the satisfaction of the Local Government.**
- 3. Subject to there being no objections to the proposed disposal, dispose of a portion of Lot 1 Withers Street, Northam comprising of**

approximately 6.24 hectares (as highlighted on Attachment 1) to the owners of the adjacent property for a period of three (3) years with a renewal option of two (2) years, in accordance with section 5.0 of Council Policy A 8.5 Management of Council Property Leases.

Attachment 1 – Map of Proposed Lease Area



13.1.4 Zero Emission Vehicle Transition Plan

Reporting Officer:	Chief Executive Officer – Jason Whiteaker
Responsible Officer:	Chief Executive Officer – Jason Whiteaker
Officer Declaration of Interest:	Impartiality
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

Council is being asked to consider a plan to transition the current internal combustion engine (ICE) vehicles to zero emission vehicles. The objective is to develop a fleet transition plan for the Shire focusing on the light vehicle fleet consisting of 20 utes, 10 SUVs, and 2 passenger cars.

ATTACHMENTS

Attachment 1: Northam Light Vehicle Transition Plan (provided as a separate confidential attachment to this agenda/minutes)

A. BACKGROUND / DETAILS

A key pillar of the recently adopted Council Plan is focused around the plant. Outcome 6 of this focus is a 'shared responsibility for climate action and sustainability', with a specific action to plan for a transition of the Shire's light vehicle fleet to zero emission vehicles.

The Shire commissioned Everergi to assess the Shire's existing fleet of light vehicles and develop a fleet transition plan for Northam to guide the Shire in this effort, focusing on the light vehicle fleet consisting of 20 utilities, 10 SUVs, and 2 passenger cars.

The fleet transition analysis was undertaken in consultation with Shire of Northam staff and considers two zero emission transition options & compares them against business-as-usual (BAU). The assessment focuses not only on the cost of transitioning ICE vehicle to zero emission vehicles, but also incorporates associated infrastructure requirements (charging stations), power supply requirements and potential policy implications associated with staff vehicles.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet

Outcome:	Shared Responsibility for climate action and sustainability
Objective:	Lead by example through the use and promotion of sustainable practices
Priority Action:	6.1.2 Provide a transition plan to convert the Shire's light vehicle fleet to electric or hydrogen vehicles

B.2 Financial / Resource Implications

The assessment found the following key points

- a. Under the cost optimised scenario: Around 72% of the light vehicle fleet (23 out of 32) transitions by FY31, requiring installation of 5 chargers (7kW AC). It is estimated that under this scenario there will be an additional cost of \$50,000 incurred in the eight years to 2031 against a BAU approach
- b. Leadership scenario: 100% of the light vehicle fleet transitions by FY31, requiring installation of 6 chargers (7 kW AC). It is estimated that under this scenario there will be an additional cost of \$100,000 incurred in the eight years to 2031 against a BAU approach

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Transitioning vehicles from ICE to zero emission will have a range of potential implication which will require either new policy or an adjustment to existing policy.

For example, existing policy F4.10 Vehicle & Plant Management policy will require adjustment to reflect the transition to zero emission vehicles.

There are a range of other policy considerations that will need to be taken into account over the ensuing months to position the Shire for transition, which are detailed in the provided report and include

- Given the need for home charging for a large number of light vehicles in Northam's fleet, necessary EV charging infrastructure would need to be installed at the homes of Council staff where such infrastructure is not already present. Clear policy guidelines would need to be in place to ensure that home charging installation costs are fully reimbursed including labour, electrical upgrades, charger installation and network service fees.
- Under future rounds of the Future Fuels Fund, the Council can seek grant funding for smart charger installations at private residences by pooling the applications.

- When Council cars are charged at home, there needs to be a means to track and reimburse electrical expenditures.
- Odometer readings: a corporate cost per km could be established which is seen as a fair reflection of the average cost per km. This would be the simplest way to manage the issue given that employees may also charge at public charging stations.
- Telemetric devices: Making use of fleet vehicle telematics enables the tracking of energy consumption by vehicle rather than charger. If the vehicle is only charging at home, then the home electricity rates and information on time-of-day of charging from staff (accounting for time-of-day tariffs) can be applied to the energy consumption information to estimate total energy costs for reimbursement.
- Smart or network-based charging stations: Smart charging stations that are networked have the capacity to track electricity usage and provide reimbursement. Additional capabilities such as access control and charge management may be available with networked stations.

B.5 Stakeholder Engagement / Consultation

Staff who are currently benefiting from a private use component of Council vehicles have been consulted. While there were a range of issues raised from usage implications to cost of recharging vehicles at a private residency, these were all considered able to be addressed through education and the development of a policy framework as recommended within the report.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of Zero Emission vehicles remains high	Possible (3) X Medium (3) = Moderate (9)	Monitor and make decision annually through budget process
Health & Safety	Nil		
Reputation	Council does not follow through commitment around reducing carbon emissions	Likely (4) x Minor (2) = Moderate (8)	Adopt officer recommendation
Service Interruption	Market does not provide suitable zero emission utilities	Possible (3) x High (4) = High (12)	Monitor and make decision annually through budget process. If not available BAU may be required
Compliance	Nil		

Property	Nil		
Environment	Carbon footprint does not reduce	Possible (3) X Medium (3) = Moderate (9)	Adopt officer recommendation

B.7 Natural Environment Considerations

Leadership transition provides a total CO2 emissions reduction of around 360 tonnes over the transition period (FY22 - FY31) compared to BAU (~35% reduction), with annual emissions dropping to zero by FY31.

Cost-optimised transition results in total CO2 emissions reduction of around 290 tonnes compared to BAU (~28% reduction). Under this scenario, a few vehicles are yet to transition by FY31, and therefore the carbon emission reductions compared to BAU are slightly lower compared to the leadership transition, as seen in the graph.

The leadership transition will continue to provide emission reduction benefits compared to the cost optimised and BAU scenarios in the years beyond FY31, resulting in far greater climate benefits over the long term.

C. OFFICER'S COMMENT

In considering the provided transition plan, it is identified that reviewing a transition over period to 2031 a business-as-usual model is the most cost-effective pathway forward. However, this approach has been discounted due to the Councils desire to reduce its carbon emissions across the organisation.

The cost optimisation model is as the name suggests, the most cost effective of the two transition models developed. While this achieves a positive outcome for the Shire of Northam, it only achieves a 72% transition of vehicles. This approach has been discounted due to the desire Council has identified to lead by example through the use and promotion of sustainable practices.

The model being recommended to Council is the leadership model. While there is an additional cost associated with this model, it is considered minimal at an average annual approximate cost of \$12,500. What this model does not consider is the potential for the continuation of fossil fuel prices, and the potential for zero emission vehicles to come down in price as popularity and demand increases. It also does not consider potential grant funding that may be secured to assist with the transition.



RECOMMENDATION

That Council

- 1. Adopts the Leadership model, as presented in the 2022 EVENERGI report, for transitioning 100% of the Shire of Northam light vehicle fleet to zero emission by the end of 2031.**
- 2. Requests the Chief Executive Officer to review policy F4.10 Vehicle & Plant Management and present to Council for consideration prior to June 30, 2023.**
- 3. Requests the Chief Executive Officer to present new policies for Council to consider providing a framework for the management of zero emission vehicles for light vehicles with private usage.**

13.1.5 Resignation of Councillor and Extraordinary Election

File Reference:	2.1.1.7
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

For Council to receive the notice of resignation from Cr Paul Curtis and set a date for holding an extraordinary election.

ATTACHMENTS

Attachment 1: Quote from the WA Electoral Commission.

A. BACKGROUND / DETAILS

Councillor Paul Curtis provided his written notice of resignation on Friday, 25 November 2022 effective immediately.

The *Local Government Act 1995* requires the Council to fix a date for extraordinary election within one (1) month of when the vacancy occurs.

The proposed timelines is included within Attachment 1.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 13: A well informed and engaged community.

Objective 13.1: Provide strong, open and accountable leadership and be more visible and relevant for community members.

B.2 Financial / Resource Implications

A quote from the WA Electoral Commission has been received to hold an extraordinary election. This financial impact to Council to hold an extraordinary election will be \$14,000 including GST.

Councillors receive \$1,905.73 each month as an ICT allowance and meeting fees. There will be approximately \$7,500 of this allowance and fees not utilised from accounts 04042012 and 04042002, as a result of this resignation. Officers are recommending that Council utilise these funds towards the extraordinary election expenses and approve an unbudgeted expenditure of \$6,500 to hold the extraordinary election with the amount being identified at the 2022/23 mid-year budget review.

B.3 Legislative Compliance

Local Government Act 1995:

2.31. Resignation

- (2) A councillor may —
 - (a) resign from the office of councillor;
 - (b) resign from the office of councillor mayor or president, deputy mayor or deputy president.
- (3) Written notice of resignation is to be signed and dated by the person who is resigning and delivered to the CEO.
- (4) The resignation takes effect from the date of delivery of the notice or from a later day specified in the notice.

2.32. How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

- (b) resigns from the office.

4.8. Extraordinary elections

- (1) If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.
- (2) An election is also to be held under this section if section 4.57 or 4.58 so requires.
- (3) An election under this section is called an **extraordinary election**.

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

4.16. Postponement of elections to allow consolidation

- (4) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in an election year; but
 - (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Officers have liaised with the WA Electoral Commission with respect to a potential date for holding an extraordinary election. The WA Electoral Commission have indicated that the 16 March 2023 would be a suitable date.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unbudgeted expenditure required for an extraordinary election.	Minor (2) x Possible (3) = Moderate (6)	Extraordinary election costs to be considered as part of the mid-year budget review.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with the <i>Local Government Act 1995</i> .		Engage WA Electoral Commission to facilitate the extraordinary election process.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Where a resignation is received after the third Saturday in January but before the third Saturday in July of an election year, the Council can request the Electoral Commissioner to fix the ordinary elections day in 2023 as the date for an extraordinary election. This resignation does not fall within this period, and Officers have liaised with the WA Electoral Commission in relation to whether a request can still be made given the outcomes from the recent ward and representation review are unknown. The WA Electoral Commission have advised that a request will not be considered where the resignation does not fall within these dates.

The outcome from the ward and representation review may result in the number of offices being reduced in the West ward to one (1). The other office for this ward is due to expire in October 2023. This extraordinary election will result in there being no vacancy as part of the 2023 ordinary elections.

RECOMMENDATION

That Council;

1. Receive the resignation of Cr Paul Curtis dated 25 November 2022 effective immediately and acknowledge his service on Council.
2. In accordance with section 4.9(1)(b) of the *Local Government Act 1995*, fix 16 March 2023 as the date for an extraordinary election.
3. Authorise an unbudgeted expenditure of \$14,000 including GST to conduct an extraordinary election from accounts 04042012 and 04042002, with an additional amount of \$6,500 being identified at the 2022/23 mid-year budget review.
4. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the Extraordinary Election.
5. Determine, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

Attachment 1 - Quote from the WA Electoral Commission.



WESTERN AUSTRALIAN Electoral Commission

LGE 028

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

Attention: Ms Alysha McCall

Dear Mr Whiteaker

Extraordinary Election - West Ward

I refer to your email of 29 November 2022 in which you advise of the resignation of Councillor Paul Curtis effective from 25 November 2022 and state that you would be proposing at the next council meeting that Council request that I approve the vacancy created by the resignation of Cr Curtis to remain unfilled until the October 2023 ordinary election.

My ability to agree for vacancies to remain unfilled is outlined in sections 4.16 and 4.17 of the *Local Government Act 1995*. These sections also stipulate time restrictions on when I can give my approval that a vacancy can remain unfilled. In the case of the West Ward vacancy, these requirements do not apply, therefore there is no legislative grounds for me to give my approval for the vacancy to remain unfilled. Therefore, under section 4.8 of the *Local Government Act 1995* an extraordinary election is to be held.

The estimated cost for the Commission to conduct an extraordinary election if conducted as a postal ballot is \$14,000 inc GST, which has been based on the following assumptions:

- 1,250 electors
- response rate of approximately 40%
- 1 vacancy
- count to be conducted at the offices of the Shire of Northam
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)

180100

Level 2, 111 St George's Terrace, PERTH WA 6000 GPO Box F316 PERTH WA 6841
Telephone: (08) 9214 0400 Facsimile: (08) 9226 0577 Email: waec@waec.wa.gov.au
Website: www.elections.wa.gov.au



- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the local government extraordinary election for the Shire of Northam in accordance with section 4.20(4) of the *Local Government Act 1995*. My agreement is subject to the proviso that the Shire of Northam also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your Council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I have enclosed an election schedule for a suggested election date of Thursday 16 March 2023.

I look forward to conducting this election for the Shire of Northam in anticipation of an affirmative vote by Council.

If you have any further queries please contact Phil Richards, Manager Election Events, on 9214 0443.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

30 November 2022
Enc.



ELECTION TIMETABLE
Shire of Northam Extraordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for agreement of Electoral Commissioner to conduct postal election.	LGA 4.20 (2)(3)(4)	Mon	26/12/2022
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Mon	26/12/2022
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Thu	5/01/2023
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. Preferred date Wednesday 11 January 2023	LGA 4.39(2)	Thu to Thu	5/01/2023 to 19/01/2023
56	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.40(1)		19/01/2023
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. Preferred date Wednesday 25 January 2023	LGA 4.47(1)	Thu	19/01/2023
50	Close roll 5.00 pm	LGA 4.39(1)	Wed	25/01/2023
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Mon	30/01/2023
44	Nominations Open First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Tue	31/01/2023
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Mon	6/02/2023
37	Nominations Close 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Tue	7/02/2023
36	Last day for the CEO to prepare & certify an owners & occupiers roll for the election. Last day for the Electoral Commissioner to prepare & certify a residents roll.	LGA 4.41(1) LGA 4.40(2)	Wed	8/02/2023
29	Lodgement of election packages with Australia Post. Week Commencing	Approx	Wed	15/02/2023
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Wed	22/02/2023
19	Last day for the Returning Officer to give Statewide public notice of the election. Preferred date Wednesday 15 February 2023	LGA 4.64(1)	Sat	25/02/2023
3	Commence processing returned election packages	Approx	Mon	13/03/2023
0	Election Day Close of poll 6.00 pm	LGA 4.7	Thu	16/03/2023

Post Election Day	Post Declaration	References to Act/Regs	Day	Date
5	Election result advertisement.	LGA 4.77	Tue	21/03/2023
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Thu	30/03/2023
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Thu	13/04/2023

13.1.6 Disposal of Portion of Lot 202 Fitzgerald Street, Northam

File Reference:	A14678
Reporting Officer:	Alysha McCall, Acting Governance Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Cr R W Tinetti is known to the reporting and responsible officers.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to authorise disposing of a portion of Lot 202 Fitzgerald Street, Northam (totalling 1m2) to the adjoining landowner.

ATTACHMENTS

Attachment 1: Map of lots.

A. BACKGROUND / DETAILS

Council at its Ordinary Council Meeting held on 21 October 2020 resolved to dispose of a portion of Lot 200 Minson Avenue, Northam to the owner of the adjoining property owner.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4055

Moved: Cr Della

Seconded: Cr Little

That Council:

1. Approve the sale of a portion of Lot 200 Minson Avenue Northam by private treaty to 'Purslowe Tinetti Funerals', in accordance with s3.58(3) of the *Local Government Act 1995 (WA)*, subject to:
 - a. Sale price established in accordance with an independent valuation obtained by the Shire of Northam;
 - b. No objections being received during a 14-day statutory public advertising period; and
 - c. The applicant being responsible for all costs associated with the sale and subdivision.

CARRIED 9/0

When undertaking the survey, it was found that the building from Lot 28 and 201 Fitzgerald Street had encroached into Lot 202 Fitzgerald Street. While an application to subdivide was in place for Lot 200 Minson Ave, it was a good time to remove the encroachment from Lot 202. The encroachment consists of approximately 2cm totalling 1m². The building in question forms part of an existing local business and was constructed in 1992.

The surveying and subdivision were coordinated by the adjoining landowner and the deposited plan was approved by Landgate in August 2022. This was the final step required to be able to progress to the settlement stage. Upon liaising with the settlement agent to prepare the transfer of land documents for the sale of a portion of Lot 200 Minson Ave, Officers identified that a portion of Lot 202 Fitzgerald St was incorporated into the deposited plan and this disposal had not been approved by Council.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

B.2 Financial / Resource Implications

There are no financial implications associated with this proposal. The costs associated with the proposal will be borne by the applicant.

Council is receiving \$10,000 in revenue for the portion previously approved to be disposed of which is a portion of Lot 200 Minson Avenue. This equates to approximately 75m² and calculates at \$133.00 per square metre.

B.3 Legislative Compliance

Local Government Act 1995, Section 3.58. Disposing of Property

- (1) In this section —
 - dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions and General) Regulations 1996, Regulation 30. Dispositions of property excluded from Act s. 3.58

- (2) A disposition of land is an exempt disposition if —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Local Government (Functions and General) Regulations 1996, 31. Anti-avoidance provision for Act s. 3.58

If a local government disposes of property by means of 2 or more dispositions in circumstances such that the desire to exclude the application of section 3.58 of the Act is a significant reason for not dealing with the matter in a single disposition, the dispositions are not exempt dispositions.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Officers have liaised with the adjoining owner proposing to purchase the portion of Lot 200 Minson Ave and Lot 202 Fitzgerald St.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Costs associated with sale of land	Minor (2) x Unlikely (2) = Low (4)	Applicant to be advised that they are responsible for costs associated with proposal.
Health & Safety	Nil.		
Reputation	Damage to reputation and negative public perception should Council dispose of land not at market value.	Possible (3) x Medium (3) = Moderate (9)	Dispose of land in accordance with market value.
Service Interruption	Nil.		
Compliance	Processes relating to land transaction not followed.	Minor (2) x Unlikely (2) = Low (4)	Processes to be checked.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

A valuation was obtained in November 2020 for the disposal of the adjoining property at Lot 200 Minson Ave which calculated at \$10,000 or \$133 per square metre. To ensure transparency and manage reputational risks, Officers are

recommending that Council apply the same price per square metre for the disposal of a portion of Lot 202 Fitzgerald St.

Officers are recommending that Council authorise the disposal and treat this as exempt under Regulation 30(2)(a) as the market value is less than \$5,000 and the ownership of the land would not be of significant benefit to anyone other than the adjoining owner.

The anti-avoidance provisions under the Regulation would not be applicable in this scenario as the disposal for a portion of Lot 200 Minson Ave was not treated as exempt and the disposal requirement of the Act were applied.

RECOMMENDATION

That Council:

- 1. Approve a boundary adjustment and dispose of a portion of Lot 202 Fitzgerald Street, Northam comprising of 1m² to the adjoining landowner Tinetti Investments Pty Ltd (transferee), for a sum of \$133.00 which is consistent with the valuation undertaken on the adjoining property, and believed to be a true indication of the value at the time of the disposition.**
- 2. Acknowledge that that ownership of the land would not be of significant benefit to anyone other than the transferee.**

Attachment 1 - Map of lots.



13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.3.1 – Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam as the developer of the subject land is known to Cr Mencshelyi. Some lots in the area were purchased by Cr Mencshelyi (purchase O & A's) on behalf of his former employer.

13.3.1 Second-Hand Transportable Dwelling – 10 Riverside Outlook, Northam

Address:	Lot 23 (No. 10) Riverside Outlook, Northam
Owner:	Yilgarn Property Pty Ltd (formerly Byrne)
Applicant:	Kobus Nieuwoudt, Akron Pty Ltd
File Reference:	A15448
Reporting Officer:	Francesca Lefante, Relief Planner
Responsible Officer:	Jacky Jurmann, Acting Executive Manager Development Services
Officer Declaration of Interest:	Applicant is a former employee and is known to Responsible Officer.
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

Council is asked to consider a development application (ref: P22106) for the relocation of a second-hand transportable dwelling to No. 10 Riverside Outlook, Northam.

The weatherboard clad dwelling contains three (3) bedrooms and a wraparound verandah and is currently located at No. 3 Frankish Road, Northam. Photos are attached to this Report (Attachment 3).

Advertising to the surrounding neighbours has attracted 1 submission objecting to the proposal. The matters raised could not be resolved to the satisfaction of the delegated officer and is therefore presented to Council for determination.

ATTACHMENTS

- Attachment 1: Application documents & Plans
- Attachment 2: Applicant's dwelling condition report
- Attachment 3: Applicant's photos of dwelling
- Attachment 4: Statutory Assessment
- Attachment 5: Schedule of Submissions

Attachment 6: Objections (provided as a separate confidential attachment to this agenda/minutes)

A. BACKGROUND / DETAILS

The Shire has received an application (ref: P22106) to obtain development approval to erect a second-hand transportable dwelling at 10 Riverside Outlook. The dwelling has 3 bedrooms and includes an existing wraparound verandah. Parking will be available for 2 car bays from Riverside Outlook.

The property has an area of 587m², is currently vacant, and is zoned Residential R15.

Although single houses are a 'P' (permitted) use in the Zoning Table, second-hand dwellings are an 'A' (advertised) use, which means the use is only permitted by the Scheme once the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.

Local Planning Policy No. 3 - Transportable, Repurposed or Second-Hand dwellings also applies to the proposal.

The proposal was advertised to the immediate adjoining neighbours (5 properties in total), and 1 submission was received in response objecting to the proposal.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance & Leadership

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

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders;
Effective and efficient two-way communication between the Shire of Northam and stakeholders;

B.2 Financial / Resource Implications

The relevant application has been paid by the Applicant.

B.3 Legislative Compliance

The application has been assessed and advertised in accordance with the provisions of the *Planning & Development (Local Planning Schemes) Regulations 2015* as shown in the Statutory Assessment (Attachment 2).

B.4 Policy Implications

There are no policy implications associated with this proposal. The application was advertised in accordance with the provisions of LPP20.

B.5 Stakeholder Engagement / Consultation

Notification letters were sent to all adjoining landowners providing 14 days to comment on the proposal and in response, 1 submission were received raising concerns / objections.

The issues raised in the submissions have been considered in the assessment of this application. Refer to the Schedule of Submissions (Attachment 3) for further details.

B.6 Risk Implications

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 any conditions of approval.	Medium (3) x Possible (3) = Moderate (9)	Continuous monitoring of conditions to ensure compliance.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Not applicable.

C. OFFICER'S COMMENT

The main issues identified in the assessment of this application are as follows:

- Compatibility with the residential zone and character;
- Amenity impacts;
- Precedent and impacts of an approval.

Compatibility and Amenity Impacts

The relocated, second-hand transportable dwelling is constructed of weatherboard wall cladding with a zincalume roof (10% pitch) and wraparound verandah (8%).

The Applicant in support of the application has submitted:

- A *Transport Dwelling Condition Report* which states the walls, roof, sub-floor, verandah are in very good condition.

- General remarks on the compatibility of the dwelling as follows:
 - The design, scale and bulk of the proposed dwelling will be compatible with the type of dwellings that exist in the locality it is to be located.
 - The dwelling in its relocated position will be visually acceptable by virtue of the verandah and landscaping.
 - The dwelling is considered to be in keeping with the age and design of dwellings in the immediate vicinity of the proposed new location.

In accordance with LPP20, the proposal was advertised for a period of 14 days initially with an extension of a further 7 days upon request of the developer. At the close of advertising, the Shire had received 1 submission. The Shire also has two phone calls, however no further submissions were received. A copy of the submissions, Applicant's response and Shire comments are contained in the attached Submissions Schedule (Attachment 5).

The main issues raised in the objection relate to:

- Devaluation of Property
- Second-hand dwelling being inconsistent with Estate, which comprises newly built brick houses
- Variations to setback and parking
- Non-compliance with BCA

The Applicant in response has advised the following:

- We have observed that there are at least four (4) houses in the subdivision that are of similar/comparable design. These houses are located at the following addresses:
 - 6 Entrance Drive;
 - 1 Ottaway Drive;
 - 4 Ottaway Drive; and
 - 6 Heal Court
- The proposal is consistent with the Deemed-To-Comply provisions of the R-Codes.
- The transportable dwelling is currently located at 3 Frankish Road in Northam. The Western Australian Planning Commission recently issued approval to subdivide 3 Frankish Road. It is a condition of approval to remove/demolish the dwelling due to it straddling legal boundaries created by the new subdivision, not because it is inappropriate in its current location.

Due consideration has been given to the details of the proposal, concerns raised in the submission and the Applicant's response. The following planning comments are relevant:

- There are no specific planning design provisions applicable to the site or Estate.
- There is a mix of housing types and materials in the Estate, including new transportable dwellings.
- All development is considered against the Scheme, R-Codes and Policy provisions.
- All development, including transportable dwellings are required to:
 - comply with the Building Codes of Australia (BCA) and
 - obtain a building Permit under the Building Act.

The Shire's Local Planning Policy No. 3 provides for consideration of a bond for second-hand, transportable and re-purposed dwellings and buildings to ensure the appearance and associated site works and landscaping are completed in accordance with the approval, which includes a provision to enter into a legal agreement to facilitate the payment of a bond.

In this instance, the subject dwelling is currently located at 3 Frankish Road, Northam, and as such the condition of the building can be viewed. There are a number of new transportable dwellings approved and located within the Estate. Given the concerns regarding amenity and appearance raised in the objection, it is at the discretion of the Shire to impose a condition requiring a bond.

Conclusion

In the Officer's opinion there are 2 options in determining this application:

1. Approve the application as proposed with conditions; or
2. Refuse the application due to concerns that the potential amenity impacts, and that a second-hand transportable dwelling is not deemed compatible with the residential zone, character and locality.

The Officer is recommending that the relocated second-hand transportable dwelling be approved subject to various conditions.

RECOMMENDATION

That Council APPROVE the development application (ref: P22106) for a relocated second-hand transportable dwelling at Lot 23 (No. 10) Riverside Outlook, Northam, subject to the following conditions:

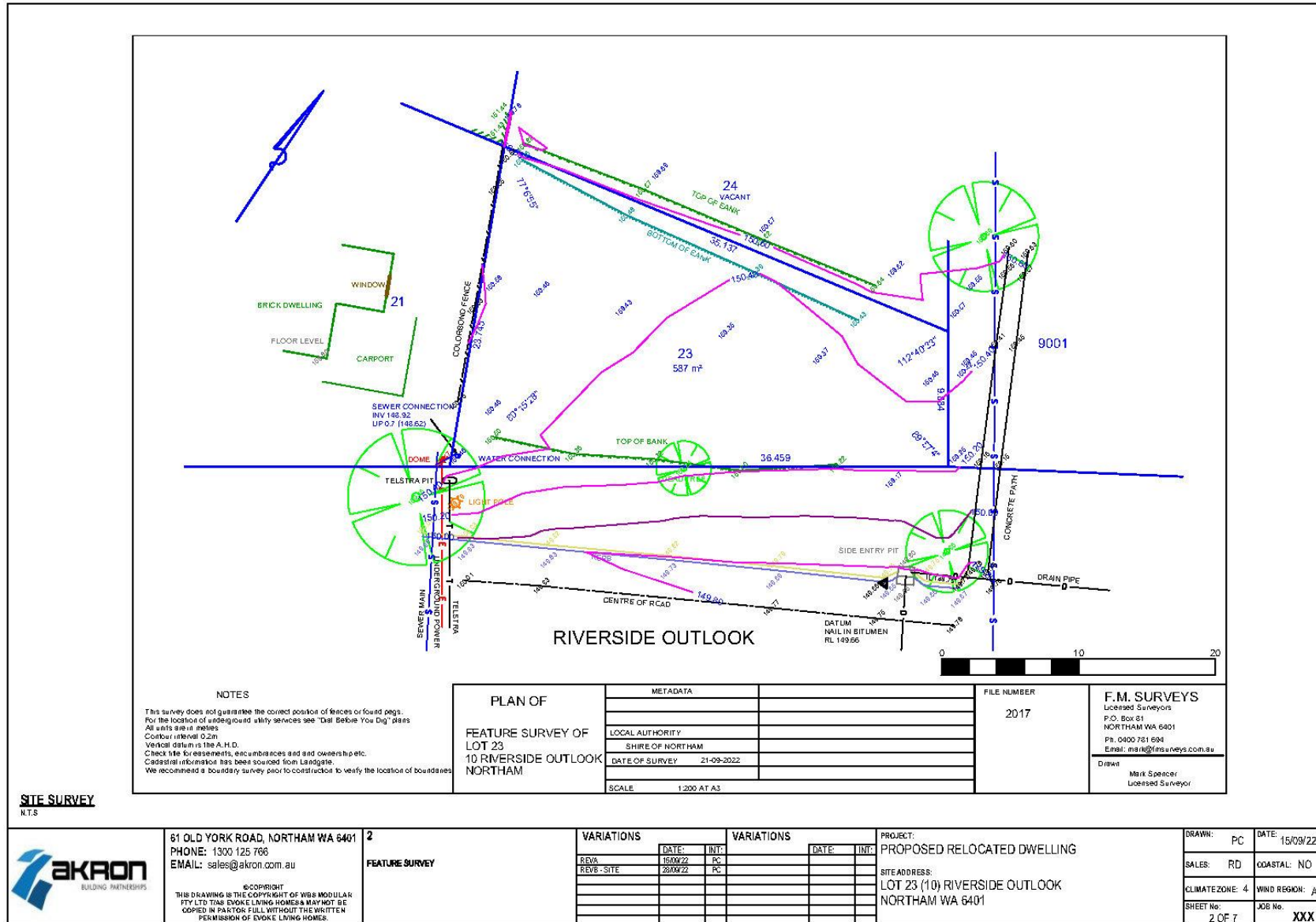
- 1. The development hereby permitted shall substantially commence within two (2) years from the date of determination**
- 2. The development hereby permitted shall be carried out in accordance with the stamped approved plans.**

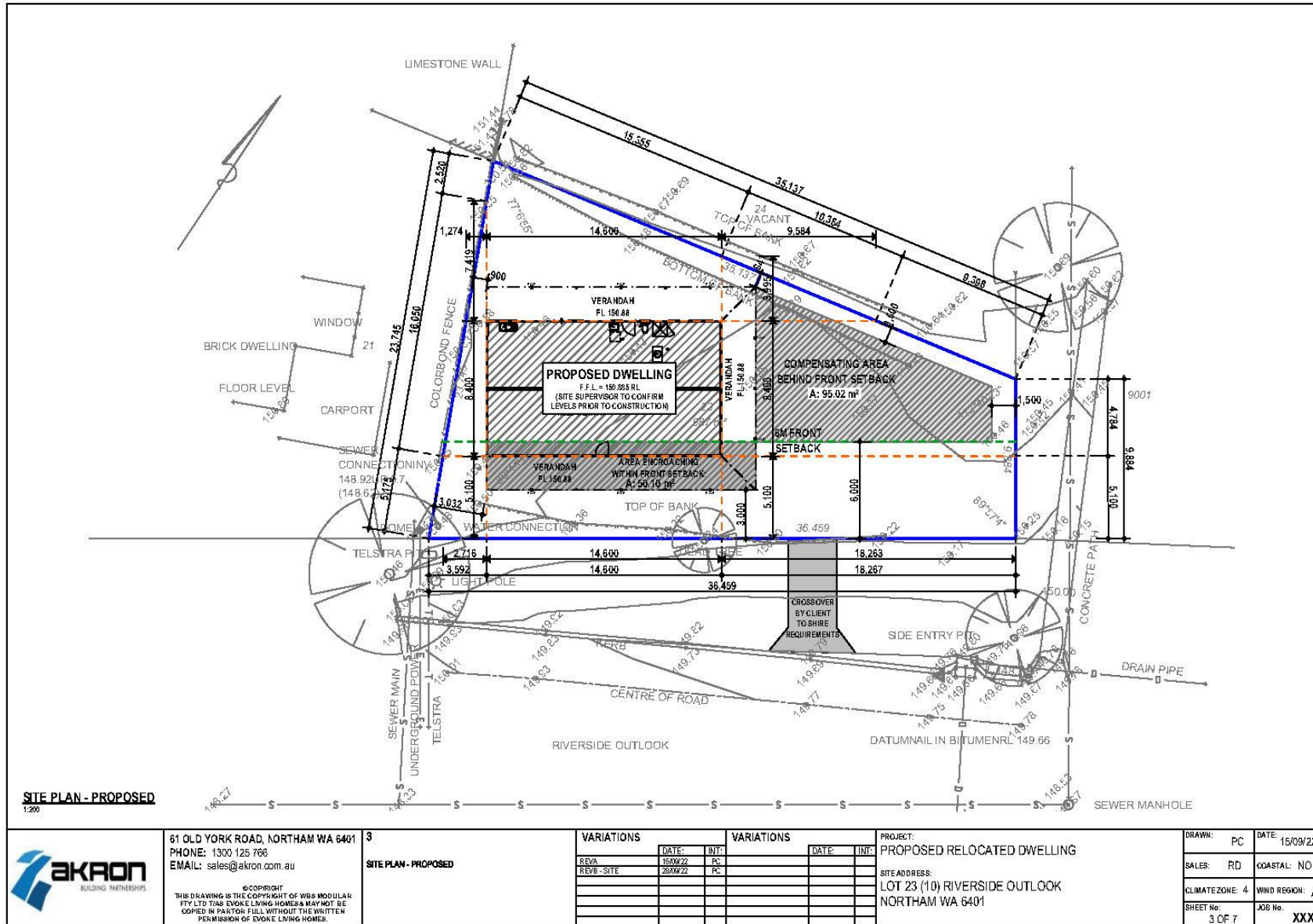
- 3. The appearance of dwelling shall be completed and maintained to a high standard to the satisfaction of the local government and have an external appearance that is generally consistent with the locality.**
- 4. Screening (for visual privacy) as defined by the Residential Design Codes shall be provided along verandah to the satisfaction of the local government. Details of the visual privacy screening shall be to be submitted to the local government for approval prior to the commencement of any works.**
- 5. Prior to occupation or use of the development, a vehicle crossover and 2 on-site parking bays shall be constructed to the specification and satisfaction of the local government.**
- 6. Prior to occupation, or use of the development, site landscaping to the street setback area shall be completed and maintained thereafter to the satisfaction of the local government.**
- 7. A portion of the site is located within the flood fringe. The minimum habitable floor level of 150.74m AHD are required. Development to be in accordance with the finished floor level of 150.74m AHD. (DWER).**
- 8. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.**
- 9. Prior to occupation of the dwelling, the underside of the building shall be screened from view to the satisfaction of the local government.**
- 10. Prior to occupation, the dwelling shall be connected to an approved reticulated sewerage system.**
- 11. Prior to occupation, the dwelling shall be connected to an approved reticulated water supply.**
- 12. 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.**

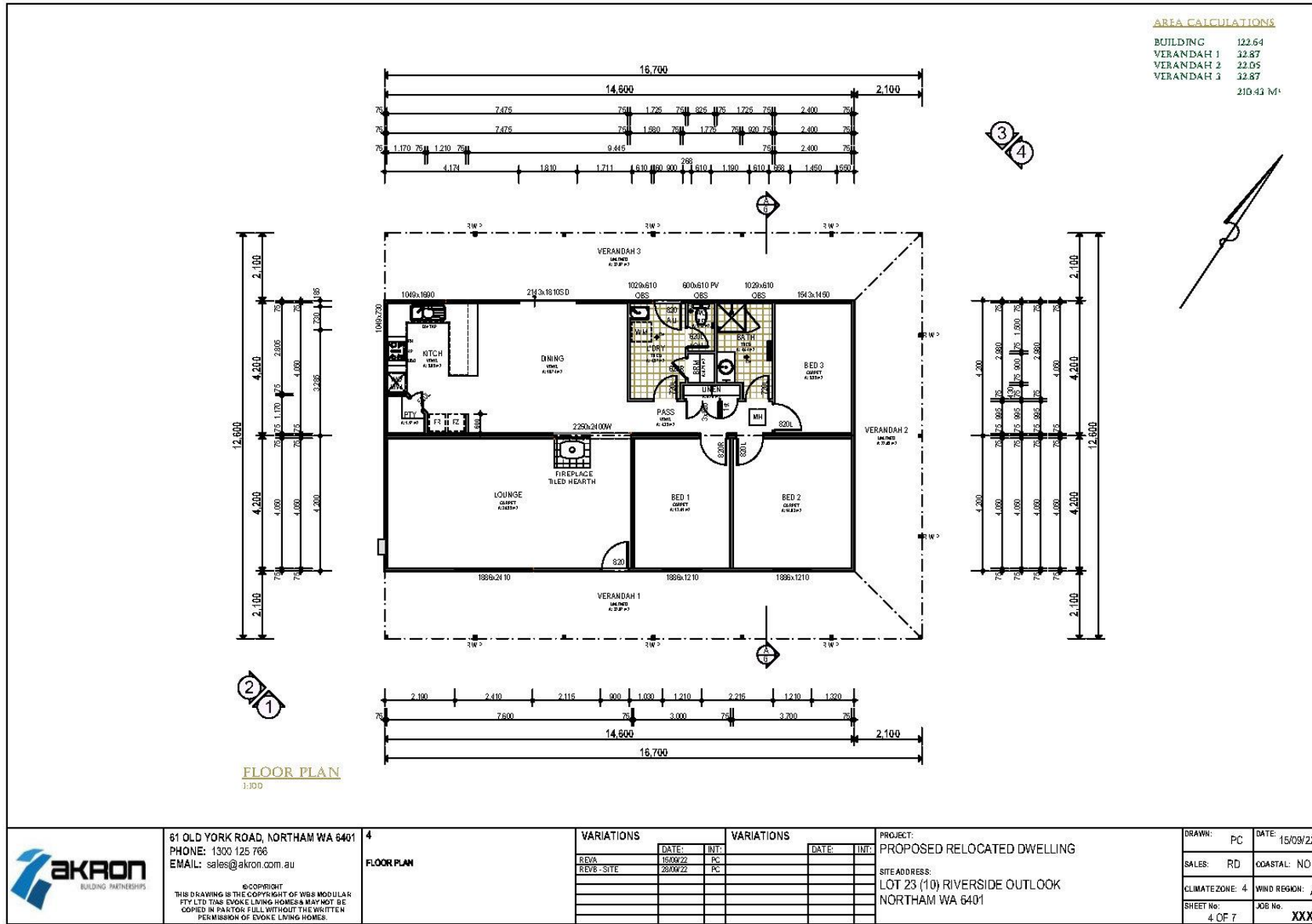
Attachment 1 - Application documents & Plans

THIS 3D IMAGE IS FOR ILLUSTRATION PURPOSES ONLY. PLEASE SEE ADDENDA & CONTRACT FOR SPECIFIC COLOURS & FINISHES

	61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 125 766 EMAIL: sales@akron.com.au	1	3D RENDER	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">VARIATIONS</th> <th>DATE</th> <th>INT.</th> <th colspan="2">VARIATIONS</th> <th>DATE</th> <th>INT.</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td></td> <td>18/06/22</td> <td>PC</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>REV8 - SITE</td> <td></td> <td>28/06/22</td> <td>PC</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	VARIATIONS		DATE	INT.	VARIATIONS		DATE	INT.	REVA		18/06/22	PC					REV8 - SITE		28/06/22	PC																					PROJECT: PROPOSED RELOCATED DWELLING SITE ADDRESS: LOT 23 (10) RIVERSIDE OUTLOOK NORTHAM WA 6401	DRAWN: PC DATE: 15/09/22 SALES: RD COASTAL: NO CLIMATE ZONE: 4 WIND REGION: A SHEET No: 1 OF 7 JOB No: XXX
	VARIATIONS		DATE	INT.	VARIATIONS		DATE	INT.																																						
REVA		18/06/22	PC																																											
REV8 - SITE		28/06/22	PC																																											
©COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR FTY LTD TO WHOM EVOKE LIVING HOMES MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.																																														







61 OLD YORK ROAD, NORTHAM WA 6401
 PHONE: 1300 125 766
 EMAIL: sales@akron.com.au

©COPYRIGHT
 THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR
 PTY LTD WAS EVOKE LIVING HOMES MAY NOT BE
 COPIED IN PART OR FULL WITHOUT THE WRITTEN
 PERMISSION OF EVOKE LIVING HOMES.

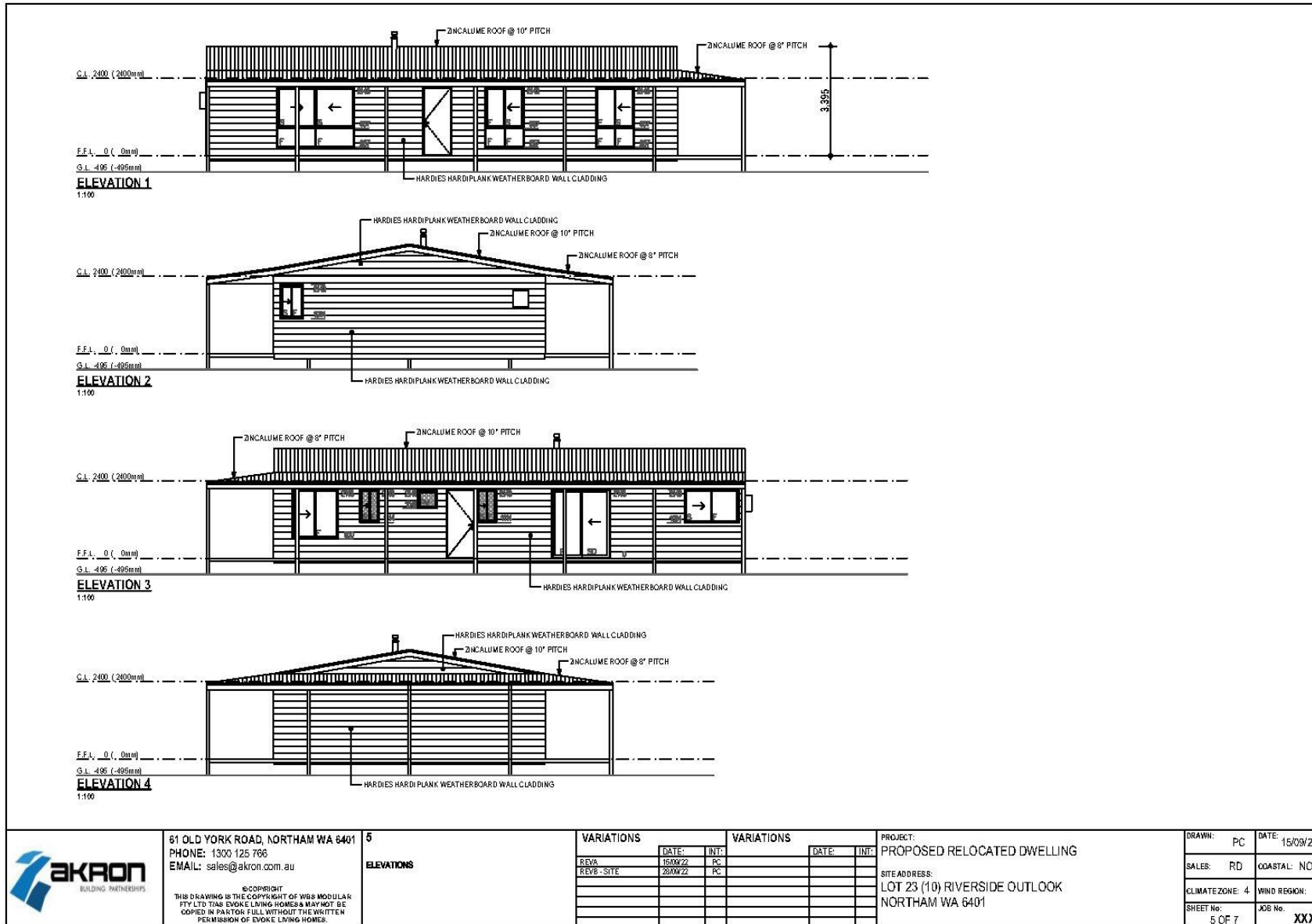
4	FLOOR PLAN
---	------------

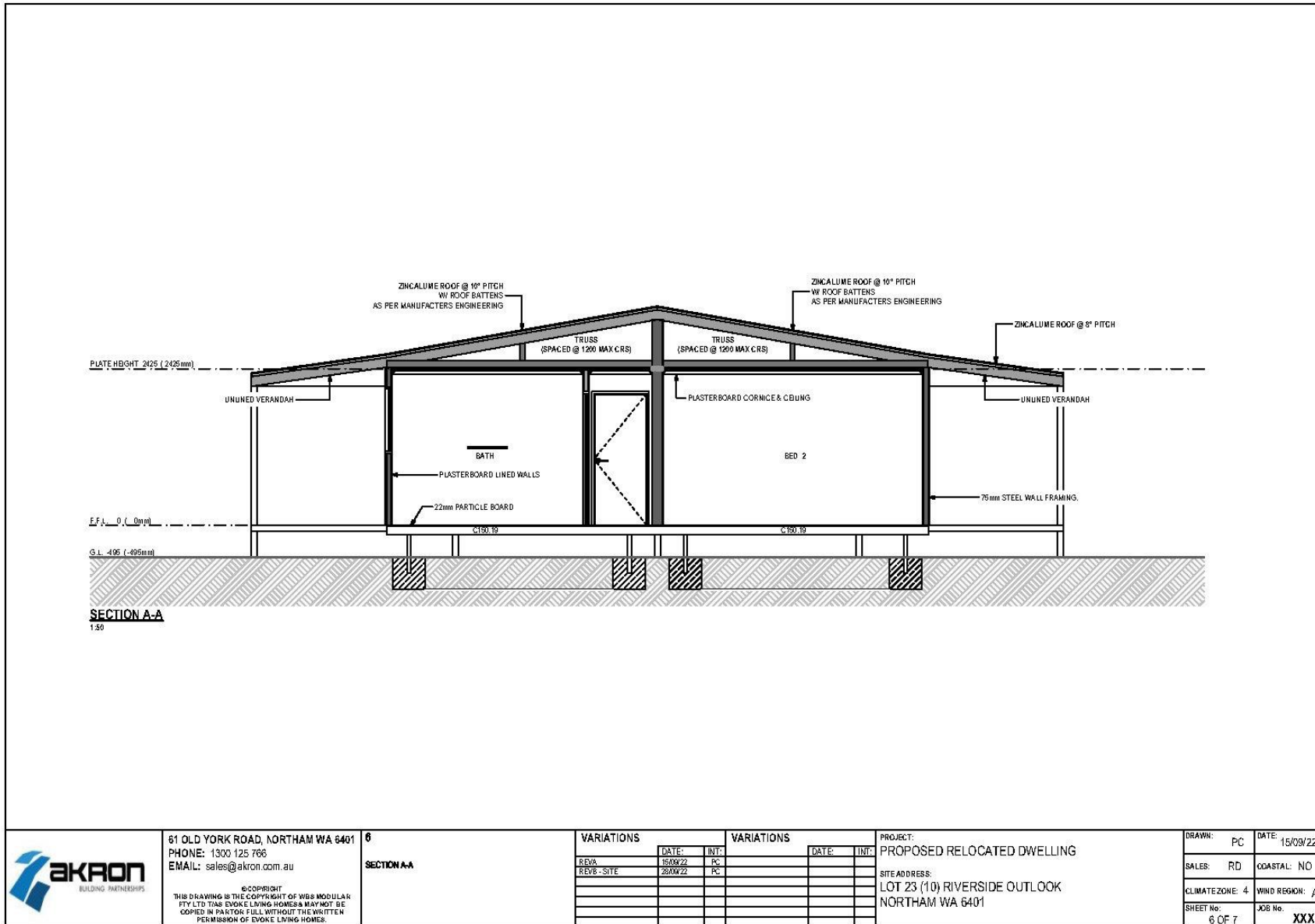
VARIATIONS			VARIATIONS		
REV#	DATE	INT.	DATE	INT.	
REVA	16/09/22	PC			
REVB-SITE	28/09/22	PC			

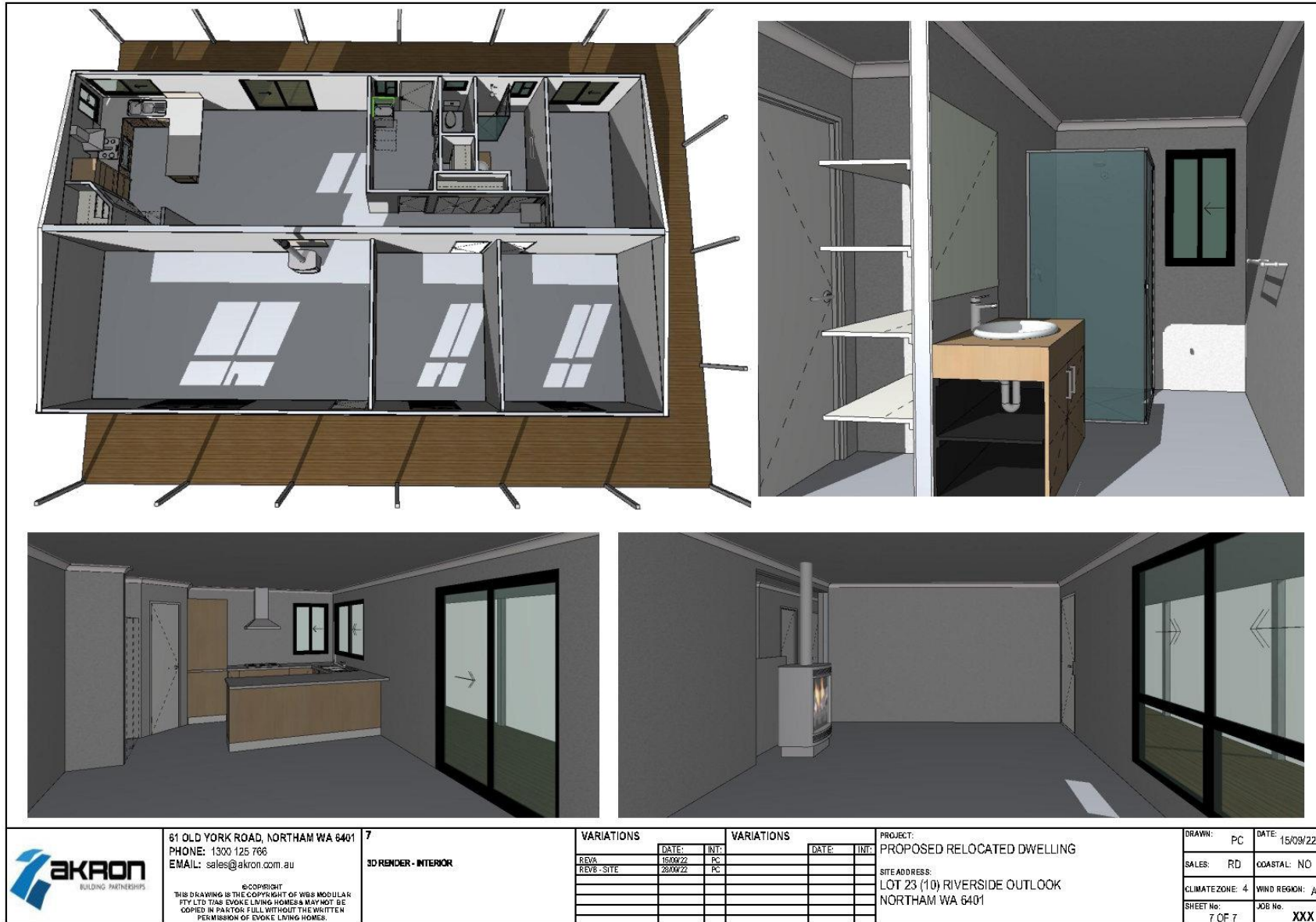
PROJECT: PROPOSED RELOCATED DWELLING


SITE ADDRESS:
 LOT 23 (10) RIVERSIDE OUTLOOK
 NORTHAM WA 6401

DRAWN: PC	DATE: 15/09/22
SALES: RD	COASTAL: NO
CLIMATEZONE: 4	WIND REGION: A
SHEET No: 4 OF 7	JOB No: XXX







	61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 125 766 EMAIL: sales@akron.com.au	7 3D RENDER - INTERIOR	<table border="1"> <thead> <tr> <th colspan="3">VARIATIONS</th> </tr> <tr> <th>REVA</th> <th>DATE</th> <th>INT</th> </tr> </thead> <tbody> <tr> <td></td> <td>19/09/22</td> <td>PC</td> </tr> <tr> <td>REVB - SITE</td> <td>28/09/22</td> <td>PC</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	VARIATIONS			REVA	DATE	INT		19/09/22	PC	REVB - SITE	28/09/22	PC													<table border="1"> <thead> <tr> <th colspan="3">VARIATIONS</th> </tr> <tr> <th>DATE</th> <th>INT</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	VARIATIONS			DATE	INT																	PROJECT: PROPOSED RELOCATED DWELLING SITE ADDRESS: LOT 23 (10) RIVERSIDE OUTLOOK NORTHAM WA 6401	<table border="1"> <tr> <td>DRAWN: PC</td> <td>DATE: 15/09/22</td> </tr> <tr> <td>SALES: RD</td> <td>COASTAL: NO</td> </tr> <tr> <td>CLIMATEZONE: 4</td> <td>WIND REGION: A</td> </tr> <tr> <td>SHEET No: 7 OF 7</td> <td>JOB No: XXX</td> </tr> </table>	DRAWN: PC	DATE: 15/09/22	SALES: RD	COASTAL: NO	CLIMATEZONE: 4	WIND REGION: A	SHEET No: 7 OF 7	JOB No: XXX
	VARIATIONS																																																										
REVA	DATE	INT																																																									
	19/09/22	PC																																																									
REVB - SITE	28/09/22	PC																																																									
VARIATIONS																																																											
DATE	INT																																																										
DRAWN: PC	DATE: 15/09/22																																																										
SALES: RD	COASTAL: NO																																																										
CLIMATEZONE: 4	WIND REGION: A																																																										
SHEET No: 7 OF 7	JOB No: XXX																																																										
<small>©COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR FITY LTD. THIS EVOKE LIVING HOMES MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.</small>																																																											

Attachment 2 - Applicant dwelling condition report

TRANSPORTABLE DWELLING CONDITION REPORT	
DATE	28/09/2022
GENERAL INFORMATION	
CURRENT LOCATION	3 Frankish Road, Northam WA 6401
PROPOSED LOCATION	10 Riverside Outlook, Northam WA 6401
TRANSPORTABLE DWELLING MANUFACTURER / YEAR	T&R Homes / circa 2002 / 3 bedroom, 1 bathroom
DATE FIRST APPROVED / PERMIT AUTHORITY	18/01/2005 / Town of Northam
STRUCTURE-SPECIFIC INFORMATION	
CLADDING – WALLS	
Type	Weatherboard (Hardie™ Plank Weatherboard)
Condition	Very Good
Rectification required	No
ROOF	
Type	Zincalume @ 10° pitch
Condition	Very Good
Rectification required	No
STRUCTURE – SUB FLOOR	
Type	Steel Chassis / Particleboard
Condition	Very Good
Rectification required	No
WALLS (INTERIOR)	
Type	Steel wall frames / plasterboard
Condition	Very Good
Rectification required	No
VERANDAH	
Type	Steel deck / Zincalume roof @ 8° pitch
Condition	Very Good
Rectification required	No
INTERIOR & SERVICES (relevant comment)	
APPEARANCE	Very Good
GENERAL REMARKS	<ul style="list-style-type: none"> The design, scale and bulk of the proposed dwelling will be compatible with the type of dwellings that exist in the locality it is to be located. The dwelling in its relocated position will be visually acceptable by virtue of the verandah and landscaping. The dwelling is considered to be in keeping with the age and design of dwellings in the immediate vicinity of the proposed new location.

Appearance / Condition Matrix	
	Poor
	Fair
	Good
	Very Good
	Excellent

Attachment 3 - Applicants Photos of dwelling



Front elevation



Side elevation (right)



Rear elevation



Side elevation (left)

Attachment 4 – Statutory Assessment

Clause	Provision	Proposal	Assessment
Deemed Provisions – Clause 67(2) of Regulations			
A	Aims and provisions of LPS6		
	<p>3.2 – Objectives of the Zone: Residential –</p> <ul style="list-style-type: none"> • Provide for residential development at a range of densities with a variety of housing types to meet the needs of all sectors of the community through application of the Residential Design Codes. • Maintain and enhance the residential character and amenity of the zone. 	Second-hand Transportable home being relocated from site in Northam	<ul style="list-style-type: none"> • Dwelling is good condition and reflects the housing stock. The building is circa 2002. Photos provided showing condition and appearance. • There are no specific planning design provisions applicable to the site or Estate • The proposed use & scale is consistent with the zone objectives.
	3.3 – Zoning Table	Second-hand dwelling is A use in residential zone	Local Advertising undertaken. The schedule of submissions, applicants' response and Planning comments is attached.
	4.5 & 4.6 – Setbacks As per the R-Codes	<p>Residential R15</p> <ul style="list-style-type: none"> • Front – 6m to building with verandah in accordance with Clause 5.1.2 of the R-Codes • Side – 1.6 - complies • Rear – 1.5m – variation due to the irregular lot configuration. 	<p>Variation - supported</p> <ul style="list-style-type: none"> • There are no specific planning design provisions applicable to the site or Estate. • the Adjoining site is setback 6.0metres • The site is an irregular shape, with the dwelling positioned on the widest portion of the site. Whilst the verandah is within the setback it complies with Clause 5.1.2 setback provisions of the R-Codes.

Clause	Provision	Proposal	Assessment
			<ul style="list-style-type: none"> The proposed scale, is consistent with the zone objectives and Scheme provisions.
	5.2 – SCA1 Avon & Mortlock Rivers <ul style="list-style-type: none"> Development applications for land within the area should not be approved where the development may result in an obstruction to major river flows. 	The proposal was referred to DWER. DWER has provided advised the required minimum finished Floor Level.	A condition of approval is including requiring compliance with DWER advice
B	Requirements of orderly and proper planning, including any proposed scheme amendment or LPP seriously being entertained.	Second-hand Transportable home being relocated from site in Northam	<ul style="list-style-type: none"> Dwelling is good condition and reflects the housing stock. The building is circa 2002. Photos provided showing condition and appearance
C	Any approved State Planning Policy	Residential Design Codes <ul style="list-style-type: none"> Front setback Side Setback Car parking 	<ul style="list-style-type: none">
FA	Any local planning strategy – Northam Local Planning Strategy	Second-hand Transportable dwelling	<ul style="list-style-type: none"> The Northam Local Planning Strategy identifies the area as continuing to be used for residential. The intent of the residential areas is to be provide a variety of housing options for residents to cater for current and projected populations. The proposed transportable dwelling is consistent with residential zone and aims of the LPS.
G	Any local planning policies	Relocation of existing dwelling in Northam at 3 Frankish	The dwelling was built circa 2002. The proposal including verandah.

Clause	Provision	Proposal	Assessment
	<p>LPP2 – General Development Guidelines</p> <ul style="list-style-type: none"> No building to be constructed or left in a condition to detract from amenity of locality. To be designed to be sustainable. Use of second-hand materials 		<ul style="list-style-type: none"> Photos provided showing condition and appearance.
	<p>LPP3 – Transportable, repurposed & Second-hand Dwellings.</p> <ul style="list-style-type: none"> Transportable dwellings under 100m² require approval. Designed to reflect character of locality. Min. 15° roof pitch. Cladding to the satisfaction of LG. Verandahs and carports may be required to improve appearance 	<p>Second-hand Transportable dwelling</p> <ul style="list-style-type: none"> The Dwelling is 125sqm and incorporates 100sqm verandah The building roof has a pitch of 10% and verandah 8% The dwelling includes verandah on three sides 	<ul style="list-style-type: none"> The proposal is consistent with the policy Minor variation is sought from the policy provisions relating to roof pitch. The dwelling is currently located within Northam residential area. There are no specific planning design provisions applicable to the site or Estate. The proposed dwelling is consistent with residential zones
	<p>LPP20 – Advertising of Planning Proposals</p> <ul style="list-style-type: none"> Level 2 advertising – letters to neighbouring landowners; 14 days to comment. 	<p>Adjoining landowners were notified of the proposal and invited to comment.</p>	<p>1 submission was received in response to the notification letters. Refer to the Schedule of Submissions for further discussion.</p>
M	<p>Compatibility of the development, including future character and relationship with adjoining land.</p>	<p>The site is located opposite the river and within a new estate. The</p>	<p>The dwelling is currently located within Northam residential area.</p> <p>There are no specific planning design provisions applicable to the site or Estate</p>
N	<p>Amenity of the locality, including environmental impacts, character and social impacts.</p>	<p>Concerns raised in the submissions regarding impact on the character and amenity of the area</p>	<p>The area is a new partially developed estate.</p> <p>There are no specific planning design provisions applicable to the site or Estate</p>

Clause	Provision	Proposal	Assessment
Q	Suitability of the land taking into account of possible risks, such as bushfire, flooding, erosion.	Part of the site is within flood prone area. DWER has specified a minimum Finished Floor Level	A condition of approval is including requiring compliance with DWER advice
R	Suitability of the land taking into account risks to human health or safety	Single residential	Site is zoned residential.
S	Adequacy of proposed means of access and egress; arrangements for loading, unloading, manoeuvring and parking	Single Crossover to the site accessed via Riverside Outlook.	Provision of 2 on-site car parking bays.
T	Amount of traffic likely to be generated in relation to capacity of road system and probable effect on traffic flow and safety	Single dwelling	Traffic generation is consistent with a single dwelling.
U	Availability and adequacy of – public transport; public utilities; waste management; access for pedestrians and cyclists (end of trip storage and facilities); access by older people and disabled people	Single Second-Hand Transportable Dwelling	The proposal is a single dwelling. Existing waste collection service to dwelling. There are no impacts on transport or additional access requirements.
W	History of the site where development is located	The site is currently vacant and forms part of a new residential estate.	The proposal is a weatherboard 3 bedroom transportable home, currently located at 3 Frankish Road Northam.
X	Impact on the community as a whole notwithstanding impacts on particular individuals		There are no specific planning design provisions applicable to the site or Estate. The estate includes new transportable dwellings.
Y	Any submissions received	One submission have been received objecting to the proposal.	The applicant has provided a response to the matters raised in the objection

Clause	Provision	Proposal	Assessment
		Refer to the Schedule of Submissions for assessment of the issues raised.	
ZB	Any other planning consideration LG considers appropriate	LPP 3 – Legal Agreement and Bond	Consideration of Bond applicability on this site on the basis that the dwelling is located within at 3 Frankish Road Northam.

Attachment 5 – Schedule of Submissions

Summary of Submission Issues	Applicants Response	Shire Comments
<ul style="list-style-type: none"> Devalue Property - Siting an old house will have an adverse impact on property values in the estate 	<p>Noted. Disagree</p> <ul style="list-style-type: none"> The effect on property value is not a relevant planning consideration and cannot be taken into account in town planning decisions. Since almost all development is likely to have some effect on property values, it would be impossible to develop the housing and other facilities we need if development could be prevented on this basis. 	<p>Property Value is not a land use planning matter.</p>
<ul style="list-style-type: none"> Secondhand dwelling inconsistent with Estate which comprises newly built houses, by way of: <ul style="list-style-type: none"> Dwelling design, condition and age (20-year-old secondhand) is not consistent with new houses in the estate Raised stumps rather than concrete pad. Impact negatively the amenity in the estate and construction of new buildings, Appearance is rural and the estate is urban 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> We have observed that there are at least four (4) houses in the subdivision that are of similar/comparable design. These houses are located at the following addresses: <ul style="list-style-type: none"> 6 Entrance Drive; 1 Ottaway Drive; 4 Ottaway Drive; and 6 Heal Court. The submitter refers to the subdivision as a private “estate”. This is incorrect. Also, we would note that there is neither a structure plan, nor a local development plan setting out specific and/or detailed guidance for future development and development standards that are to apply to new development. New residential development must be assessed against the relevant provisions in the R-Codes and any local planning policy that seeks to amend the <i>deemed-to-comply</i> provisions set out in Part 5 of the R-Codes. In our view, the proposed development will complement the neighbourhood’s present and likely future character and appearance. 	<p>There are no specific planning design provisions applicable to the site or Estate.</p> <p>All development is considered against the Scheme, R-Codes and Policy provisions.</p> <p>The Shire Policy LPP3 provides for consideration of transportable and repurposed buildings on this site.</p>
<ul style="list-style-type: none"> Secondhand dwelling will deter other owners building in the Estate. 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> The submitter has not provided any definitive evidence to support the notion that the proposed dwelling will deter other owners from building in the neighbourhood. 	<p>There are no specific planning design provisions applicable to the site or Estate. The Shire Policy LPP3 provides for consideration</p>

	Speculative information/evidence is, normally, not a valid planning consideration.	of relocated, second hand transportable buildings on this site.
<ul style="list-style-type: none"> The relocation of a secondhand dwelling results in front setback variation, with the compensating area behind the front setbacks, inconsistent with the standards and character of the Estate 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> <i>Deemed-to-comply</i> provision C2.4 under Clause 5.1.2 of the R-Codes provides that a verandah, unenclosed porch or balcony may project into the primary street setback area to a maximum of half the required primary street setback without applying the compensating area of clause 5.1.2 C2.1 iii. The required primary street setback for 10 Riverside Outlook (zoned R15 under LPS6) is 6m. The as-proposed verandah will project into the primary street setback by 3m and therefore complies with provision C2.4. 	<p>Development is considered against the Scheme, R-Codes and Policy provisions. The R-Codes provides provisions for calculating the setbacks.</p> <p>The proposed front setbacks comply with the calculation of setbacks under Clause 5.1.2 of the R-Codes</p>
<ul style="list-style-type: none"> Single crossover, but no driveway or vehicle parking shown 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> Clause 5.3.3 (Parking) C3.1 pertains to on-site car parking spaces to be provided for (among other types of dwellings) 'single houses'. According to the requirements for 'Location B' under C3.1, the minimum number of on-site car parking spaces that should be provided is two (2) spaces. The proposal can achieve the minimum spaces required by C3.1. As required by the Shire, the vehicular access to and from the site, including the crossover location, has been shown on the Site Plan submitted with the application for development approval 	<p>Development is considered against the Scheme, R-Codes and Policy provisions.</p> <p>The proposal shows space for 2 on-site parking bays, consistent with the R-Codes.</p>
<ul style="list-style-type: none"> Expressed concern that if house is inappropriate in current location, this reinforces that the design and condition is inappropriate in a new estate. 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> The transportable dwelling is currently located at 3 Frankish Road in Northam. The Western Australian Planning Commission recently issued approval to subdivide 3 Frankish Road. It is a condition of approval to remove/demolish the dwelling due to it straddling legal boundaries created by the new subdivision – not because it is inappropriate in its current location. 	<p>There are no specific planning design provisions applicable to the site or Estate.</p> <p>The Shire Policy LPP3 provides for consideration of transportable and repurposed buildings on this site</p>

<ul style="list-style-type: none"> • Potential non compliance with <ul style="list-style-type: none"> ○ Building regulation ○ Energy requirements ○ Water requirements ○ Earthquake requirements ○ Bushfire requirements 	<p>Noted. Disagree.</p> <ul style="list-style-type: none"> • Not a relevant town planning consideration. • If planning approval is granted, the Applicant will be required to apply for a building permit. In Western Australia the building approvals process is legislated under the <i>Building Act 2011</i>. • Note: The applicable building standards are outlined in Part 4 of the Building Regulations which include building standards for (among other things) private relocated buildings (refer Reg. 31D). • Note: According to the Department of Fire & Emergency Services' Map of Bushfire Prone Areas, 10 Riverside Outlook is not located within a bushfire prone area. 	<p>All development, including transportable dwellings are required to</p> <ul style="list-style-type: none"> • comply with the Building Codes of Australia (BCA) and • obtain a building Permit under the Building Act. <p>The site is not located in a bushfire prone area as identified by DFES (Department of Fire and Emergency Services)</p>
---	--	---

13.3.2 Review of Fees & Charges – Old Quarry Road Liquid Waste Facility

Address:	Old Quarry Road, Northam WA 6401
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	4.1.1.4
Reporting Officer:	Kayla Burges – Waste Projects Officer
Responsible Officer:	Jacky Jurmann – Acting Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

To consider and adopt the proposed changes to the Fees and Charges relating to the Liquid Waste Facility at the Old Quarry Waste Management Facility in Northam as presented.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Shire of Northam operates 5 liquid waste ponds at the Old Quarry Road Waste Management facility and every few years one of the ponds is emptied and relined when they reach capacity and dry out sufficiently.

In early 2022, Pond 3 was emptied and relined. It was planned to keep this pond empty until the new year, however within 2 months it became apparent that the pond would reach compacity within the year, which instigated research into the compacity of the ponds versus demand for use.

Current demands indicate that to cater for the current users and projected increases in liquid waste generation and disposal, the Shire would need to budget to reline a pond every 18 months to 2 years and to do this our fees and charges need to be reviewed to ensure that they are competitive.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment & Heritage

Outcome 4.3: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

B.2 Financial / Resource Implications

It is proposed to increase the fees to ensure that the Shire is competitive and that the costs cover the maintenance of the facility as follows:

Area	Current / litre	Proposed / litre
Shire of Northam	\$0.08	\$0.10
Regional	\$0.088c	\$0.12
Metro	\$0.088c	\$0.14

The fees are preferencing locally generated wastes with other regional wastes slightly higher and metropolitan wastes the most expensive. The sliding scale will ensure that the Shire's facility is not being used by liquid waste transporters as the cheapest.

The increase in fees will provide additional income to ensure that the Shire can maintain the facility all year round.

B.3 Legislative Compliance

Section 6.16 to 6.19 inclusive of the Local Government Act.

Department of Water and Environmental Regulation – Old Quarry Waste Management Facility Licence L6977/1997/10.

B.4 Policy Implications

No relevant policy implications.

B.5 Stakeholder Engagement / Consultation

Officers have reviewed other local governments fees and charges to ensure that we remain competitive including:

- Shire of East Pilbara
- Shire of Bridgetown
- Shire of Moora
- Shire of York
- Redhill Waste Management Facility

In accordance with the Local Government Act 1995, Section 6.19 *Local government to give notice of fees and charges*.

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —
(a) *its intention to do so; and*

(b) the date from which it is proposed the fees or charges will be imposed.

Public notice will be given in accordance with the above requirements to advise the changes in the fees and charges.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Reduced income doesn't cover costs of operation.	Insignificant (1) x Possible (3) = Low (3)	Ensure fees and charges are competitive with similar service providers.
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

Not applicable.

C. OFFICER'S COMMENT

Officers recommend that the fees and charges be reviewed to ensure that the facility can be maintained all year round and can cater for all users.

RECOMMENDATION

That Council:

1. Adopt as at 1 February 2023 the proposed changes to the Fees and Charges relating to the Liquid Waste Facility at the Old Quarry Waste Management Facility as follows:

Septage Pond Liquid Waste Disposal (Shire of Northam resident/business)	\$0.10 per litre
Septage Pond Liquid Waste Disposal (regional area)	\$0.12 per litre
Septage Pond Liquid Waste Disposal (Perth metropolitan)	\$0.14 per litre

2. Give notice of the proposed changes to the fees and charges pursuant to Section 6.19 of the Local Government Act 1995.

ABSOLUTE MAJORITY OF 6 REQUIRED

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – 1st November 2022 to 30th November 2022

File Reference:	2.1.3.4
Reporting Officer:	Louise Harris, Creditors Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1st November 2022 to 30th November 2022

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – November 2022.
Attachment 2: Declaration.

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.
Financial Management Regulations 2007, Regulation 12 & 13.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

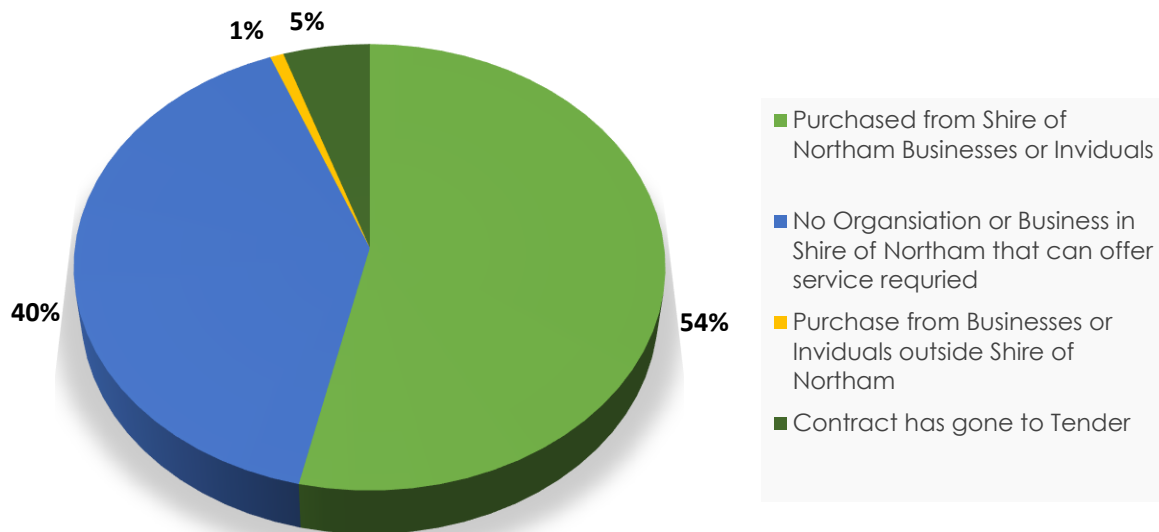
Not applicable.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of November 2022;



RECOMMENDATION

That Council receive the payments for the period 1st November 2022 to 30th November 2022, as listed:

- Municipal Fund payment cheque numbers 35537 to 35542 Total \$28,185.68.
- Municipal Fund EFT45349 to EFT45752 Total \$2,153,587.29.
- Direct Debits Total \$97,145.92.
- Payroll Total \$526,791.12

TOTAL: \$2,805,710.01

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

Attachment 1 - Accounts & Statements of Accounts – November 2022

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35537	03/11/2022	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2022/2023	1		305.00
INV 27102	18/07/2022	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2022/2023	1	305.00	
35538	03/11/2022	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 15/08/2022 to 18/10/2022	1		3,411.44
INV 900786820/10/2022		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 15/08/2022 to 18/10/2022		3,310.22	
INV 900786920/10/2022		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 15/08/2022 to 18/10/2022		101.22	
35539	08/11/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2022	1		86.50
INV T1079	02/11/2022	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2022	1	16.50	
INV T1080	02/11/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2022	1	70.00	
35540	14/11/2022	WATER CORPORATION	9007901750 PURSLOWE PARK - 06/09/2022 to 02/11/2022	1		1,894.87
INV 900790102/11/2022		WATER CORPORATION	9007901179 MORRELL PARK - 01/09/2022 to 31/10/2022		95.36	
INV 900794502/11/2022		WATER CORPORATION	9007945104 KATRINE TOILETS - 01/09/2022 to 31/10/2022		25.17	
INV 901115402/11/2022		WATER CORPORATION	9011154743 COMMONAGE - 01/09/2022 to 31/10/2022		165.02	
INV 900789904/11/2022		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 06/09/2022 to 02/11/2022		73.91	
INV 900790104/11/2022		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 05/09/2022 to 02/11/2022		166.39	
INV 900790104/11/2022		WATER CORPORATION	9007901750 PURSLOWE PARK - 06/09/2022 to 02/11/2022		953.78	
INV 900872904/11/2022		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 05/09/2022 to 02/11/2022		415.24	
35541	17/11/2022	WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2022 to 08/11/2022	1		18,041.61
INV 900790309/11/2022		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 12/09/2022 to 07/11/2022		254.97	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 2 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV900790710	11/2022	WATER CORPORATION	WATER CHARGES - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - BILL ID 0220 - OCTOBER 2022	1	444.03	
INV900790410	11/2022	WATER CORPORATION	9007904089 NORTHAM LIBRARY - 15/09/2022 to 08/11/2022		155.02	
INV900790610	11/2022	WATER CORPORATION	9007906746 MEN'S SHED / OLD FIRE STATION - 15/09/2022 to 08/11/2022		163.41	
INV900790610	11/2022	WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 15/09/2022 to 08/11/2022		63.37	
INV 900790710	11/2022	WATER CORPORATION	9007907431 BERNARD PARK - 15/09/2022 to 08/11/2022		1,891.87	
INV 900790710	11/2022	WATER CORPORATION	9007907458 BERNARD PARK - 15/09/2022 to 08/11/2022		92.83	
INV900790310	11/2022	WATER CORPORATION	9007903879 108 WELLINGTON ST - ST JOHN PUBLIC OPEN SPACE - 15/09/2022 to 08/11/2022		260.99	
INV900790810	11/2022	WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 15/09/2022 to 08/11/2022		163.41	
INV 900790810	11/2022	WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 15/09/2022 to 08/11/2022		76.70	
INV 900790810	11/2022	WATER CORPORATION	9007908143 MEDIAN STRIP NEWCASTLE RD - 15/09/2022 to 08/11/2022		13.99	
INV 900790910	11/2022	WATER CORPORATION	9007909752 YOUTH PRECINCT / SES BUILDING - 15/09/2022 to 08/11/2022		397.17	
INV 900790910	11/2022	WATER CORPORATION	9007909787 JUBILEE OVAL - 15/09/2022 to 08/11/2022		682.19	
INV 900792910	11/2022	WATER CORPORATION	9007929497 AVON MALL - 15/09/2022 to 08/11/2022		620.93	
INV 900790310	11/2022	WATER CORPORATION	9007903991 ST JOHNS HALL - 15/09/2022 to 08/11/2022		142.52	
INV 900790410	11/2022	WATER CORPORATION	9007904003 MEMORIAL HALL - 15/09/2022 to 08/11/2022		284.06	
INV 900790911	11/2022	WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2022 to 08/11/2022		6,680.88	
INV 900791311	11/2022	WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 16/09/2022 to 09/11/2022		223.76	
INV 900791311	11/2022	WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 16/09/2022 to 09/11/2022		302.08	
INV 900791311	11/2022	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 16/09/2022 to 09/11/2022		4,223.47	
INV 900792311	11/2022	WATER CORPORATION	9007923407 APEX PARK TOILETS - 20/09/2022 to 09/11/2022		903.96	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 3 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35542	25/11/2022	WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 15/09/2022 to 08/11/2022	1		4,446.26
INV 900791618/07/2022		WATER CORPORATION	9007916629 MORBY COTTAGE - 19/05/2022 to 14/07/2022		46.83	
INV 900790810/11/2022		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 15/09/2022 to 08/11/2022		1,386.75	
INV 900872910/11/2022		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 15/09/2022 to 08/11/2022		1,195.80	
INV 901264210/11/2022		WATER CORPORATION	9012642722 STREET TREES FITZGERALD ST FROM PEEL TCE TO NIND ST - 15/09/2022 to 08/11/2022		4.85	
INV 900790410/11/2022		WATER CORPORATION	9007904062 OLD TOWN BUILDING - 15/09/2022 to 08/11/2022		675.91	
INV 901107010/11/2022		WATER CORPORATION	9011070427 RIVERSEDGE CAFE (SNACKBAR) - WASTE - 01/11/2022 to 31/12/2022		232.75	
INV 900791614/11/2022		WATER CORPORATION	9007916629 MORBY COTTAGE - 14/09/2022 to 10/11/2022		46.08	
INV 900791714/11/2022		WATER CORPORATION	9007917058 CEMETERY - 14/09/2022 to 10/11/2022		808.33	
INV 901247514/11/2022		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 01/11/2022 to 31/12/2022		48.96	
EFT45349	02/11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUC25/10/2022		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT45350	02/11/2022	CHERYL FAY GREENOUGH	FUEL / DRINKS - VISIT TO KELLERBERRIN TO MEET WITH ELDERS	1		123.90
INV JM 241024/10/2022		CHERYL FAY GREENOUGH	FUEL / DRINKS - VISIT TO KELLERBERRIN TO MEET WITH ELDERS	1	123.90	
EFT45351	02/11/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		485.44
INV DEDUC25/10/2022		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		485.44	
EFT45352	02/11/2022	CTI LOGISTICS REGIONAL FREIGHT - CTI FREIGHT MANAGEMENT PL T/AS	FREIGHT DELIVERIES - SEPT 2022 - DEPOT / CESM	1		329.31
INV CISF51730/09/2022		CTI LOGISTICS REGIONAL FREIGHT - CTI FREIGHT MANAGEMENT PL T/AS	FREIGHT DELIVERIES - SEPT 2022 - DEPOT / CESM	1	329.31	
EFT45353	02/11/2022	EASIFLEET	PAYROLL DEDUCTIONS	1		1,853.35
INV DEDUC25/10/2022		EASIFLEET	PAYROLL DEDUCTIONS		1,054.26	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 4 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC25/10/2022		EASIFLEET	PAYROLL DEDUCTIONS		799.09	
EFT45354	02/11/2022	SPECIALISED TREE SERVICE	YILGARN AVE NORTHAM, DRAIN CLEARING REAR OF BUSINESS PROPERTIES AS PER QUOTE #1066 SAFE DISMANTLE OF ALL VEGETATION GROWING ALONG AND IN DRAIN AS DISCUSSED ON SITE. ALL MATERIAL REMOVED FROM SITE, STUMPS POISONED.	1		8,098.75
INV 3969	27/10/2022	SPECIALISED TREE SERVICE	CLACKLINE POST OFFICE - DEADWOODING, REMOVING CROSS BRANCHES AND EIPICORMIC GROWTH AS PER QUOTE #1064	1	3,538.75	
INV 3970	27/10/2022	SPECIALISED TREE SERVICE	YILGARN AVE NORTHAM, DRAIN CLEARING REAR OF BUSINESS PROPERTIES AS PER QUOTE #1066 SAFE DISMANTLE OF ALL VEGETATION GROWING ALONG AND IN DRAIN AS DISCUSSED ON SITE. ALL MATERIAL REMOVED FROM SITE, STUMPS POISONED.	1	4,560.00	
EFT45355	02/11/2022	WA STABILISATION PTY LTD	C.202122-11 - SPENCERS BROOK ROAD - SHOULDER RECONSTRUCTION	1		884,855.61
INV 018205	30/09/2022	WA STABILISATION PTY LTD	C.202122-11 - SPENCERS BROOK ROAD - SHOULDER RECONSTRUCTION	1	884,855.61	
EFT45356	02/11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT - REPAIR DAMAGE TO RIM DUE TO DAMAGE ON INCIDENT DFES INC#592644	1		2,693.50
INV INV-00721/10/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT - REPAIR DAMAGE TO RIM DUE TO DAMAGE ON INCIDENT DFES INC#592644	1	2,693.50	
EFT45357	03/11/2022	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	LABOUR HIRE 1 DAY THURSDAY - 13/10/22 06:30-15:30	1		1,749.00
INV 001608317/10/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	LABOUR HIRE 1 DAY THURSDAY - 13/10/22 06:30-15:30	1	891.00	
INV 001608817/11/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	LABOUR HIRE 1 DAY FRI 14/10/22 06:30-15:30	1	858.00	
EFT45358	03/11/2022	ANDY'S PLUMBING SERVICE	QUELLINGTON HALL. EMERGENCY SEPTIC REPAIRS AS EFLUENT BACKING UP.	1		4,180.00
INV A.19423	18/10/2022	ANDY'S PLUMBING SERVICE	QUELLINGTON HALL. EMERGENCY SEPTIC REPAIRS AS EFLUENT BACKING UP.	1	4,180.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 5 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45359	03/11/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FN1611 - FLEXIBLE 3" WATER HOSE & THREAD TAPE	1		78.16
INV 703557428	18/10/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FN1611 - FLEXIBLE 3" WATER HOSE & THREAD TAPE	1	78.16	
EFT45360	03/11/2022	AVON VALLEY ARTS SOCIETY (INC)	SANDY FLOYD POSTCARD PURCHASES	1		1,460.50
INV 1029	18/10/2022	AVON VALLEY ARTS SOCIETY (INC)	SANDY FLOYD POSTCARD PURCHASES	1	1,460.50	
EFT45361	03/11/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	CUBIC MTRE MARRI WOOD CHIP	1		369.00
INV 000000529	10/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	1 CUBIC MTRE MARRI WOOD CHIP	1	123.00	
INV 000000429	10/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	CUBIC MTRE MARRI WOOD CHIP	1	246.00	
EFT45362	03/11/2022	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	1		2,970.00
INV 000025016	09/2022	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	1	2,970.00	
EFT45363	03/11/2022	AVON WASTE	DOMESTIC, COMMERCIAL & RECYCLING RUBBISH 240LTR (TOWN) PER FORTNIGHT	1		41,679.44
INV 52658	07/10/2022	AVON WASTE	DOMESTIC, COMMERCIAL & RECYCLING RUBBISH 240LTR (TOWN) PER FORTNIGHT	1	41,679.44	
EFT45364	03/11/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	CRACKER DUST DELIVERED TO INKPEN WASTE MANAGEMENT FACILITY, INKPEN RD	1		269.85
INV IQ3579216	10/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	CRACKER DUST DELIVERED TO INKPEN WASTE MANAGEMENT FACILITY, INKPEN RD	1	269.85	
EFT45365	03/11/2022	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2022	1		7,245.54
INV T1080	02/11/2022	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2022	1	7,245.54	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 6 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45366	03/11/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2022	1		1,443.50
INV T1079	02/11/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2022	1	1,443.50	
EFT45367	03/11/2022	BUNNINGS BUILDING SUPPLIES P/L	FLEXI STORAGE CLEVER CUBE 1 X 4 STORAGE UNIT - WHITE	1		2,584.93
INV 2182/0012/10/2022		BUNNINGS BUILDING SUPPLIES P/L	PALLET OF LIME	1	565.44	
INV 2182/9920/10/2022		BUNNINGS BUILDING SUPPLIES P/L	FLEXI STORAGE CLEVER CUBE 1 X 4 STORAGE UNIT - WHITE	1	1,469.57	
INV 2182/0020/10/2022		BUNNINGS BUILDING SUPPLIES P/L	PALLET OF GREY CEMENT	1	549.92	
EFT45368	03/11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP STEEL DRUM ROLLER FROM TAMMA RD AND DROP OFF AT NORTHAM SHIRE DEPOT	1		4,909.30
INV 000041617/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FN1807 - MITSU TIP TRUCK SERVICE 55,000KLS	1	1,042.80	
INV 000041617/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP STEEL DRUM ROLLER FROM TAMMA RD AND DROP OFF AT NORTHAM SHIRE DEPOT	1	1,419.00	
INV 000041617/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER PN1608 FROM CLARKE ST AND DROP OFF AT THE AIRPORT	1	1,419.00	
INV 000041721/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FN1703 - KOMATSU EXCAVATOR ROLLER BEARINGS	1	1,028.50	
EFT45369	03/11/2022	CENTRAL REGIONAL TAFE	DOG & CAT MANAGEMENT & CONTROL COURSE	1		1,467.56
INV A00029	29/10/2021	CENTRAL REGIONAL TAFE	CREDIT ISSUED - SANTO LEOTTA US# RTC6UX6N3J FULL TRAFFIC MANAGEMENT COURSE 26-28 OCTOBER 2021	1	-72.38	
INV I00199103/10/2022		CENTRAL REGIONAL TAFE	DOG & CAT MANAGEMENT & CONTROL COURSE	1	1,539.94	
EFT45370	03/11/2022	CHARLES SERVICE COMPANY	CLEANING VARIOUS FACILITIES 19/9/2022-16/10/2022	1		10,158.59
INV 000353819/10/2022		CHARLES SERVICE COMPANY	CLEANING VARIOUS FACILITIES 19/9/2022-16/10/2022	1	8,625.19	
INV 000353819/10/2022		CHARLES SERVICE COMPANY	C.202021-04- VO1 - WEEKLY CLEANING FOR WUNDOWIE OVAL TOILETS 7 X A WEEK 19/09/2022-16/10/2022	1	1,533.40	
EFT45371	03/11/2022	COUNTRYWIDE GROUP	BAR OIL	1		49.50
INV ACC00124/10/2022		COUNTRYWIDE GROUP	BAR OIL	1	49.50	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 7 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45372	03/11/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO BURST MAIN ON REUSED MAIN BEHIND POLO CLUB	1		1,600.50
INV 8241	12/10/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO BURST MAIN ON REUSED MAIN BEHIND POLO CLUB	1	1,072.50	
INV 8250	14/10/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO REPAIR LEAKING POLY LINE ON WALK WAY ALONG RIVER	1	528.00	
EFT45373	03/11/2022	DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES	1		3,085.97
INV SON20923/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS LOCATIONS 14/7/2022	1	677.11	
INV SON20923/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS LOCATIONS 10.8.2022	1	466.68	
INV SON20923/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES 11.08.2022	1	443.38	
INV SON21023/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES	1	905.59	
INV SON21023/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES 11/10/2022	1	153.87	
INV SON21023/10/2022		DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES 20/09/2022	1	439.34	
EFT45374	03/11/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	VOLUNTEER PPE/PPC	1		876.70
INV 75972	30/09/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	VOLUNTEER PPE/PPC	1	783.20	
INV 75974	30/09/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	VOLUNTEER PPE/PPC	1	93.50	
EFT45375	03/11/2022	GEORGE DELIU	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1643	02/11/2022	GEORGE DELIU	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT45376	03/11/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN2003 - FOOTPATH SWEEPER PUNCTURE REPAIR	1		30.00
INV 641280625/10/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN2003 - FOOTPATH SWEEPER PUNCTURE REPAIR	1	30.00	
EFT45377	03/11/2022	GRAFTON ELECTRICS	SUPPLY AND INSTALL REPLACEMENT MOTOR TO TOP AERATOR AT BERNARD PARK STORM WATERDAM AS PER QUOTE 193	1		2,596.00
INV 9044	14/10/2022	GRAFTON ELECTRICS	NORTHAM DEPOT. RCD TESTING FOR BUILDINGS AND SHEDS.	1	451.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 8 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9051	17/10/2022	GRAFTON ELECTRICS	SUPPLY AND INSTALL DOUBLE WEATHERPROOF POWER POINT TO REAR OF SWITCH BOARD AT HENRY ST OVAL	1	286.00	
INV 9061	20/10/2022	GRAFTON ELECTRICS	MEMORIAL HALL. REPAIR FAULTY HEATER ELEMENT ON BIG FOOD WARMER, ONLY 1 SIDE WORKING.	1	209.00	
INV 9067	24/10/2022	GRAFTON ELECTRICS	SUPPLY AND INSTALL REPLACEMENT MOTOR TO TOP AERATOR AT BERNARD PARK STORM WATERDAM AS PER QUOTE 193	1	1,650.00	
EFT45378	03/11/2022	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2022-2023	1		770.00
INV 000007918/07/2022		IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2022-2023	1	770.00	
EFT45379	03/11/2022	KLEENWEST DISTRIBUTORS	WRIOFF5 - WRITE OFF 5LTR, GRAFFITI REMOVER	1		88.00
INV 000738126/10/2022		KLEENWEST DISTRIBUTORS	WRIOFF5 - WRITE OFF 5LTR, GRAFFITI REMOVER	1	88.00	
EFT45380	03/11/2022	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - 3 DAYS PER WEEK, 14 WEEKS	1		12,557.05
INV INV -0005/10/2022		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - 3 DAYS PER WEEK, 14 WEEKS	1	12,557.05	
EFT45381	03/11/2022	MODERN TEACHING AIDS PTY LTD	ACTIVITY TIME EQUIPMENT PLUS JIGSAW FOR COMMUNITY TABLE	1		708.48
INV 450521019/09/2022		MODERN TEACHING AIDS PTY LTD	ACTIVITY TIME EQUIPMENT PLUS JIGSAW FOR COMMUNITY TABLE	1	708.48	
EFT45382	03/11/2022	MORRIS PEST AND WEED CONTROL	RELOCATE BEES FROM RETIC BOX NEAR THE FOOTPATH ON WELLINGTON STREET AT THE TOWN HALL	1		285.00
INV INV-24125/10/2022		MORRIS PEST AND WEED CONTROL	RELOCATE BEES FROM RETIC BOX NEAR THE FOOTPATH ON WELLINGTON STREET AT THE TOWN HALL	1	285.00	
EFT45383	03/11/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	FN1407 - N10996 - 90,000KM SERVICE	1		462.39
INV 138826	16/09/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	FN1407 - N10996 - 90,000KM SERVICE	1	462.39	
EFT45384	03/11/2022	NORTHAM COUNTRY CLUB INC	NCC MEMBERSHIP FOR BEVERLY YOUNG 2022-23	1		100.00
INV 4375	25/10/2022	NORTHAM COUNTRY CLUB INC	NCC MEMBERSHIP FOR BEVERLY YOUNG 2022-23	1	100.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 9 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45385	03/11/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR OCTOBER 2022	1		226.00
INV 000044604/10/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL OCTOBER 2022	1	44.00	
INV 000044612/10/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL OCTOBER 2022	1	47.00	
INV 000044813/10/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR OCTOBER 2022	1	22.00	
INV 000044818/10/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR OCTOBER 2022	1	45.00	
INV 000044820/10/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR OCTOBER 2022	1	68.00	
EFT45386	03/11/2022	NORTHAM TOWING SERVICE	TO PICK UP FORD COURIER N3758 FROM CORNER OF CARTER AND YORK-NORTHAM ROAD AND TAKE TO IMPOUND YARD	1		220.00
INV 211835	08/10/2022	NORTHAM TOWING SERVICE	TO PICK UP FORD COURIER N3758 FROM CORNER OF CARTER AND YORK-NORTHAM ROAD AND TAKE TO IMPOUND YARD	1	220.00	
EFT45387	03/11/2022	OFFICEWORKS SUPERSTORES PTY LTD	ANTI FATIGUE SIT STAND MAT PT#JBSSMATBK	1		84.95
INV 603098528/09/2022		OFFICEWORKS SUPERSTORES PTY LTD	ANTI FATIGUE SIT STAND MAT PT#JBSSMATBK	1	84.95	
EFT45388	03/11/2022	RED DOT STORES	STORAGE TUBS FOR FIRE STATION	1		240.00
INV 570960617/10/2022		RED DOT STORES	STORAGE TUBS FOR FIRE STATION	1	240.00	
EFT45389	03/11/2022	SIX SEASONS CONNECT - ROBERT EDWARD MILES T/AS	ART WORKS - TOTE, STRING & WAIST BAGS	1		280.79
INV 1043	28/09/2022	SIX SEASONS CONNECT - ROBERT EDWARD MILES T/AS	ART WORKS - TOTE, STRING & WAIST BAGS	1	280.79	
EFT45390	03/11/2022	SLATER-GARTRELL SPORTS	5 X 10 LITRE ULTRA WHITE LINE MARKING PAINT	1		1,056.00
INV SG5268	25/05/2022	SLATER-GARTRELL SPORTS	5 X 10 LITRE ULTRA WHITE LINE MARKING PAINT	1	1,056.00	
EFT45391	03/11/2022	SYNERGY	361669310 RECREATION PRECINCT - NORTHAM AQUATIC FACILITY - 14/09/2022 to 30/09/2022	1		13,526.37

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 10 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 335820921/09/2022		SYNERGY	335820940 CREATE 298 - 17/08/2022 to 20/09/2022		854.83	
INV 935600105/10/2022		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 03/08/2022 to 04/10/2022		364.32	
INV 293110720/10/2022		SYNERGY	293110730 BILYA KOORT BOODJA - 01/10/2022 to 12/10/2022		314.85	
INV 361669320/10/2022		SYNERGY	361669310 RECREATION PRECINCT - NORTHAM AQUATIC FACILITY - 14/09/2022 to 30/09/2022		10,146.63	
INV 361669526/10/2022		SYNERGY	361669500 OXIDATION PONDS - 01/10/2022 to 18/10/2022		1,274.14	
INV 160396127/10/2022		SYNERGY	160396120 CLACKLINE FIRE SHED - 26/08/2022 to 26/10/2022	1	180.89	
INV 811029428/10/2022		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 15/09/2022 to 20/10/2022		390.71	
EFT45392	03/11/2022	TANYA TURNER	REIMBURSEMENT FOR FUEL	1		90.01
INV KW26/126/10/2022		TANYA TURNER	REIMBURSEMENT FOR FUEL	1	90.01	
EFT45393	03/11/2022	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	HENRY ST OVAL LINEMARKING IN PREPARTION FOR LITTLE ATHLETICS AS PER QUOTE NO 1190	1		889.20
INV 1897	16/10/2022	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	HENRY ST OVAL LINEMARKING IN PREPARTION FOR LITTLE ATHLETICS AS PER QUOTE NO 1190	1	889.20	
EFT45394	03/11/2022	THE WATERSHED	HUNTER BRASS VALVE IBV-101G-B	1		412.72
INV 102240407/10/2022		THE WATERSHED	HUNTER BRASS VALVE IBV-101G-B	1	412.72	
EFT45395	03/11/2022	TOLL - IPEC PTY LTD T/AS	FREIGHT CHARGES FOR OCT 2022	1		55.77
INV 0563-S309/10/2022		TOLL - IPEC PTY LTD T/AS	FREIGHT CHARGES FOR OCT 2022	1	55.77	
EFT45396	03/11/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 22 SEPTEMBER 2022	1		100.00
INV 100	22/09/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 22 SEPTEMBER 2022	1	50.00	
INV 1	27/10/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - OCTOBER 2022	1	50.00	
EFT45397	03/11/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 26/9/2022 - 9/10/2022	1		2,200.00
INV 000042512/10/2022		WA CONTRACT RANGER SERVICES	CAT MANAGEMENT FOR AUGUST & SEPTEMBER 2022	1	880.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 11 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000042512/10/2022		WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 26/9/2022 - 9/10/2022	1	1,320.00	
EFT45398	03/11/2022	WA RETICULATION SUPPLIES	RETICULATION PARTS	1		2,477.30
INV M9181	17/10/2022	WA RETICULATION SUPPLIES	RETICULATION PARTS	1	2,477.30	
EFT45399	03/11/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1633	02/11/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT45400	03/11/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	FLANNING PRACTICES - ADVANCE BOBBI-JO WISE 9TH SEPTEMBER 2022	1		638.00
INV SI-001431/08/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	FLANNING PRACTICES - ADVANCE BOBBI-JO WISE 9TH SEPTEMBER 2022	1	638.00	
EFT45401	03/11/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. JULY, AUGUST, SEPTEMBER, OCTOBER 2022 & APRIL, MAY & JUNE 2023. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS.	1		3,440.25
INV 003014010/10/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. JULY, AUGUST, SEPTEMBER, OCTOBER 2022 & APRIL, MAY & JUNE 2023. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS.	1	3,440.25	
EFT45402	03/11/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	EROTHER MFC-L2750DW PRINTER	1		308.62
INV 214688	03/10/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	MONTHLY PHOTO COPIER READINGS - 05/09/2022 - 03/10/2022	1	19.62	
INV 29519	12/10/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	EROTHER MFC-L2750DW PRINTER	1	289.00	
EFT45403	03/11/2022	WHEATBELT STEEL	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,527.00
INV T1703	02/11/2022	WHEATBELT STEEL	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,527.00	
EFT45404	08/11/2022	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR EMERGENCY REPAIRS TO TREATED WASTE RETICULATION ON PEEL TERRACE BRIDGE 20.10.2022	1		1,122.55

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 12 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 001610124/10/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR EMERGENCY REPAIRS TO TREATED WASTE RETICULATION ON PEEL TERRACE BRIDGE 20.10.2022	1	1,122.55	
EFT45405	08/11/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A AFGRI	MJBLD-25025-AC BLADES FIELDQUIP MAJOR MJ70-240	1		538.42
INV 261914330/08/2022		AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A AFGRI	MJBLD-25025-AC BLADES FIELDQUIP MAJOR MJ70-240	1	292.16	
INV 263580214/10/2022		AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A AFGRI	M146082 X 1 HYDRAULIC FILTER FOR THE Z-TRACK	1	66.13	
INV 263584214/10/2022		AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A AFGRI	HY-GUARD OIL 20L	1	180.13	
EFT45406	08/11/2022	ALEX EPSEY	REIMBURSEMENT FOR POLICE CLEARANCE & MEDICAL FOR ALEX EPSEY	1		233.70
INV AR13/1031/10/2022		ALEX EPSEY	REIMBURSEMENT FOR POLICE CLEARANCE & MEDICAL FOR ALEX EPSEY	1	233.70	
EFT45407	08/11/2022	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	HIRE OF A 5 TONNE TIPPER TRUCK FROM 18/10/2022 UNTIL 21/10/2022 WHILE PN1805 IS BEING REPAIRED	1		880.00
INV 27594	21/10/2022	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	HIRE OF A 5 TONNE TIPPER TRUCK FROM 18/10/2022 UNTIL 21/10/2022 WHILE PN1805 IS BEING REPAIRED	1	880.00	
EFT45408	08/11/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY TO PERIOD ENDING 14/10/2022	1		667.56
INV 89878	20/10/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY TO PERIOD ENDING 14/10/2022	1	667.56	
EFT45409	08/11/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LIFTING SLINGS	1		143.41
INV 703834102/11/2022		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS		1	143.41	
EFT45410	08/11/2022	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	HOUSING PROVISIONS FOOTING REQUIREMENTS WEBINAR EVENT	1		100.00
INV 39135	09/08/2022	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	HOUSING PROVISIONS FOOTING REQUIREMENTS WEBINAR EVENT	1	50.00	
INV 39542	31/08/2022	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEBINAR - REINFORCING & STRUCTURAL STEEL - UNDERSTANDING CERTIFICATION SYSTEMS 5/10/2022	1	50.00	
EFT45411	08/11/2022	AUSTRALIAN TAXATION OFFICE -PAYG	PAYG FOR PAY WEEK ENDING 25/10/2022	1		64,989.00

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 13 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JW27/1027/10/2022		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 25/10/2022	1	64,989.00	
EFT45412	08/11/2022	AUSTRALIAN TRAINING MANAGEMENT	CHAINSAW OPERATION AND MAINTENANCE COURSE - DEPOT NORTHAM 19/07/2022 ATTENDEES: ALLAN JONES, TERRY BELL, RODNEY HAYES, JOE WILLIAMS, MICHAEL JONES, DANICA ERADFORD, JASON LINDNER	1		2,915.00
INV 000227231/07/2022		AUSTRALIAN TRAINING MANAGEMENT	CHAINSAW OPERATION AND MAINTENANCE COURSE - DEPOT NORTHAM 19/07/2022 ATTENDEES: ALLAN JONES, TERRY BELL, RODNEY HAYES, JOE WILLIAMS, MICHAEL JONES, DANICA ERADFORD, JASON LINDNER	1	1,855.00	
INV 000229529/08/2022		AUSTRALIAN TRAINING MANAGEMENT	CHAINSAW OPERATION AND MAINTENANCE COURSE - DEPOT NORTHAM 02/08/2022 ATTENDEES: TERRY BELL, SUSAN CLAYTON, KEVIN LANGILLE & ROBERT SMITH	1	1,060.00	
EFT45413	08/11/2022	AVON SERVICE SPECIALISTS	FN1511 - N11164 - PLEASE CONDUCT THE 75,000KM SERVICE	1		264.10
INV 24334	27/10/2022	AVON SERVICE SPECIALISTS	FN1511 - N11164 - PLEASE CONDUCT THE 75,000KM SERVICE	1	264.10	
EFT45414	08/11/2022	AVON VALLEY ARTS SOCIETY (INC)	AVAS ANNUAL SUBSIDY & NORTHAM ART PRIZE	1		5,400.00
INV 1031	25/10/2022	AVON VALLEY ARTS SOCIETY (INC)	AVAS ANNUAL SUBSIDY & NORTHAM ART PRIZE	1	5,400.00	
EFT45415	08/11/2022	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	BAKERS HILL PROGRESS & RECREATION ASSOCIATION, GRANT ALLOCATION 2022/23. COMMUNITY CHRISTMAS FAIR, AUSTRALIA DAY BREAKFAST & NEW SEATING BAKERS HILL OVAL.	1		14,048.10
INV 1	27/10/2022	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	BAKERS HILL PROGRESS & RECREATION ASSOCIATION, GRANT ALLOCATION 2022/23. COMMUNITY CHRISTMAS FAIR, AUSTRALIA DAY BREAKFAST & NEW SEATING BAKERS HILL OVAL.	1	14,048.10	
EFT45416	08/11/2022	BLACKWELL PLUMBING & GAS PTY LTD	BILYA KOORT BOODJA. REPAIR LEAKING BASIN TAPS IN ALL BATHROOMS.	1		1,094.50
INV INV-27126/10/2022		BLACKWELL PLUMBING & GAS PTY LTD	BILYA KOORT BOODJA. REPAIR LEAKING BASIN TAPS IN ALL BATHROOMS.	1	957.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 14 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-27131/10/2022		BLACKWELL PLUMBING & GAS PTY LTD	YOUTH PARK TOILET. TOILETS BLOCKED PLEASE UNBLOCK.	1	137.50	
EFT45417	08/11/2022	BOC LIMITED	11X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 28/09/2022 - 28/10/2022	1		71.20
INV 403251729/10/2022		BOC LIMITED	11X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 28/09/2022 - 28/10/2022	1	71.20	
EFT45418	08/11/2022	BUNNINGS BUILDING SUPPLIES P/L	RAPIDMESH 900 X 940 X 1800MM WIRE MESH STORAGE LOCKER	1		2,690.79
INV 2182/9923/09/2022		BUNNINGS BUILDING SUPPLIES P/L	RAPIDMESH 900 X 940 X 1800MM WIRE MESH STORAGE LOCKER	1	2,118.61	
INV 2182/0014/10/2022		BUNNINGS BUILDING SUPPLIES P/L	SWAGING TOOL	1	28.87	
INV 2182/0018/10/2022		BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE CLEANING PRODUCTS AND MATERIALS	1	32.78	
INV 2182/0025/10/2022		BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES 370MM	1	22.03	
INV 2182/0026/10/2022		BUNNINGS BUILDING SUPPLIES P/L	TEX SCREWS FOR CEMETERY	1	12.01	
INV 2182/0027/10/2022		BUNNINGS BUILDING SUPPLIES P/L	RETIC CONTROLLER BATTERY	1	15.03	
INV 2182/0027/10/2022		BUNNINGS BUILDING SUPPLIES P/L	ASSORTED NUTS N BOLTS, BBQ COVER, EXT LEAD	1	80.81	
INV 2182/9928/10/2022		BUNNINGS BUILDING SUPPLIES P/L	MISCELLANEOUS WATERING ITEMS FOR INKPEN BFB & BAKERS HILL BFB	1	264.62	
INV 2182/0028/10/2022		BUNNINGS BUILDING SUPPLIES P/L	WATER PUMP MAINTENANCE, CLEANING & STORAGE MATERIALS	1	24.63	
INV 2182/0028/10/2022		BUNNINGS BUILDING SUPPLIES P/L	SCRUBBING AND GRIME CLEANING PRODUCTS	1	41.83	
INV 2182/0028/10/2022		BUNNINGS BUILDING SUPPLIES P/L	SIKAFLEX	1	25.87	
INV 2182/0031/10/2022		BUNNINGS BUILDING SUPPLIES P/L	COMPRESSOR AIR HOSE	1	23.70	
EFT45419	08/11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM HUNTER RD AND DROP OFF CNR MOKINE RD AND SPENCERS BROOK RD	1		2,376.00
INV 000041826/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	CALL OUT TO SPENCERS BROOK BRIDGE FOR REPAIRING	1	511.50	
INV 000041831/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT ROLLER FROM AIRPORT TO LUNT STREET, NORTHAM	1	385.00	
INV 000041831/10/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM LUNT ST AND DROP OFF AT GILLET RD 24/10/2022	1	385.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 15 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV000041831	10/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM GILLETT RD AND DROP OFF AT NORTHAM DEPOT	1	385.00	
INV000041901	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM HUNTER RD AND DROP OFF CNR MOKINE RD AND SPENCERS BROOK RD	1	709.50	
EFT45420	08/11/2022	CHARLES SERVICE COMPANY	PAPER PRODUCTS FOR VARIOUS FACILITIES INVOICED 18.10.2022	1		916.39
INV 000354220	10/2022	CHARLES SERVICE COMPANY	PAPER PRODUCTS FOR VARIOUS FACILITIES INVOICED 18.10.2022	1	916.39	
EFT45421	08/11/2022	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL 3.50M SECTION OF BLACK PVC COATED CHAINMESH FENCING @ 1200MM WITH SATIN BLACK POWDER COATED TOP AND BOTTOM LACED RAILING; WHERE DAMAGED BY A FALLEN TREE LIMB - BROOME TERRACE	1		970.00
INV 1520	25/10/2022	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL 3.50M SECTION OF BLACK PVC COATED CHAINMESH FENCING @ 1200MM WITH SATIN BLACK POWDER COATED TOP AND BOTTOM LACED RAILING; WHERE DAMAGED BY A FALLEN TREE LIMB - BROOME TERRACE	1	970.00	
EFT45422	08/11/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM REC CENTRE. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 03.04.2022 & 04.08/2022	1		15,847.56
INV 128676	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	WUNDOWIE LIBRARY. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 18/08/2022	1	770.67	
INV 128686	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MOORBY COTTAGE. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 19/08/2022	1	482.08	
INV 128687	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BILYA KOORT BOODJA. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 05/08/2022	1	728.75	
INV 128688	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BERT HAWKE PAVILION. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 19.08.2022	1	616.55	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 16 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 128703	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM REC CENTRE. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 03.04.2022 & 04.08/2022	1	4,639.80	
INV 128677	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN BUILDING. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 02/08/2022	1	3,524.40	
INV 128678	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	RSL MEMORIAL HALL. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 02/08/2022	1	680.90	
INV 128679	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	RAILWAY MUSEUM. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 02.08.2022	1	931.70	
INV 128680	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 19.08.2022	1	482.08	
INV 128681	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM TIP BUILDING. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 19.08.2022	1	385.28	
INV 128682	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	VISITORS CENTRE. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 05/08/2022	1	1,118.15	
INV 128684	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 18.08.2022	1	764.50	
INV 128685	30/09/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SES BUILDING AND SHEDS. CONDUCT FULL PREVENTATIVE MAINTENANCE, PROVIDE MARKED UP FLOOR PLANS AND PROVIDE CONDITION REPORT 18.08.2022	1	722.70	
EFT45423	08/11/2022	CUTTING EDGES EQUIPMENT PARTS	GB6810SHT GRADER BLADE HT CURV SERRATED 1828 X 203 X 25 X 13H (5/8")	1		3,017.52
INV 333524021	10/2022	CUTTING EDGES EQUIPMENT PARTS	GB6810SHT GRADER BLADE HT CURV SERRATED 1828 X 203 X 25 X 13H (5/8")	1	3,017.52	
EFT45424	08/11/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO BURST MAIN ON REUSED MAIN ACROSS FROM POLO CLUB 13/10/2022	1		1,897.50

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 17 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8246	14/10/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO BURST MAIN ON REUSED MAIN ACROSS FROM POLO CLUB 13/10/2022	1	1,072.50	
INV 8273	20/10/2022	DAMIAN'S PLUMBING	NORTHAM DEPOT. BACKFLOW TESTING.	1	825.00	
EFT45425	08/11/2022	DCM CARPENTRY & MAINTENANCE	SUPPLY AND INSTALL 46 X 200W COMMERCIAL PIRERLITE HIGHBAYS TO EXISTING PLUGS INSIDE NORTHAM REC CENTRE. CONTRACTED ELECTRICIAN TO COMMISSION LIGHTS UPON COMPLETION.	1		21,119.00
INV 1477	11/10/2022	DCM CARPENTRY & MAINTENANCE	LABOUR FOR TO ASSEMBLE AND DISMANTLE GRANDSTAND SEATING. MOVE ADDITIONAL GRANDSTAND SEATING FROM OUTSIDE TO INSIDE AND RETURN OUTSIDE AFTER EVENT. FOR NORTHAM INDOOR HOCKEY TOURNAMENT.	1	1,000.00	
INV 1484	30/10/2022	DCM CARPENTRY & MAINTENANCE	SUPPLY AND INSTALL 46 X 200W COMMERCIAL PIRERLITE HIGHBAYS TO EXISTING PLUGS INSIDE NORTHAM REC CENTRE. CONTRACTED ELECTRICIAN TO COMMISSION LIGHTS UPON COMPLETION.	1	20,119.00	
EFT45426	08/11/2022	DMC CLEANING	CLEANING VARIOUS SITES 01.10.2022 - 31.10.2022	1		10,182.79
INV SON21023	10/2022	DMC CLEANING	PAPER PRODUCTS FOR VARIOUS FACILITIES PERIOD STARTING 1.9.2022	1	1,488.38	
INV SON20931	10/2022	DMC CLEANING	CLEANING VARIOUS SITES 01.10.2022 - 31.10.2022	1	8,694.41	
EFT45427	08/11/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 X IBC'S FROM FULTON HOGAN AND DELIVER TO NORTHAM SHIRE DEPOT, 116 PEEL TCE	1		260.00
INV 000049031	10/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 X IBC'S FROM FULTON HOGAN AND DELIVER TO NORTHAM SHIRE DEPOT, 116 PEEL TCE	1	260.00	
EFT45428	08/11/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA OCTOBER 2022	1		839.85
INV 573218	19/10/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM RECREATION CENTER OCTOBER 2022	1	254.65	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 18 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 573216	19/10/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA OCTOBER 2022	1	422.40	
INV 573217	19/10/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT TOWN HALL OCTOBER 2022	1	162.80	
EFT45429	08/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	20L DRUMS OF PANZER 450 GLYPHOSATE	1		660.00
INV AX 554127	10/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	20L DRUMS OF PANZER 450 GLYPHOSATE	1	660.00	
EFT45430	08/11/2022	FDB LOCKERS - FDB COMMERCIAL PTY LTD T/AS	12 STAFF LOCKERS PLUS DIGITAL LOCKS PLUS DELIVERY TO NORTHAM REC CENTRE	1		2,753.30
INV 3219GY27	10/2022	FDB LOCKERS - FDB COMMERCIAL PTY LTD T/AS	12 STAFF LOCKERS PLUS DIGITAL LOCKS PLUS DELIVERY TO NORTHAM REC CENTRE	1	2,753.30	
EFT45431	08/11/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REPAIR MOWER TYRE	1		20.00
INV 641281702	11/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REPAIR MOWER TYRE	1	20.00	
EFT45432	08/11/2022	GPR TRUCKS SERVICE & REPAIR	BUS PULLING TO THE LEFT, WHEEL ALIGNMENT NEEDS TO BE CHECKED.	1		299.75
INV 113365	19/10/2022	GPR TRUCKS SERVICE & REPAIR	BUS PULLING TO THE LEFT, WHEEL ALIGNMENT NEEDS TO BE CHECKED.	1	299.75	
EFT45433	08/11/2022	GRAFTON ELECTRICS	50M POOL CIRCULATION PUMP - VSD - OVER TEMP FAULT (INVESTIGATE & REPAIR)	1		1,469.93
INV 9005	17/10/2022	GRAFTON ELECTRICS	50M POOL CIRCULATION PUMP - VSD - OVER TEMP FAULT (INVESTIGATE & REPAIR)	1	1,291.40	
INV 9062	28/10/2022	GRAFTON ELECTRICS	REPAIR TO GREEN BUTTON (INTERNAL SIDE) AT NORTHAM POOL ENTRY	1	178.53	
EFT45434	08/11/2022	GROVE WESLEY DESIGN ART	NAME BADGES FOR - ELIZABETH BENNING, LINDA LEECH, IAN KIELY, CHANDRE STEWART & BRIAN HUMFREY	1		83.50
INV 7236	26/10/2022	GROVE WESLEY DESIGN ART	NAME BADGES FOR - ELIZABETH BENNING, LINDA LEECH, IAN KIELY, CHANDRE STEWART & BRIAN HUMFREY	1	83.50	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 19 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45435	08/11/2022	JB AUTOMATION SUPPLIES	NORTHAM AERODROME. SUPPLY AND CODE 5 X ELECTRIC GATE REMOTES.	1		275.00
INV SON 0126/10/2022		JB AUTOMATION SUPPLIES	NORTHAM AERODROME. SUPPLY AND CODE 5 X ELECTRIC GATE REMOTES.	1	275.00	
EFT45436	08/11/2022	JB HI-FI GROUP PTY LTD	PHONE 11 - 128GB - BLACK PLEASE DELIVER TO - 395 FITZGERALD STREET	1		746.73
INV BD094310/10/2022		JB HI-FI GROUP PTY LTD	PHONE 11 - 128GB - BLACK PLEASE DELIVER TO - 395 FITZGERALD STREET	1	746.73	
EFT45437	08/11/2022	JS TECHNOLOGY & DIGITAL PTY LTD	MOBILE PHONE SCREEN REPAIR - SHANE MOORHEAD'S PHONE	1		285.00
INV 270920227/09/2022		JS TECHNOLOGY & DIGITAL PTY LTD	MOBILE PHONE SCREEN REPAIR - SHANE MOORHEAD'S PHONE	1	285.00	
EFT45438	08/11/2022	JTAGZ PTY LTD	1000 X CAT TAGS - VARIOUS COLOURS VARIOUS SIZES	1		438.40
INV 000244119/10/2022		JTAGZ PTY LTD	1000 X CAT TAGS - VARIOUS COLOURS VARIOUS SIZES	1	438.40	
EFT45439	08/11/2022	JYDEN'S REPTILE REMOVAL'S - JYDEN COUZENS T/AS	VISITORS CENTRE. REMOVE WESTERN BROWN SNAKE FOR FRONT OF VISITORS CENTRE.	1		150.00
INV 25	26/10/2022	JYDEN'S REPTILE REMOVAL'S - JYDEN COUZENS T/AS	VISITORS CENTRE. REMOVE WESTERN BROWN SNAKE FOR FRONT OF VISITORS CENTRE.	1	150.00	
EFT45440	08/11/2022	KATIE ROBERTS CAREER CONSULTING - KARO INTERNATIONAL PTY LTD T/AS	WORK PERSONALITY INDEX TESTING - COORDINATOR. PEOPLE & CULTURE	1		214.50
INV INV-33514/10/2022		KATIE ROBERTS CAREER CONSULTING - KARO INTERNATIONAL PTY LTD T/AS	WORK PERSONALITY INDEX TESTING - COORDINATOR. PEOPLE & CULTURE	1	214.50	
EFT45441	08/11/2022	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS FOR 2022-2023 SEASON - DELIVERED 17.10.2022	1		8,363.26
INV 220177817/10/2022		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS FOR 2022-2023 SEASON - DELIVERED 17.10.2022	1	8,363.26	
EFT45442	08/11/2022	KLEENWEST DISTRIBUTORS	PAPER PRODUCTS & WIPES FOR KILLARA	1		145.26
INV 000738426/10/2022		KLEENWEST DISTRIBUTORS	PAPER PRODUCTS & WIPES FOR KILLARA	1	145.26	
EFT45443	08/11/2022	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2022/10 FROM 06/08/2022 TO 02/09/2022	1		1,191.54

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 20 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 121341401/09/2022		LANDGATE	PURCHASE OF CERTIFICATE OF TITLES FOR A12278 TO START PROCESS OF SELLING LAND	1	28.20	
INV 377694 03/11/2022		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2022/9 FROM 09/07/2022 TO 05/08/2022	1	268.38	
INV 377825 03/11/2022		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2022/8 FROM 06/08/2022 TO 19/08/2022	1	130.41	
INV 377826 03/11/2022		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2022/07FROM 23/07/2022 TO 05/08/2022	1	86.94	
INV 378578 03/11/2022		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2022/09FROM 20/08/2022 TO 02/09/2022 SCHEDULE R2022/10 FROM 03/09/2022 TO 16/09/2022	1	304.29	
INV 378622 03/11/2022		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2022/10 FROM 06/08/2022 TO 02/09/2022	1	373.32	
EFT45444 08/11/2022		LUME BRASSERIE - MADEELA PL T/AS	MEAL FOR ORDINANRY COUNCIL MEETING 19 OCTOBER 2022	1		480.00
INV 68440 20/10/2022		LUME BRASSERIE - MADEELA PL T/AS	MEAL FOR ORDINANRY COUNCIL MEETING 19 OCTOBER 2022	1	480.00	
EFT45445 08/11/2022		LUPTONS LIQUID WASTE	NORTHAM DOG POUND. SUPPLY SITE TOILET WITH WATER AND SEWER CONNECTION.	1		1,500.00
INV 43267 26/10/2022		LUPTONS LIQUID WASTE	NORTHAM DOG POUND. SUPPLY SITE TOILET WITH WATER AND SEWER CONNECTION.	1	1,500.00	
EFT45446 08/11/2022		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERAL ST (AVON MALL) 01/01/2022-30/11/2022	1		1,191.67
INV 000006127/10/2022		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERAL ST (AVON MALL) 01/01/2022-30/11/2022	1	1,191.67	
EFT45447 08/11/2022		MAYBERRY HAMMOND & CO	TEMPLATE LICENCE AGREEMENT AND OFFICE COSTS	1		770.00
INV 44602 23/09/2022		MAYBERRY HAMMOND & CO	TEMPLATE LICENCE AGREEMENT AND OFFICE COSTS	1	770.00	
EFT45448 08/11/2022		MCLEODS BARRISTERS & SOLICITORS	REVIEW OF PROPOSED DIRECTION - 3 JESSUP TERRACE, NORTHAM	1		839.30
INV 126475 30/09/2022		MCLEODS BARRISTERS & SOLICITORS	REVIEW OF PROPOSED DIRECTION - 3 JESSUP TERRACE, NORTHAM	1	839.30	
EFT45449 08/11/2022		NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	FN2007 - N11084 - BRAKE PEDAL RUBBER	1		20.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 21 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 139184	19/10/2022	NORTHAM AUTOS PTY LTD T/A S NORTHAM MAZDA & NORTHAM HOLDEN	FN2007 - N11084 - BRAKE PEDAL RUBBER	1	20.00	
EFT45450	08/11/2022	NUTRIEN AG SOLUTIONS LIMITED	TRIMAC 5KG HERBICIDE	1		1,870.01
INV 907732404	10/2022	NUTRIEN AG SOLUTIONS LIMITED	TRIMAC 5KG HERBICIDE	1	1,189.99	
INV 907767311	10/2022	NUTRIEN AG SOLUTIONS LIMITED	REPLACEMENT GAS BOTTLE FOR FORKLIFT	1	71.50	
INV 907770611	10/2022	NUTRIEN AG SOLUTIONS LIMITED	GENFBROM-M 20L (55128621)	1	363.00	
INV 907866928	10/2022	NUTRIEN AG SOLUTIONS LIMITED	GATE AND HINGES	1	245.52	
EFT45451	08/11/2022	OFFICEWORKS SUPERSTORES PTY LTD	ASUS 15.6 VIVOBOOK 15 NOTEBOOK CORE i7 16GB/512GB WIN 11 - ASVVBK1517	1		1,731.95
INV 603007123	09/2022	OFFICEWORKS SUPERSTORES PTY LTD	ASUS 15.6 VIVOBOOK 15 NOTEBOOK CORE i7 16GB/512GB WIN 11 - ASVVBK1517	1	1,731.95	
EFT45452	08/11/2022	PERTH ENERGY PTY LTD	ELECTRICITY FOR 182 FITZGERALD STREET (POP UP SHOP)	1		112.99
INV 110329517	10/2022	PERTH ENERGY PTY LTD	ELECTRICITY FOR 182 FITZGERALD STREET (POP UP SHOP)	1	112.99	
EFT45453	08/11/2022	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE SWIMMING POOL START-UP SERVICE SEASON 22/23	1		847.00
INV PPS007	27/10/2022	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE SWIMMING POOL START-UP SERVICE SEASON 22/23	1	847.00	
EFT45454	08/11/2022	POOLSHOP ONLINE PTY LTD	ROBO-MAX (40M) COMMERCIAL POOL CLEANER	1		8,688.90
INV INV-11621	10/2022	POOLSHOP ONLINE PTY LTD	ROBO-MAX (40M) COMMERCIAL POOL CLEANER	1	8,688.90	
EFT45455	08/11/2022	SPECIALISED TREE SERVICE	NORTHAM TOWNSITE STREET TREES PRUNING AS PER C.201819-09	1		7,486.95
INV 3974	07/11/2022	SPECIALISED TREE SERVICE	NORTHAM TOWNSITE STREET TREES PRUNING AS PER C.201819-09	1	7,486.95	
EFT45456	08/11/2022	THE FACTORY	RENT OF 3 LARGE ANIMALS (2X REINDEER) (1X KOALA) - INCLUDES DELIVERY BEFORE DECEMBER 9TH, INSTALL, TESTING AND PICKUP IN JANUARY.	1		4,950.00

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 22 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 22/160413/10/2022		THE FACTORY	RENT OF 3 LARGE ANIMALS (2X REINDEER) (1X KOALA) - INCLUDES DELIVERY BEFORE DECEMBER 9TH, INSTALL, TESTING AND PICKUP IN JANUARY.	1	4,950.00	
EFT45457	08/11/2022	THE PRINT SHOP BUNBURY	2000X NORTHAM VISITOR GUIDES FULL COLOUR, DOUBLE SIDED, MATTE FINISH, FOLDED	1		1,469.60
INV 153853428/10/2022		THE PRINT SHOP BUNBURY	2000X NORTHAM VISITOR GUIDES FULL COLOUR, DOUBLE SIDED, MATTE FINISH, FOLDED	1	1,469.60	
EFT45458	08/11/2022	TOMMY JAMES IRIANGI KEEFE	RETURN OF BOND FROM FIGHT NIGHT 15/10/2022	1		500.00
INV MW21/121/10/2022		TOMMY JAMES IRIANGI KEEFE	RETURN OF BOND FROM FIGHT NIGHT 15/10/2022	1	500.00	
EFT45459	08/11/2022	VINCELEC	OLD TOWN ASMIN. REPLACE 9 X LED COLOUR CHANGE LIGHTS AS PER QUOTE IV1447.	1		3,799.20
INV IV 1474 03/10/2022		VINCELEC	OLD TOWN ASMIN. REPLACE 9 X LED COLOUR CHANGE LIGHTS AS PER QUOTE IV1447.	1	3,799.20	
EFT45460	08/11/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 10/10/2022-23/0/2022	1		1,320.00
INV 000042924/10/2022		WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 10/10/2022-23/0/2022	1	1,320.00	
EFT45461	08/11/2022	WEDDING UMBRELLAS AUSTRALIA	10 X220 WHITE UMBRELLAS (INCLUDING FREIGHT)	1		3,084.00
INV INV-00024/10/2022		WEDDING UMBRELLAS AUSTRALIA	10 X220 WHITE UMBRELLAS (INCLUDING FREIGHT)	1	3,084.00	
EFT45462	08/11/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WA LOCAL GOV REGISTRATION FOR JULIE WILLIAMS, MARIA GIRAK, CHRIS ANTONIO & ATILA MENCSELYI	1		8,360.00
INV SI-0021 12/10/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FEE FOR JASON WHITAKER	1	1,200.00	
INV SI-0021 12/10/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WA LOCAL GOV REGISTRATION FOR JULIE WILLIAMS, MARIA GIRAK, CHRIS ANTONIO & ATILA MENCSELYI	1	5,445.00	
INV SI-0021 12/10/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	GOVERNMENT WEEK REGISTRATION FOR ROB TINETTI	1	1,420.00	
INV SI-0021 12/10/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRALION FEES FOR GARY WILLIAMS & NICKI ANTONIO	1	295.00	
EFT45463	08/11/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1620 - REPLACE LIGHTS X 3 AS PER QUOTE QU-0089	1		1,806.50

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 23 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-14001/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1620 - REPLACE LIGHTS X 3 AS PER QUOTE QU-0089	1	592.50	
INV INV-14101/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1513 - REWIRE REAR BEACON TO ZTRAK MOWER	1	269.75	
INV INV-14101/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1305 - TEST AND REPORT ON DPF FAULT, FORCE BURN AND TEST DRIVE	1	215.00	
INV INV-14101/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1620 - REPLACE TRAILER RH LED TAILLIGHT	1	403.25	
INV INV-13701/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR OF 2 WAY RADIOS - CERTAIN PARTS WERE NOT COVERED UNDER WARRANTY	1	326.00	
EFT45464	08/11/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	SPRAYING AND WHIPING INSIDE THE DAM FENCED AREA ON CLARKE STREET	1		1,579.28
INV 003014010/10/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	SPRAYING AND WHIPING INSIDE THE DAM FENCED AREA ON CLARKE STREET	1	1,249.28	
INV 003014018/10/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	IDENTIFICATION OF TREES ON JENNAPULLIN ROAD SLK 2.58 - 3.19 AND SLK 5.05-6.19 AND REPORT ON THEIR STATUS AND ENVIROMENTAL CONSIDERATIONS	1	330.00	
EFT45465	08/11/2022	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		2,114.41
INV OCTOB31/10/2022		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	2,114.41	
EFT45466	08/11/2022	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		500.00
INV OCTOB31/10/2022		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	500.00	
EFT45467	08/11/2022	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		6,164.76
INV OCTOB31/10/2022		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	6,164.76	
EFT45468	08/11/2022	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,957.53
INV OCTOB31/10/2022		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,957.53	
EFT45469	08/11/2022	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,965.67
INV OCTOB31/10/2022		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,965.67	
EFT45470	08/11/2022	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,905.73

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 24 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV OCTOB31/10/2022		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,905.73	
EFT45471	08/11/2022	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,905.73
INV OCTOB31/10/2022		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,905.73	
EFT45472	08/11/2022	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,905.73
INV OCTOB31/10/2022		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,905.73	
EFT45473	08/11/2022	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		2,843.23
INV OCTOB31/10/2022		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	2,843.23	
EFT45474	08/11/2022	PAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,905.73
INV OCTOB31/10/2022		PAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,905.73	
EFT45475	08/11/2022	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1		1,905.73
INV OCTOB31/10/2022		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2022	1	1,905.73	
EFT45476	11/11/2022	ABBOTTS FORGE	FN2107 - FABRICATE & FIT NEW SIGN RACK, RELOCATE WATER TANK ON GARDENING TRUCK	1		985.00
INV 000052120/10/2022		ABBOTTS FORGE	FN2107 - FABRICATE & FIT NEW SIGN RACK, RELOCATE WATER TANK ON GARDENING TRUCK	1	985.00	
EFT45477	11/11/2022	ALAN LINDSAY ALLITT	RATES CREDIT REFUND FOR ASSESSMENT A16067	1		287.54
INV A16067 09/11/2022		ALAN LINDSAY ALLITT	RATES CREDIT REFUND FOR ASSESSMENT A16067		287.54	
EFT45478	11/11/2022	AMPAC DEBT RECOVERY (WA)/PL	DEBT RECOVERY FOR PERIOD ENDING 31ST OCTOBER 2022	1		368.50
INV 90102 31/10/2022		AMPAC DEBT RECOVERY (WA)/PL	DEBT RECOVERY FOR PERIOD ENDING 31ST OCTOBER 2022	1	368.50	
EFT45479	11/11/2022	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN. REPAIR LEAKING TAP IN PLUMBING DUCT.	1		458.70
INV A19440 08/11/2022		ANDY'S PLUMBING SERVICE	RIVERS EDGE CAFE. CALLOUT FOR GAS OVEN NOT LIGHTING.	1	220.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 25 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A19439	08/11/2022	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN. REPAIR LEAKING TAP IN PLUMBING DUCT.	1	238.70	
EFT45480	11/11/2022	ANNE-MARIE MCROBERT	RATES CREDIT REFUND FOR ASSESSMENT A10931	1		1,692.36
INV A10931	10/11/2022	ANNE-MARIE MCROBERT	RATES CREDIT REFUND FOR ASSESSMENT A10931		1,692.36	
EFT45481	11/11/2022	ASTRID YASMIN WILLIAMS	RATES CREDIT REFUND FOR ASSESSMENT A15073	1		299.92
INV A15073	09/11/2022	ASTRID YASMIN WILLIAMS	RATES CREDIT REFUND FOR ASSESSMENT A15073		299.92	
EFT45482	11/11/2022	AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2022 - VISITORS CENTRE / LIBRARY / DEPOT / KILLARA / BKB / ADMIN	1		1,447.13
INV 101195503/11/2022		AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2022 - VISITORS CENTRE / LIBRARY / DEPOT / KILLARA / BKB / ADMIN	1	1,418.13	
INV 101195503/11/2022		AUSTRALIA POST	LAMINATOR	1	29.00	
EFT45483	11/11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUC08/11/2022		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT45484	11/11/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 08/11/2022	1		65,770.00
INV PAYG 010/11/2022		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 08/11/2022	1	65,770.00	
EFT45485	11/11/2022	AUTOPRO NORTHAM	CRYSTAL 0.5W 80CH UHF HAND-HELD RADIO	1		634.12
INV 102783203/11/2022		AUTOPRO NORTHAM	CRYSTAL 0.5W 80CH UHF HAND-HELD RADIO	1	572.40	
INV 102870507/11/2022		AUTOPRO NORTHAM	CABLE STRIPPER & CRIMPER	1	61.72	
EFT45486	11/11/2022	AVER EQUIPMENT PTY LTD	SUPPLY MATERIALS TO SECURE TO EXISTING FRAME FOR MOUNTING ART WORK PANELS IN AS PER QUOTE #562	1		1,852.62
INV 168	04/11/2022	AVER EQUIPMENT PTY LTD	SUPPLY MATERIALS TO SECURE TO EXISTING FRAME FOR MOUNTING ART WORK PANELS IN AS PER QUOTE #562	1	1,852.62	
EFT45487	11/11/2022	AVON VALLEY ARTS SOCIETY (INC)	ANITAS CRAFTS ASSORTED - TEA COSY / POSTCARDS / CRAFTS	1		848.80

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 26 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1030	18/10/2022	AVON VALLEY ARTS SOCIETY (INC)	ANITAS CRAFTS ASSORTED - TEA COSY / POSTCARDS / CRAFTS	1	848.80	
EFT45488	11/11/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	CUBIC MTR MARRI WOOD CHIP & YELLOW SAND	1		912.50
INV 000000608/11/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	1 SCOOP VEGIE SOIL MIX	1	35.00	
INV 000000608/11/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	CUBIC MTR MARRI WOOD CHIP & YELLOW SAND	1	877.50	
EFT45489	11/11/2022	AVON WASTE	COLLECTION OF DOMESTIC AND COMMERCIAL WASTE FORTNIGHT UP TO 21.10.2022	1		41,794.29
INV 000521827/09/2022		AVON WASTE	10 x EVENT BINS-BILYA FESTIVAL 2022	1	540.00	
INV 52699	21/10/2022	AVON WASTE	COLLECTION OF DOMESTIC AND COMMERCIAL WASTE FORTNIGHT UP TO 21.10.2022	1	41,254.29	
EFT45490	11/11/2022	AVONVALE EDUCATION SUPPORT CENTRE	2022/23 EDUCATIONAL PRIZES AND DONATIONS ALLOCATION	1		200.00
INV 435	24/10/2022	AVONVALE EDUCATION SUPPORT CENTRE	2022/23 EDUCATIONAL PRIZES AND DONATIONS ALLOCATION	1	200.00	
EFT45491	11/11/2022	BITUMEN SURFACING	RELEASE OF DEFECTS LIABILITY RETENSTION FOR C.202021-11 - RESURFACING WORKS 20.21 -LEEDER ROAD & DUKE STREET.	1		2,822.07
INV T1491	10/11/2022	BITUMEN SURFACING	RELEASE OF DEFECTS LIABILITY RETENSTION FOR C.202021-11 - RESURFACING WORKS 20.21 -LEEDER ROAD & DUKE STREET.	1	2,822.07	
EFT45492	11/11/2022	BOOKTOPIA PTY LTD	PURCHASES FOR LOCAL BOOK STOCK	1		301.48
INV 182558631/10/2022		BOOKTOPIA PTY LTD	PURCHASES FOR LOCAL BOOK STOCK	1	301.48	
EFT45493	11/11/2022	BREAKER RESOURCES NL	RATES CREDIT REFUND FOR ASSESSMENT A16598	1		970.00
INV A16598	09/11/2022	BREAKER RESOURCES NL	RATES CREDIT REFUND FOR ASSESSMENT A16598		970.00	
EFT45494	11/11/2022	BRIAN JOHN HUMFREY	REIMBURSE BRIAN HUMFREY - FUEL; 1HKP-430	1		149.57

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 27 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 125644	08/11/2022	BRIAN JOHN HUMFREY	REIMBURSE BRIAN HUMFREY - FUEL; 1HKP-430	1	149.57	
EFT45495	11/11/2022	BRIAN LINDSAY BUTLER	RATES CREDIT REFUND FOR ASSESSMENT A12692	1		796.50
INV A12692	09/11/2022	BRIAN LINDSAY BUTLER	RATES CREDIT REFUND FOR ASSESSMENT A12692		796.50	
EFT45496	11/11/2022	BUNNINGS BUILDING SUPPLIES P/L	STATION SUPPLIES	1		191.22
INV 2182/0026/08/2022		BUNNINGS BUILDING SUPPLIES P/L	CREDIT ISSUED - EXTENSION LEAD	1	-28.60	
INV 2182/0026/08/2022		BUNNINGS BUILDING SUPPLIES P/L	STATION SUPPLIES	1	123.41	
INV 2182/0001/11/2022		BUNNINGS BUILDING SUPPLIES P/L	8M TAPE MEASURE	1	9.80	
INV 2182/0003/11/2022		BUNNINGS BUILDING SUPPLIES P/L	FOLDING PLATFORM TROLLEY - 150 KG CAPACITY & PACK KEY LABELING TAGS	1	86.61	
EFT45497	11/11/2022	BURGESS RAWSON (WA) PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16018	1		1,348.86
INV A16018	09/11/2022	BURGESS RAWSON (WA) PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16018		1,348.86	
EFT45498	11/11/2022	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2022	1		2,042.71
INV OCTOB31/10/2022		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2022	1	2,042.71	
EFT45499	11/11/2022	CADDS FASHIONS	PPE / UNIFORMS FOR DEPOT STAFF	1		5,220.97
INV 22-000020/07/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - STEPHEN VINICOMBE	1	169.99	
INV 22-000019/08/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - SANTO LEOTTA	1	169.99	
INV 22-000112/09/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - KEITH BOASE	1	170.00	
INV 22-000101/11/2022		CADDS FASHIONS	PPE / UNIFORMS FOR DEPOT STAFF	1	4,371.00	
INV 22-000103/11/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - IAN DHU	1	170.00	
INV 22-000108/11/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - ALLAN JONES	1	169.99	
EFT45500	11/11/2022	CAROLINE JOAN BURT	RATES CREDIT REFUND FOR ASSESSMENT A10614	1		1,896.07
INV A10614	09/11/2022	CAROLINE JOAN BURT	RATES CREDIT REFUND FOR ASSESSMENT A10614		1,896.07	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 28 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45501	11/11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1706 - JD GRADER REPAIR TO AIR CONDITIONER COMPRESSOR, RECEIVER DRYER AND BELTS	1		10,985.37
INV000042007	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	REPLACEMENT FAN BELT, AIRCON BELT AND TENSIONER BELT FOR PN1703	1	822.91	
INV 000041907	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT ROLLER FROM MOKINE ROAD TO FOX ROAD NORTHAM	1	709.50	
INV000041907	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1413 - REPLACE/REPAIR BRAKES / PN1414 - REPLACE/REPAIR BRAKES	1	759.00	
INV000042108	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1214 REGO 1TNU484 TRAILER QUARTERLY INSPECTION/SERVICE	1	165.00	
INV 000041908	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN0916 - BOBCAT SERVICE AND DOOR ADJUSTMENT	1	1,084.71	
INV 000042008	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1706 - JD GRADER SERVICE 6750HR	1	1,600.17	
INV 000042008	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1502 - BOMAG MULTI ROLLER SERVICE 7750HR	1	1,312.08	
INV 000042008	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1620 - SUPPLY AND REPLACE JOCKEY WHEEL	1	1,362.35	
INV 000042008	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1706 - JD GRADER REPAIR TO AIR CONDITIONER COMPRESSOR, RECEIVER DRYER AND BELTS	1	2,572.35	
INV 000042008	11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1916 - WARLORD MOWER, FABRICATE SIGN RACK	1	597.30	
EFT45502	11/11/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		485.44
INV DEDUC08	11/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		485.44	
EFT45503	11/11/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BILYA KOORT BOODJA. INSTALL HOLD UP ALARMS AS PER QUOTE 26438.	1		1,825.57
INV 128980	26/10/2022	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BILYA KOORT BOODJA. INSTALL HOLD UP ALARMS AS PER QUOTE 26438.	1	1,825.57	
EFT45504	11/11/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO REUSE WATER LINE ON PEEL TERRACE BRIDGE	1		4,422.00
INV 8308	28/10/2022	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO REUSE WATER LINE ON PEEL TERRACE BRIDGE	1	4,037.00	
INV 8319	03/11/2022	DAMIAN'S PLUMBING	WATER PIPE REPAIRS AT NORTHAM DEPOT REDEVELOPMENT	1	385.00	
EFT45505	11/11/2022	DCM CARPENTRY & MAINTENANCE	OLD GIRLS SCHOOL. INSTALL BIRD MESH TO EAVES AS PER QUOTE 1241	1		6,853.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 29 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1482	30/10/2022	DCM CARPENTRY & MAINTENANCE	TIP SHOP. INSTALL DISABLE CARPAR YELLOW HASH ZONE AND ACROD SYMBOL AS PER QUOTE.	1	1,705.00	
INV 1483	30/10/2022	DCM CARPENTRY & MAINTENANCE	NORTHAM TIP RE-STORE. SUPPLY AND INSTALL A HAND TOWEL DISPENSER IN THE TOILET.	1	198.00	
INV 1485	06/11/2022	DCM CARPENTRY & MAINTENANCE	OLD GIRLS SCHOOL. INSTALL BIRD MESH TO EAVES AS PER QUOTE 1241	1	4,950.00	
EFT45506	11/11/2022	DESTINATION PERTH (EXPERIENCE PERTH) - PERTH REGION TOURISM ORG T/AS	2/3 PAGE AD IN 2022/23 HOLIDAY PLANNER	1		6,050.00
INV INV-52301/11/2022	11/11/2022	DESTINATION PERTH (EXPERIENCE PERTH) - PERTH REGION TOURISM ORG T/AS	2/3 PAGE AD IN 2022/23 HOLIDAY PLANNER	1	6,050.00	
EFT45507	11/11/2022	DRIVER RISK MANAGEMENT PTY LTD	DRIVE VEHICLE UNDER OPERATIONAL CONDITIONS (PUAVEH001) FOR BFS VOLUNTEERS	1		2,964.50
INV DRM-3920/10/2022	10/10/2022	DRIVER RISK MANAGEMENT PTY LTD	DRIVE VEHICLE UNDER OPERATIONAL CONDITIONS (PUAVEH001) FOR BFS VOLUNTEERS	1	2,964.50	
EFT45508	11/11/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2022	1		34,565.79
INV OCTOB31/10/2022	31/10/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2022	1	34,565.79	
EFT45509	11/11/2022	E FIRE & SAFETY	WUNDOWIE LIBRARY. INSTALL DCP EXTINGUISHER AS PER QUOTE 112187.	1		154.00
INV 574075	25/10/2022	E FIRE & SAFETY	WUNDOWIE LIBRARY. INSTALL DCP EXTINGUISHER AS PER QUOTE 112187.	1	154.00	
EFT45510	11/11/2022	EASIFLEET	PAYROLL DEDUCTIONS	1		1,853.35
INV DEDUC08/11/2022	11/11/2022	EASIFLEET	PAYROLL DEDUCTIONS		1,054.26	
INV DEDUC08/11/2022	11/11/2022	EASIFLEET	PAYROLL DEDUCTIONS		799.09	
EFT45511	11/11/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	PAX MULTI-ORGANISER - PAX-PLAN, RED	1		2,037.20
INV 75973	30/09/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	PAX MULTI-ORGANISER - PAX-PLAN, RED	1	2,037.20	
EFT45512	11/11/2022	GHD PTY LTD	NORTHAM DEPOT RE-DEVELOPMENT. VARIATION 3 FOR SUPPLY OF DRAWINGS FOR WIDENING OF FOOTPATH AND ADDITIONAL EARTHWORKS AS PER QUOTE	1		8,261.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 30 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 112-01404/11/2022		GHD PTY LTD	NORTHAM DEPOT RE-DEVELOPMENT, VARIATION 3 FOR SUPPLY OF DRAWINGS FOR WIDENING OF FOOTPATH AND ADDITIONAL EARTHWORKS AS PER QUOTE	1	8,261.00	
EFT45513	11/11/2022	GRAFTON ELECTRICS	INVESTIGATE POWER ISSUE AT NORTHAM SWIMMING CLUBROOMS 55 MITCHELL AVE NORTHAM.	1		110.00
INV 9086	04/11/2022	GRAFTON ELECTRICS	INVESTIGATE POWER ISSUE AT NORTHAM SWIMMING CLUBROOMS 55 MITCHELL AVE NORTHAM.	1	110.00	
EFT45514	11/11/2022	JASON BRIAN WHITEAKER	DUE TO COMPANY CREDIT CARD BEING DAMAGED JASON USED HIS PERSONAL CARD FOR THE BELOW CHARGES: 2X DEVELOPMENT WA MEETINGS 1X LUNCH WITH BUCKLAND ESTATE OWNER 4X CHARGES IN RELATION TO LOCAL GOV WEEK	1		315.06
INV CY 11111/11/2022		JASON BRIAN WHITEAKER	DUE TO COMPANY CREDIT CARD BEING DAMAGED JASON USED HIS PERSONAL CARD FOR THE BELOW CHARGES: 2X DEVELOPMENT WA MEETINGS 1X LUNCH WITH BUCKLAND ESTATE OWNER 4X CHARGES IN RELATION TO LOCAL GOV WEEK	1	315.06	
EFT45515	11/11/2022	JASON SIGNMAKERS	PRINTED VINYL ON ALUMINIUM BLACK / RED ON WHITE 1 X DANGER CHEMICAL STORAGE 1 X DANGER DO NOT ENTER AUTHORIZED PERSONNEL ONLY	1		61.18
INV 232961	03/11/2022	JASON SIGNMAKERS	PRINTED VINYL ON ALUMINIUM BLACK / RED ON WHITE 1 X DANGER CHEMICAL STORAGE 1 X DANGER DO NOT ENTER AUTHORIZED PERSONNEL ONLY	1	61.18	
EFT45516	11/11/2022	JOSH BARKER	DINNER EXPENSES FOR JOSH BARKER 26/10/2022 DURING DOGMAN TRAINING HELD 26/10-27/10 IN PERTH, 141 WELSHPOOL RD	1		53.48
INV 49156	26/10/2022	JOSH BARKER	DINNER EXPENSES FOR JOSH BARKER 26/10/2022 DURING DOGMAN TRAINING HELD 26/10-27/10 IN PERTH, 141 WELSHPOOL RD	1	39.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 31 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SP0411204/11/2022		JOSH BARKER	REIMBURSEMENT FOR BOLTS & NUTS FOR REPAIRS AT YOUTH PRECINCT	1	14.48	
EFT45517	11/11/2022	JS TECHNOLOGY & DIGITAL PTY LTD	SCREEN REPAIRS FOR SAMSUNG SM-A115F AND SCREEN PROTECTOR - COLIN MCPHERSON	1		130.00
INV071120207/11/2022		JS TECHNOLOGY & DIGITAL PTY LTD	SCREEN REPAIRS FOR SAMSUNG SM-A115F AND SCREEN PROTECTOR - COLIN MCPHERSON	1	130.00	
EFT45518	11/11/2022	KAVANAGH BALLOONS AUSTRALIA PTY LTD	CONTRIBUTION TOWARDS - NORTHAM BRANDED HOT AIR BALLOON	1		27,500.00
INV033505703/11/2022		KAVANAGH BALLOONS AUSTRALIA PTY LTD	CONTRIBUTION TOWARDS - NORTHAM BRANDED HOT AIR BALLOON	1	27,500.00	
EFT45519	11/11/2022	LINDA LEECH	NATIONAL POLICE CLEARANCE FOR LINDA LEECH	1		49.90
INV 121014314/10/2022		LINDA LEECH	NATIONAL POLICE CLEARANCE FOR LINDA LEECH	1	49.90	
EFT45520	11/11/2022	MCDOWALL AFFLECK PTY LTD	C.202223-01 DRAINAGE MANAGEMENT PLAN - ENGINEERING CONSULTANCY FOR THE DEVELOPEMENT OF A BRIEF DRAINAGE MANAGEMENT PLAN	1		11,635.25
INV 612858	27/10/2022	MCDOWALL AFFLECK PTY LTD	SURVEY WORKS - YILGARN AVENUE - DRAINAGE DESIGN REPORT	1	1,732.50	
INV 612878	31/10/2022	MCDOWALL AFFLECK PTY LTD	C.202223-01 DRAINAGE MANAGEMENT PLAN - ENGINEERING CONSULTANCY FOR THE DEVELOPEMENT OF A BRIEF DRAINAGE MANAGEMENT PLAN	1	9,902.75	
EFT45521	11/11/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / STREET FOOTPATH & VERGE SWEEPING FROM 17/10/2022-23/10/2022	1		7,801.20
INV N 30473	31/10/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / STREET FOOTPATH & VERGE SWEEPING FROM 17/10/2022-23/10/2022	1	3,900.60	
INV N 3048	31/10/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / STREET FOOTPATH & VERGE SWEEPING FROM 24/10/2022 - 30/10/2022	1	3,900.60	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 32 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45522	11/11/2022	MOSAIC SETTLEMENT	RATES CREDIT REFUND FOR ASSESSMENT A616	1		554.50
INV A616	09/11/2022	MOSAIC SETTLEMENT	RATES CREDIT REFUND FOR ASSESSMENT A616		554.50	
EFT45523	11/11/2022	NORTHAM BETTA HOME LIVING	FRIDGE/FREEZER FOR AVON DISTRICTS SUPPORT BRIGADE INC DELIVERY TO CO-LOCATION	1		1,850.00
INV 200100427/10/2022		NORTHAM BETTA HOME LIVING	MICROSOFT KEYBOARD & MOUSE SET FOR STATION PC'S	1	175.00	
INV 200100403/11/2022		NORTHAM BETTA HOME LIVING	FRIDGE/FREEZER FOR AVON DISTRICTS SUPPORT BRIGADE INC DELIVERY TO CO-LOCATION	1	1,675.00	
EFT45524	11/11/2022	NORTHAM MOTORS PTY LTD	FN1908 - N11657 - PLEASE CONDUCT 45,000KM SERVICE	1		475.00
INV 142583802/11/2022		NORTHAM MOTORS PTY LTD	FN1908 - N11657 - PLEASE CONDUCT 45,000KM SERVICE	1	475.00	
EFT45525	11/11/2022	NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1		200.00
INV 5526	10/10/2022	NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1	200.00	
EFT45526	11/11/2022	NORTHAM SENIOR HIGH SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1		900.00
INV 10783	10/10/2022	NORTHAM SENIOR HIGH SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1	900.00	
EFT45527	11/11/2022	OXTER SERVICES	GRAVE DIGGING FOR BURIAL DATE 16.9.2022 - FOR BURIAL OF CHRISTOPHER MERVYN WINSOR	1		4,070.00
INV 26309	08/09/2022	OXTER SERVICES	BURIAL DATE 8/9/2022 REOPENING FOR BURIAL OF JOYCE MCPHERSON & GRAVE CERTIFICATION	1	1,001.00	
INV 26354	16/09/2022	OXTER SERVICES	GRAVE DIGGING FOR BURIAL DATE 16.9.2022 - FOR BURIAL OF CHRISTOPHER MERVYN WINSOR	1	1,067.00	
INV 26435	11/10/2022	OXTER SERVICES	RE -OPENING FOR BURIAL OF VICTOR STANLEY LAWRENCE - BURIAL DATE 11/10/2022	1	1,001.00	
INV 26491	21/10/2022	OXTER SERVICES	GRAVE DIGGING FOR BURIAL DATE 21.10.2022 - FOR BURIAL OF ZOFIA E STELLA EMINOSKI	1	1,001.00	
EFT45528	11/11/2022	PAUL RAYMOND LOVE	RATES CREDIT REFUND FOR ASSESSMENT A11853	1		1,841.12
INV A11853	10/11/2022	PAUL RAYMOND LOVE	RATES CREDIT REFUND FOR ASSESSMENT A11853		1,841.12	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 33 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45529	11/11/2022	PROGRAMME ELECTRICAL MAINTENANCE	SUPPLY AND INSTALL 15 AMP PENDING OUTLET FOR CHARGING	1		1,754.50
INV000062406	11/2022	PROGRAMME ELECTRICAL MAINTENANCE	SUPPLY AND INSTALL 15 AMP PENDING OUTLET FOR CHARGING	1	1,754.50	
EFT45530	11/11/2022	FUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2022	1		1,558.37
INV OCTOB31	10/2022	FUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2022	1	1,558.37	
EFT45531	11/11/2022	RACHEL SHEAHAN	REIMBURSEMENT OF POLICE CLEARANCE RACHEL SHEAHAN (LIFEGUARD/CSO)	1		58.70
INV 284753415	09/2022	RACHEL SHEAHAN	REIMBURSEMENT OF POLICE CLEARANCE RACHEL SHEAHAN (LIFEGUARD/CSO)	1	58.70	
EFT45532	11/11/2022	RONLIEEH PTY LTD T/A ALL PARTS WA	WATER PUMP AIR FITTING & TUBE SILICONE	1		23.31
INV SI-0000	07/11/2022	RONLIEEH PTY LTD T/A ALL PARTS WA	WATER PUMP AIR FITTING & TUBE SILICONE	1	23.31	
EFT45533	11/11/2022	SILVER WINGS SENIOR'S CLUB INC.	QUICK RESPONSE GRANT - SENIORS WEEK OUTING	1		600.00
INV 101	02/11/2022	SILVER WINGS SENIOR'S CLUB INC.	QUICK RESPONSE GRANT - SENIORS WEEK OUTING	1	600.00	
EFT45534	11/11/2022	SOUTH METROPOLITAN TAFE	BRANDON HAYES DIPLOMA OF CIVIL CONSTRUCTION DESIGN - SEMESTER 2	1		545.20
INV 100810206	10/2022	SOUTH METROPOLITAN TAFE	BRANDON HAYES DIPLOMA OF CIVIL CONSTRUCTION DESIGN - SEMESTER 2	1	545.20	
EFT45535	11/11/2022	STEWART & HEATON CLOTHING CO. PTY LTD	PPC/E FOR VOLUNTEER BFS MEMBERS	1		6,990.03
INV SIN-35908	09/2022	STEWART & HEATON CLOTHING CO. PTY LTD	PPC/E FOR VOLUNTEER BFS MEMBERS	1	2,949.11	
INV SIN-36027	09/2022	STEWART & HEATON CLOTHING CO. PTY LTD	PPC/E FOR VOLUNTEER BFS MEMBERS	1	3,122.53	
INV SIN-36228	10/2022	STEWART & HEATON CLOTHING CO. PTY LTD	PPC/E FOR VOLUNTEER BFS MEMBERS	1	918.39	
EFT45536	11/11/2022	SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/09/2022 to 20/10/2022	1		6,776.45
INV 158509727	10/2022	SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 24/08/2022 to 24/10/2022	1	131.58	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 34 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 332273627	10/2022	SYNERGY	332273630 CLACKLINE POST OFFICE - 26/08/2022 to 26/10/2022	1	339.96	
INV 288626727	10/2022	SYNERGY	288626740 CLACKLINE HALL - 24/08/2022 to 24/10/2022	1	135.24	
INV 164007728	10/2022	SYNERGY	164007710 WUNDOWIE DEPOT - 26/08/2022 to 25/10/2022	1	490.07	
INV 361670228	10/2022	SYNERGY	361670250 NORTHAM LIBRARY - 15/09/2022 to 20/10/2022	1	390.92	
INV 142275928	10/2022	SYNERGY	142275950 WUNDOWIE OVAL - 26/08/2022 to 25/10/2022	1	475.36	
INV 916822728	10/2022	SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 26/08/2022 to 25/10/2022	1	129.66	
INV 361990028	10/2022	SYNERGY	361990030 WUNDOWIE OVAL - 26/08/2022 to 25/10/2022		370.34	
INV 357549628	10/2022	SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/09/2022 to 20/10/2022		1,457.45	
INV 444997328	10/2022	SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 26/08/2022 to 25/10/2022	1	363.89	
INV 981292528	10/2022	SYNERGY	981292570 BAKERS HILL REC CENTRE - 27/08/2022 to 26/10/2022		912.26	
INV 487964031	10/2022	SYNERGY	487964040 WUNDOWIE YAK SHACK - 30/08/2022 to 27/10/2022	1	121.16	
INV 796841331	10/2022	SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 01/10/2022 to 20/10/2022		695.67	
INV 305307631	10/2022	SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 30/08/2022 to 28/10/2022		93.82	
INV 962642931	10/2022	SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 30/08/2022 to 27/10/2022	1	119.66	
INV 370639231	10/2022	SYNERGY	370639230 WUNDOWIE TOWN HALL - 30/08/2022 to 27/10/2022		126.69	
INV 300677031	10/2022	SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 30/08/2022 to 27/10/2022	1	243.61	
INV 353464101	11/2022	SYNERGY	035346410 HOOPER PARK - 31/08/2022 to 27/10/2022	1	179.11	
EFT45537	11/11/2022	TALIS CONSULTANTS PTY LTD	C.202021-24 - PROVISION OF CONSULTANCY SERVICES FOR THE PERIOD ENDING 30 SEPTEMBER 2022. STORM EVENT 2-4 MARCH 2021 - AGRN962	1		5,275.89
INV 26514	30/09/2022	TALIS CONSULTANTS PTY LTD	C.202021-24 - PROVISION OF CONSULTANCY SERVICES FOR THE PERIOD ENDING 30 SEPTEMBER 2022. STORM EVENT 2-4 MARCH 2021 - AGRN962	1	5,275.89	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 35 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45538	11/11/2022	THE WATERSHED	1" AIRVALVE RATED TO 1,000KPA	1		155.27
INV 102255504/11/2022		THE WATERSHED	1" AIRVALVE RATED TO 1,000KPA	1	155.27	
EFT45539	11/11/2022	THE WORKWEAR GROUP	BBULL - CAT3NR - BLACK - CURIE ROLLUP WAIST SCRUB PANT	1		144.00
INV 143726810/10/2022		THE WORKWEAR GROUP	BBULL - CAT3NR - BLACK - CURIE ROLLUP WAIST SCRUB PANT	1	144.00	
EFT45540	11/11/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT - OCTOBER 2022 - CESM	1		73.59
INV 0565-S323/10/2022		TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT - OCTOBER 2022 - CESM	1	73.59	
EFT45541	11/11/2022	TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	SUPPLY TRAFFIC CONTROL PRODUCTS - GUIDE POSTS & CULVERT POSTS	1		16,703.50
INV 000031524/10/2022		TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	SUPPLY TRAFFIC CONTROL PRODUCTS - GUIDE POSTS & CULVERT POSTS	1	16,703.50	
EFT45542	11/11/2022	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	500 TONNE OF 19MM ROAD BASED GRAVEL TO BE DELIVERED TO TAMMA ROAD, BAKERS HILL	1		16,920.76
INV INV-31631/10/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	500 TONNE OF 19MM ROAD BASED GRAVEL TO BE DELIVERED TO TAMMA ROAD, BAKERS HILL	1	9,517.41	
INV INV-31631/10/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 TONNE X 19MM GRAVEL MRD SPEC - DELIVERED TO NORTHAM DEPOT	1	2,242.15	
INV INV-32131/10/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	200 TONNE OF ROADBASE TO BE DELIVERED TO NORTHAM AERO CLUB AT AIRPORT.	1	3,886.74	
INV INV-32331/10/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	96.55 TONNE OF 21MM SCREENED ROADBASE GRAVEL	1	1,274.46	
EFT45543	11/11/2022	TYREPOWER LTD	FN1915 - N11206 - TOYO OPEN COUNTRY 265/60R18, AT2 INCLUDING FITTING BALANCING, DISPOSAL & ALIGNMENT AS PER QUOTE # Q102746	1		1,599.54
INV 8265.1413/10/2022		TYREPOWER LTD	FN1915 - N11206 - TOYO OPEN COUNTRY 265/60R18, AT2 INCLUDING FITTING BALANCING, DISPOSAL & ALIGNMENT AS PER QUOTE # Q102746	1	1,599.54	
EFT45544	11/11/2022	VISIT BRANDS PTY LTD	18MM PIN CREST & KEYRINGS WITH CREST	1		772.48
INV SI-0000 11/10/2022		VISIT BRANDS PTY LTD	18MM PIN CREST & KEYRINGS WITH CREST	1	772.48	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 36 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45545	11/11/2022	WA RANGERS ASSOCIATION INC	POLO SHIRTS FOR NORTHAM RANGERS - WARA BADGE	1		220.00
INV 74	30/08/2022	WA RANGERS ASSOCIATION INC	POLO SHIRTS FOR NORTHAM RANGERS - WARA BADGE	1	220.00	
EFT45546	11/11/2022	WA RETICULATION SUPPLIES	20 X HUNTER 1-20 ULTRA / 50 X MP3000 ROTOR 90-120	1		1,470.65
INV M9967	05/11/2022	WA RETICULATION SUPPLIES	20 X HUNTER 1-20 ULTRA / 50 X MP3000 ROTOR 90-120	1	1,470.65	
EFT45547	11/11/2022	WA SKILLS TRAINING PTY LTD	BASIC RIGGING/DOGMAN TRAINING (4 DAYS) JOSH BARKER, JASON LINDNER, ALLAN JONES, ROB SMITH	1		6,510.00
INV INV-62807	11/11/2022	WA SKILLS TRAINING PTY LTD	BASIC RIGGING/DOGMAN TRAINING (4 DAYS) JOSH BARKER, JASON LINDNER, ALLAN JONES, ROB SMITH	1	6,510.00	
EFT45548	11/11/2022	WEST END SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A2188	1		746.20
INV A2188	09/11/2022	WEST END SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A2188		746.20	
EFT45549	11/11/2022	WEST NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1		200.00
INV 1377	12/10/2022	WEST NORTHAM PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1	200.00	
EFT45550	11/11/2022	WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	PROCESSING OF GREEN WASTE AT OLD QUARRY ROAD AND INKPEN ROAD WASTE MANAGEMENT FACILITIES.	1		61,600.00
INV 000037331	08/2022	WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	PROCESSING OF GREEN WASTE AT OLD QUARRY ROAD AND INKPEN ROAD WASTE MANAGEMENT FACILITIES.	1	61,600.00	
EFT45551	11/11/2022	WESTON ROAD SYSTEMS	LINEMARKING - GORDAN ST ROUNDABOUT, VINCENT ST, GREY ST, PRINCE ST, FORREST ST, MITHCELL AVE & AIRPORT	1		8,022.30
INV SON 01	22/10/2022	WESTON ROAD SYSTEMS	LINEMARKING - GORDAN ST ROUNDABOUT, VINCENT ST, GREY ST, PRINCE ST, FORREST ST, MITHCELL AVE & AIRPORT	1	8,022.30	
EFT45552	11/11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	REPAIR CLUTCH - CLACKLINE LT	1		2,902.16
INV INV-00907	11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	450L TRANSFER PUMP TO SUIT 3/4 OUTLET AS PER QUOTE QU-0043	1	564.70	
INV INV-01007	11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL 3.4U - REPAIR/REPLACE DAMAGED COMPONENTS OF APPLIANCE AFTER SEVER ROCK STRIKE AT INCIDENT	1	411.91	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 37/10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-01007/11/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	REPAIR CLUTCH - CLACKLINE LT	1	1,925.55	
EFT45553	11/11/2022	WUNDOWIE PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1		200.00
INV 1116	12/10/2022	WUNDOWIE PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION FOR 2022/2023	1	200.00	
EFT45554	11/11/2022	WUNDOWIE PRIMARY SCHOOL P&C ASSOC	2022/2023 EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION	1		100.00
INV INV-00022/10/2022		WUNDOWIE PRIMARY SCHOOL P&C ASSOC	2022/2023 EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION	1	100.00	
EFT45555	14/11/2022	EMERG SOLUTIONS PTY LTD	DIRECT SMS NUMBER ANNUAL FEE OCTOBER 16TH 2022 - OCTOBER 15TH 2023. 0451 562 493 SHIRE OF NORTHAM: 0451 562 832 INKPEN BFB: 0451 562 928 BAKERS HILL: 0451 562 743 CLACKLINE: 0451 562 539 IRISHTOWN: 0451 562 899 SOUTHERN BROOK: 0428 778 639 WUNDOWIE BFB: 0437 889 125 NORTHAM CENTRE BFB: 0438 993 283 NORTHAM ICV / DFES SHIRE OF NORTHAM DISTRICT ANNUAL BART LICENCES X 20	1		4,950.00
INV INV-18319/09/2022		EMERG SOLUTIONS PTY LTD	DIRECT SMS NUMBER ANNUAL FEE OCTOBER 16TH 2022 - OCTOBER 15TH 2023. 0451 562 493 SHIRE OF NORTHAM: 0451 562 832 INKPEN BFB: 0451 562 928 BAKERS HILL: 0451 562 743 CLACKLINE: 0451 562 539 IRISHTOWN: 0451 562 899 SOUTHERN BROOK: 0428 778 639 WUNDOWIE BFB: 0437 889 125 NORTHAM CENTRE BFB: 0438 993 283 NORTHAM ICV / DFES SHIRE OF NORTHAM DISTRICT ANNUAL BART LICENCES X 20	1	4,950.00	
EFT45556	17/11/2022	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. REPAIR COLD WATER FOUNTAIN, NO WATER COMING OUT.	1		1,083.50
INV A19230	04/02/2022	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. REPAIR COLD WATER FOUNTAIN, NO WATER COMING OUT.	1	676.50	
INV A19315	14/06/2022	ANDY'S PLUMBING SERVICE	BAKERS HILL PAVILION. REPAIR LEAK TO FIRE HYDRANT.	1	407.00	
EFT45557	17/11/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	STAINLESS STEEL CLIPS FOR BANNERS	1		39.69

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 38 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 704265209/11/2022		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	STAINLESS STEEL CLIPS FOR BANNERS	1	39.69	
EFT45558	17/11/2022	AVON VALLEY ARTS SOCIETY (INC)	NVC SALES	1		593.60
INV 1046	10/11/2022	AVON VALLEY ARTS SOCIETY (INC)	NVC SALES	1	593.60	
EFT45559	17/11/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	5 x CUBIC METRES LAWN MIX	1		421.20
INV 000000614/11/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	CUBIC METRE LAWN MIX	1	70.20	
INV 000000714/11/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	5 x CUBIC METRES LAWN MIX	1	351.00	
EFT45560	17/11/2022	AVON WASTE	NORTHAM TOWN RESIDENTIAL AND COMMERCIAL WASTE COLLECTION	1		40,612.31
INV 51686 26/08/2022		AVON WASTE	NORTHAM TOWN RESIDENTIAL AND COMMERCIAL WASTE COLLECTION	1	40,472.31	
INV 000527231/10/2022		AVON WASTE	RUBBISH BIN WITH DEPOSIT (ROSETTE) LID	1	140.00	
EFT45561	17/11/2022	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	TO SLASH ALL THE CARLIN VALLEY AREA INC CARLIN RD FROM SHINGLE HILL TAMMA RD ACCEDENS RISE FLOVER PLACE	1		5,060.00
INV 947	10/11/2022	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	TO SLASH ALL THE CARLIN VALLEY AREA INC CARLIN RD FROM SHINGLE HILL TAMMA RD ACCEDENS RISE FLOVER PLACE	1	5,060.00	
EFT45562	17/11/2022	BRIAN JOHN HUMFREY	FUEL REIMBURSMET FOR 1HKP-430	1		148.23
INV 660889 14/11/2022		BRIAN JOHN HUMFREY	FUEL REIMBURSMET FOR 1HKP-430	1	148.23	
EFT45563	17/11/2022	BUNNINGS BUILDING SUPPLIES P/L	PINNACLE 2090 X 860 X 540MM GLOSS BLACK LOCKABLE GARAGE CABINET	1		1,924.36

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 39 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/0003/11/2022		BUNNINGS BUILDING SUPPLIES P/L	PAINT BRUSHES & VARNISH	1	74.36	
INV 2182/9907/11/2022		BUNNINGS BUILDING SUPPLIES P/L	FINNACLE 2090 X 860 X 540MM GLOSS BLACK LOCKABLE GARAGE CABINET	1	1,732.00	
INV 2182/0007/11/2022		BUNNINGS BUILDING SUPPLIES P/L	POWERFEED 1.2 LTRS	1	15.04	
INV 2182/0009/11/2022		BUNNINGS BUILDING SUPPLIES P/L	CREDIT - VARNISH 1LTR	1	-60.52	
INV 2182/0009/11/2022		BUNNINGS BUILDING SUPPLIES P/L	PAINT BRUSHES	1	48.93	
INV 2182/0009/11/2022		BUNNINGS BUILDING SUPPLIES P/L	MAPLE TREE FOR HAMPTON ST	1	18.88	
INV 2182/0010/11/2022		BUNNINGS BUILDING SUPPLIES P/L	ANT KILLER	1	9.59	
INV 2182/0011/11/2022		BUNNINGS BUILDING SUPPLIES P/L	ICEBERG ROSES - WHITE STANDARDS	1	60.72	
INV 2182/0011/11/2022		BUNNINGS BUILDING SUPPLIES P/L	DUCT TAPE	1	25.36	
EFT45564	17/11/2022	CHEM-DRY BETTA FINISH	OLD TOWN ADMIN. CARPET CLEAN UPSTAIRS AS WELL AS FOYER AND STAIRS.	1		860.00
INV 25558	12/11/2022	CHEM-DRY BETTA FINISH	OLD TOWN ADMIN. CARPET CLEAN UPSTAIRS AS WELL AS FOYER AND STAIRS.	1	860.00	
EFT45565	17/11/2022	CHERYL FAY GREENOUGH	REIMBURSE FOR BASKET WEAVING & JEWELLERY MAKING ITEMS	1		132.00
INV 687548212/11/2022		CHERYL FAY GREENOUGH	REIMBURSE FOR BASKET WEAVING & JEWELLERY MAKING ITEMS	1	132.00	
EFT45566	17/11/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2022	1		833.33
INV BR15/1115/11/2022		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2022	1	833.33	
EFT45567	17/11/2022	CLEANA WAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE OCTOBER 2022	1		539.45
INV 212655331/10/2022		CLEANA WAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE OCTOBER 2022	1	107.89	
INV 212655431/10/2022		CLEANA WAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE OCTOBER 2022	1	215.78	
INV 212655531/10/2022		CLEANA WAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE OCTOBER 2022	1	215.78	
EFT45568	17/11/2022	DAMIAN'S PLUMBING	URGENTLY REPAIR LEAKING INLET PIPE TO TANK AT RUSHTON PARK	1		484.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 40 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8145	07/09/2022	DAMIAN'S PLUMBING	URGENTLY REPAIR LEAKING INLET PIPE TO TANK AT RUSHTON PARK	1	484.00	
EFT45569	17/11/2022	DCM CARPENTRY & MAINTENANCE	EMERGENC CALL OUT - UNBLOCK SPRINKLERS AND RECOMMEND REPAIRS	1		440.00
INV 1479	30/10/2022	DCM CARPENTRY & MAINTENANCE	EMERGENC CALL OUT - UNBLOCK SPRINKLERS AND RECOMMEND REPAIRS	1	440.00	
EFT45570	17/11/2022	DRACO AIR PTY LTD	NORTHAM DEPOT REDEVELOPMENT. SUPPLY NEW ICE MACHINE AS PER QUOTE 11008.	1		9,023.34
INV 14985	11/11/2022	DRACO AIR PTY LTD	NORTHAM DEPOT REDEVELOPMENT. SUPPLY NEW ICE MACHINE AS PER QUOTE 11008.	1	9,023.34	
EFT45571	17/11/2022	ENVIRAPEST PTY LTD	TARGET WEED SPRAYING OF BRIDAL CREEPER, AFRICAN BOX THORN, WATSONIA, BLUE LUPIN, AND UNKNOW SPECIES OF LILLY AS PER OVERVIEW PROVIDED. REQUIRED TO BE SPRAYED BY THE END OF OCTOBER WHEN THE WATSONIA FLOWER STEM IS PRESENT. QUOTE INCLUDES LABOUR, EQUIPMENT & CHEMICAL. AFTER THE INITIAL TREATMENT, THERE WILL BE A 6 WEEK FOLLOW UP VISIT TO CONFIRM KNOCK DOWN AND TOUCH UP AREAS IF REQUIRED.	1		3,960.00
INV INV-14820/10/2022		ENVIRAPEST PTY LTD	TARGET WEED SPRAYING OF BRIDAL CREEPER, AFRICAN BOX THORN, WATSONIA, BLUE LUPIN, AND UNKNOW SPECIES OF LILLY AS PER OVERVIEW PROVIDED. REQUIRED TO BE SPRAYED BY THE END OF OCTOBER WHEN THE WATSONIA FLOWER STEM IS PRESENT. QUOTE INCLUDES LABOUR, EQUIPMENT & CHEMICAL. AFTER THE INITIAL TREATMENT, THERE WILL BE A 6 WEEK FOLLOW UP VISIT TO CONFIRM KNOCK DOWN AND TOUCH UP AREAS IF REQUIRED.	1	3,960.00	
EFT45572	17/11/2022	HEGAN BUILDING SURVEYING	BUILDING SURVEYANCE SERVICES FROM 26TH SEPTEMBER THROUGH TO 12TH OCTOBER TORY ROAD CLACKLINE	1		654.50
INV 936	15/10/2022	HEGAN BUILDING SURVEYING	BUILDING SURVEYANCE SERVICES FROM 26TH SEPTEMBER THROUGH TO 12TH OCTOBER TORY ROAD CLACKLINE	1	654.50	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 41 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45573	17/11/2022	FLOWGEN PTY LTD	TRAVEL TO NORTHAM AND REPLACE THE BATTERIES IN THE REMOTE METER READERS. UPDATE FIRMWARE FOR LONGER BATTERY LIFE.	1		2,948.00
INV INV-88708/09/2022		FLOWGEN PTY LTD	TRAVEL TO NORTHAM AND REPLACE THE BATTERIES IN THE REMOTE METER READERS. UPDATE FIRMWARE FOR LONGER BATTERY LIFE.	1	2,948.00	
EFT45574	17/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	PUT UP SHADE SAILS AT WUNDOWIE SWIMMING POOL FOR SEASON 2022-2023	1		1,403.60
INV 240	17/10/2022	G.S. BEVERIDGE & L.P. NOTTLE	PUT UP SHADE SAILS AT WUNDOWIE SWIMMING POOL FOR SEASON 2022-2023	1	1,403.60	
EFT45575	17/11/2022	GRAFTON ELECTRICS	PURCHASE AND INSTALL NEW SUMP PUMP AT NORTHAM AQUATIC FACILITY	1		2,079.00
INV 9098	04/11/2022	GRAFTON ELECTRICS	PURCHASE AND INSTALL NEW SUMP PUMP AT NORTHAM AQUATIC FACILITY	1	2,079.00	
EFT45576	17/11/2022	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	VOLUNTEER PPE/PPC	1		682.75
INV INV-12208/11/2022		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	VOLUNTEER PPE/PPC	1	682.75	
EFT45577	17/11/2022	JS TECHNOLOGY & DIGITAL PTY LTD	SOFTWARE REPAIR TO SAMSUNG A11 - JOSH BARKER	1		38.00
INV 140120214/11/2022		JS TECHNOLOGY & DIGITAL PTY LTD	SOFTWARE REPAIR TO SAMSUNG A11 - JOSH BARKER	1	38.00	
EFT45578	17/11/2022	KELLEE PATRICIA WALTERS	REIMBURSEMENT - FUEL	1		20.03
INV 001402128/10/2022		KELLEE PATRICIA WALTERS	REIMBURSEMENT - FUEL	1	20.03	
EFT45579	17/11/2022	KLEENWEST DISTRIBUTORS	SOAP, CLEANER & PAPER PRODUCTS	1		2,333.93
INV 000730802/10/2022		KLEENWEST DISTRIBUTORS	SOAP, CLEANER & PAPER PRODUCTS	1	1,199.44	
INV 000736126/10/2022		KLEENWEST DISTRIBUTORS	BIN LINERS, PAPER PRODUCTS & CLEANER	1	834.96	
INV 000743809/11/2022		KLEENWEST DISTRIBUTORS	KRYSTAL KLEEN, BIN LINERS, NAPKINS, TOILET ROLLS, HAND TOWELS, CLING WRAP FOR KILLARA	1	299.53	
EFT45580	17/11/2022	LUME BRASSERIE - MADEELA PL T/AS	COUNCIL FORUM MEETING - 09/11/2022 (BARRAMUNDI / LAMB SHANK)	1		460.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 42/10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 68846	09/11/2022	LUME BRASSERIE - MADEELA PL T/AS	COUNCIL FORUM MEETING - 09/11/2022 (BARRAMUNDI / LAMB SHANK)	1	460.00	
EFT45581	17/11/2022	MAYBERRY HAMMOND & CO	LEASE FOR A1 WHEATBELT DOG RESCUE	1		813.40
INV 44656	01/11/2022	MAYBERRY HAMMOND & CO	LEASE FOR A1 WHEATBELT DOG RESCUE	1	813.40	
EFT45582	17/11/2022	MCDOWALL AFFLECK PTY LTD	C.202223-01 DRAINAGE MANAGEMENT PLAN - ENGINEERING CONSULTANCY - 31/8/2022 - 29/9/2022	1		7,590.00
INV 612815	30/09/2022	MCDOWALL AFFLECK PTY LTD	C.202223-01 DRAINAGE MANAGEMENT PLAN - ENGINEERING CONSULTANCY - 31/8/2022 - 29/9/2022	1	7,590.00	
EFT45583	17/11/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL CONSULTATION - 39 INKPEN STREET	1		899.25
INV 126873	31/10/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL CONSULTATION - 39 INKPEN STREET	1	899.25	
EFT45584	17/11/2022	MHW INTEGRATION PTY LTD	YARNING CIRCLE LOST VIDEO	1		247.50
INV 000025107/10/2022		MHW INTEGRATION PTY LTD	YARNING CIRCLE LOST VIDEO	1	247.50	
EFT45585	17/11/2022	NAVMAN WIRELESS PTY LTD	MONTHLY SATELITE SERVICE FOR NAVTRAC SYSTEM FOR DEPOT 13 UNITS @ \$32.95 INC GST A UNIT - 05/11/2022 - 4/12/2022	1		417.67
INV 926718105/11/2022		NAVMAN WIRELESS PTY LTD	MONTHLY SATELITE SERVICE FOR NAVTRAC SYSTEM FOR DEPOT 13 UNITS @ \$32.95 INC GST A UNIT - 05/11/2022 - 4/12/2022	1	417.67	
EFT45586	17/11/2022	NORTHAM CHAMBER OF COMMERCE	FULL PAGE ADVERTISEMENT 50 X 352MM - NOVEMBER ISSUE	1		621.50
INV 800	25/10/2022	NORTHAM CHAMBER OF COMMERCE	FULL PAGE ADVERTISEMENT 50 X 352MM - NOVEMBER ISSUE	1	440.00	
INV 800	25/10/2022	NORTHAM CHAMBER OF COMMERCE	2/3 COLUMN ADVERTISEMENT 80 X 199MM - FIRE CONTROL	1	181.50	
EFT45587	17/11/2022	NORTHAM DISTRICTS GLASS PTY LTD	INSTALL FLY SCREEN DOOR AT WUNDOWIE POOL	1		1,365.00
INV INV-35908/11/2022		NORTHAM DISTRICTS GLASS PTY LTD	INSTALL FLY SCREEN DOOR AT WUNDOWIE POOL	1	1,365.00	
EFT45588	17/11/2022	NORTHAM FEED & HIRE	P/MIX & 2 DOG LEADS	1		169.50
INV 000045304/11/2022		NORTHAM FEED & HIRE	P/MIX & 2 DOG LEADS	1	58.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 43 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000045307/11/2022		NORTHAM FEED & HIRE	1 X PM MIX	1	22.00	
INV 000045310/11/2022		NORTHAM FEED & HIRE	P/MIX & WHEAT	1	39.50	
INV 000045311/11/2022		NORTHAM FEED & HIRE	2 X JERKY	1	50.00	
EFT45589	17/11/2022	NORTHAM FLORIST	2 x REMEMBERANCE DAY WREATHS	1		140.00
INV 26570	10/11/2022	NORTHAM FLORIST	2 x REMEMBERANCE DAY WREATHS	1	140.00	
EFT45590	17/11/2022	NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS - ANNUAL ALLOCATION 2022/23	1		100.00
INV INV-00128/10/2022		NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS - ANNUAL ALLOCATION 2022/23	1	100.00	
EFT45591	17/11/2022	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING - INVOICE NUMBER 25102002	1		2,000.00
INV 251020225/10/2022		NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING - INVOICE NUMBER 25102002	1	2,000.00	
EFT45592	17/11/2022	OFFICEWORKS SUPERSTORES PTY LTD	IPHONE 13 - 128GB BLUE FOR J WHITEAKER	1		1,232.95
INV 603200805/10/2022		OFFICEWORKS SUPERSTORES PTY LTD	IPHONE 13 - 128GB BLUE FOR J WHITEAKER	1	1,232.95	
EFT45593	17/11/2022	PARAMOUNT BUSINESS SUPPLIES PTY LTD	BLUE ARAGON ULTRA DRAFTING CHAIR - ADJUSTABLE 3 WAYS	1		464.97
INV000134609/11/2022		PARAMOUNT BUSINESS SUPPLIES PTY LTD	BLUE ARAGON ULTRA DRAFTING CHAIR - ADJUSTABLE 3 WAYS	1	464.97	
EFT45594	17/11/2022	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2304791	1		202.93
INV 230479115/11/2022		PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2304791	1	202.93	
EFT45595	17/11/2022	FETA JANE COOMBS	REIMBURSEMENT OF POLICE CLEARANCE FETA COOMBS (PROCUREMENT OFFICER) FETA REQUIRED UPDATED POLICE CLEARANCE TO ATTEND LICENSING TRAINING	1		58.70

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 44 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 275354731/10/2022		PETA JANE COOMBS	REIMBURSEMENT OF POLICE CLEARANCE PETA COOMBS (PROCUREMENT OFFICER) PETA REQUIRED UPDATED POLICE CLEARANCE TO ATTEND LICENSING TRAINING	1	58.70	
EFT45596	17/11/2022	PFD FOOD SERVICES PTY LTD	PIES, SAUSAGE ROLLS, ICE CREAMS, ICY POLES & CHIPS FOR AQUATIC FACILITY KIOSK	1		1,504.25
INV LE6784	27/10/2022	PFD FOOD SERVICES PTY LTD	PIES, SAUSAGE ROLLS, ICE CREAMS, ICY POLES & CHIPS FOR AQUATIC FACILITY KIOSK	1	1,504.25	
EFT45597	17/11/2022	PROMPT SETTLEMENTS	DISCHARGE OF 2 MORGAGES AND 1 CABEAT - 15 WOOD DRIVE	1		282.70
INV 2747N	04/11/2022	PROMPT SETTLEMENTS	DISCHARGE OF 2 MORGAGES AND 1 CABEAT - 15 WOOD DRIVE	1	282.70	
EFT45598	17/11/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES - SEPTEMBER 2022	1		32.24
INV 399930	30/09/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES - SEPTEMBER 2022	1	32.24	
EFT45599	17/11/2022	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR THE MONTH OF SEPTEMBER 2022	1		3,587.36
INV T957	16/11/2022	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR THE MONTH OF SEPTEMBER 2022	1	1,812.36	
INV T957	16/11/2022	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR THE MONTH OF OCTOBER 2022	1	1,775.00	
EFT45600	17/11/2022	SHRED-X PTY LTD	SHREDDER BIN FOR ADMIN BUILDING	1		77.62
INV 019040731/10/2022		SHRED-X PTY LTD	SHREDDER BIN FOR ADMIN BUILDING	1	77.62	
EFT45601	17/11/2022	SITE SKILLS TRAINING - COMPETENCY TRAINING T/AS	FIRE WARDEN ONLINE TRAINING - DEBBIE BEAUMONT, DAVID EMERY, MADDISON DOUGLAS, MEGAN WORTHINGTON, KASSIDY EMERY, SKYE RISELEY, DIANNE JUPP	1		600.00
INV INV209	08/11/2022	SITE SKILLS TRAINING - COMPETENCY TRAINING T/AS	FIRE WARDEN ONLINE TRAINING - DEBBIE BEAUMONT, DAVID EMERY, MADDISON DOUGLAS, MEGAN WORTHINGTON, KASSIDY EMERY, SKYE RISELEY, DIANNE JUPP	1	600.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 45 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45602	17/11/2022	SOURCE SEPARATION SYSTEMS PTY LTD	MULTISORT RECYCLE BINS WHITE / YELLOW / RED - EKB / REC CENTRE / VISITORS CENTRE / LIBRARY / CREATE 298 / WUNDOWIE LIBRARY / DEVELOPMENT SERVICES / KILLARA / CORPORATE SERVICES / ENGINEERING SERVICES	1		3,644.16
INV INV 23-28/09/2022		SOURCE SEPARATION SYSTEMS PTY LTD	MULTISORT RECYCLE BINS WHITE / YELLOW / RED - EKB / REC CENTRE / VISITORS CENTRE / LIBRARY / CREATE 298 / WUNDOWIE LIBRARY / DEVELOPMENT SERVICES / KILLARA / CORPORATE SERVICES / ENGINEERING SERVICES	1	3,644.16	
EFT45603	17/11/2022	SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM / HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS - OCTOBER 2022	1		1,399.20
INV 713943231/10/2022		SOUTHERN CROSS AUSTEREO PTY LTD	24 X AROUND THE TOWNS INTERVIEWS TRIPLE M - OCTOBER 2022	1	198.00	
INV 713943231/10/2022		SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM / HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS - OCTOBER 2022	1	1,201.20	
EFT45604	17/11/2022	SPECIALISED TREE SERVICE	NORTHAM TOWNSITE STREET TREES PRUNING AS PER C.201819-09 - WEEK ENDING 11/11/2022	1		15,666.45
INV 3975	14/11/2022	SPECIALISED TREE SERVICE	NORTHAM TOWNSITE STREET TREES PRUNING AS PER C.201819-09 - WEEK ENDING 11/11/2022	1	13,861.45	
INV 3976	14/11/2022	SPECIALISED TREE SERVICE	VARIOUS STUMP GRINDING - 9 STUMPS GROUND DOWN 200MM BELOW THE SURFACE, GRINDINGS PUSHED BACK OVER THE HOLES AND LEFT HEAPED. CARAVAN PARK X 4, HOOPER PARK X 1, WUNDOWIE OVAL X 2, 30 GIBBINGS ST X 1, NORTHAM LIBRARY CARPARK X 1	1	1,805.00	
EFT45605	17/11/2022	SYNERGY	168614990 STREETLIGHTING - 25/09/2022 to 24/10/2022	1		26,117.64
INV 361473931/10/2022		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 15/09/2022 to 30/09/2022		213.56	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 46 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 915241601/11/2022		SYNERGY	915241640 AUXILLARY LIGHTING - 28/09/2022 to 27/10/2022		137.39	
INV 168614901/11/2022		SYNERGY	168614990 STREETLIGHTING - 25/09/2022 to 24/10/2022	1	25,221.62	
INV 361333408/11/2022		SYNERGY	361333420 AVON MALL - 08/09/2022 to 07/11/2022		545.07	
EFT45606	17/11/2022	TANYA TURNER	REIMBURSEMENT - FIRE AWARENESS TEST	1		50.00
INV INV-17914/11/2022		TANYA TURNER	REIMBURSEMENT - FIRE AWARENESS TEST	1	50.00	
EFT45607	17/11/2022	TERESA WANDA GROGAN	REFUND TERESA GROGAN POOL PASS. ENTITLED TO SPORT FUNDING.	1		67.00
INV 12560	08/11/2022	TERESA WANDA GROGAN	REFUND TERESA GROGAN POOL PASS. ENTITLED TO SPORT FUNDING.	1	67.00	
EFT45608	17/11/2022	TESTO PTY LTD	CALIBRATION OF THERMOMETER - 3 POINTS, INFRARED & IMM/PEN	1		248.60
INV 141015612/10/2022		TESTO PTY LTD	CALIBRATION OF THERMOMETER - 3 POINTS, INFRARED & IMM/PEN	1	248.60	
EFT45609	17/11/2022	THE WATERSHED	IRRIGATION VALVES	1		365.94
INV 102260	11/11/2022	THE WATERSHED	IRRIGATION VALVES	1	365.94	
EFT45610	17/11/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - NOVEMBER 2022	1		47.87
INV 0567-S306/11/2022		TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - NOVEMBER 2022	1	47.87	
EFT45611	17/11/2022	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	500 TONNE OF 19MM ROAD BASED GRAVEL TO BE DELIVERED TO TAMMA ROAD, BAKERS HILL / 73 TONNE OF 19MM ROAD BASED GRAVEL TO BE COLLECTED EX-PIT	1		10,874.40
INV INV-31831/10/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	500 TONNE OF 19MM ROAD BASED GRAVEL TO BE DELIVERED TO TAMMA ROAD, BAKERS HILL / 73 TONNE OF 19MM ROAD BASED GRAVEL TO BE COLLECTED EX-PIT	1	10,874.40	
EFT45612	17/11/2022	WA DISTRIBUTORS PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES - OCTOBER 2022	1		729.90
INV 778103	27/10/2022	WA DISTRIBUTORS PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES - OCTOBER 2022	1	729.90	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 47/10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45613	17/11/2022	WA RANGERS ASSOCIATION INC	DANGEROUS DOG MANAGEMENT WORKSHOP 27/10/2022 SHANE WILLCOCKS - RANGER TANYA TURNER - RANGER	1		500.00
INV W2200223	10/2022	WA RANGERS ASSOCIATION INC	DANGEROUS DOG MANAGEMENT WORKSHOP 27/10/2022 SHANE WILLCOCKS - RANGER TANYA TURNER - RANGER	1	500.00	
EFT45614	17/11/2022	WA RETICULATION SUPPLIES	SOL -SD-DC-2E SD SYSTEMS PROGRAMABLE COIL (BERMAD) / GELCOTE JOINERS	1		582.40
INV N0239	09/11/2022	WA RETICULATION SUPPLIES	SOL -SD-DC-2E SD SYSTEMS PROGRAMABLE COIL (BERMAD) / GELCOTE JOINERS	1	582.40	
EFT45615	17/11/2022	WEST NORTHAM PRIMARY SCHOOL P&C ASSOCIATION	2022/23 EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION	1		100.00
INV 007	06/11/2022	WEST NORTHAM PRIMARY SCHOOL P&C ASSOCIATION	2022/23 EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION	1	100.00	
EFT45616	17/11/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. FORTNIGHT ENDING 21/10/2022	1		3,623.73
INV 003014	124/10/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. FORTNIGHT ENDING 21/10/2022	1	3,623.73	
EFT45617	17/11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL 3.4U - REPAIR/REPLACE DAMAGED COMPONENTS OF APPLIANCE AFTER SEVER ROCK STRIKE AT INCIDENT / CLACKLINE LT - ATTEND STATION, DIAGNOSE FAULT WITH HANDBRAKE CABLE, REPLACE AS REQUIRED	1		2,550.37
INV INV-00717	10/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	16X8 RANGER STEEL RIM WHITE & TOYO 265/70R 121R TYRE FITTED & DISPOSED	1	839.96	
INV INV-00903	11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL 3.4U - REPAIR/REPLACE DAMAGED COMPONENTS OF APPLIANCE AFTER SEVER ROCK STRIKE AT INCIDENT / CLACKLINE LT - ATTEND STATION, DIAGNOSE FAULT WITH HANDBRAKE CABLE, REPLACE AS REQUIRED	1	1,710.41	
EFT45678	25/11/2022	ANDY'S PLUMBING SERVICE	BAKERS HILL HOOPER PARK TOILET. UPGRADE LEACH DRAINS AS PER QUOTE.	1		7,414.00
INV A19444	11/11/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY ROUTINE MAINTENANCE OF WATERLESS URINALS AND CISTERNS.	1	385.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 48 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A19446	11/11/2022	ANDY'S PLUMBING SERVICE	MORBY COTTAGE. REPAIR LEAKING CISTERN IN THE TOILET	1	269.50	
INV A19449	15/11/2022	ANDY'S PLUMBING SERVICE	BAKERS HILL HOOPER PARK TOILET. UPGRADE LEACH DRAINS AS PER QUOTE.	1	6,759.50	
EFT45679	25/11/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	STAINLESS STEEL CLIPS FOR BANNERS	1		48.40
INV 704673	16/11/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	STAINLESS STEEL CLIPS FOR BANNERS	1	48.40	
EFT45680	25/11/2022	AUSTRALIAN GROWN	48X NORTHAM BASEBALL CAPS	1		445.50
INV S139740	10/11/2022	AUSTRALIAN GROWN	48X NORTHAM BASEBALL CAPS	1	445.50	
EFT45681	25/11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUC22	11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT45682	25/11/2022	AUTOPRO NORTHAM	BATTERY CHARGER	1		85.25
INV 103122618	11/2022	AUTOPRO NORTHAM	BATTERY CHARGER	1	85.25	
EFT45683	25/11/2022	AVON VALLEY BAKERY	AVON VALLEY BAKERY LUNCH FOR BKB 09-05-2022	1		156.00
INV INV-08909	05/2022	AVON VALLEY BAKERY	TWO PALMS MEDIA FILMING AVON VALLEY BAKERY LUNCH FOR BKB 09-05-2022 TWO PALMS MEDIA FILMING	1	156.00	
EFT45684	25/11/2022	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY,TRANSFER STATION/TIP SHOP & INKPEN - OCTOBER 2022	1		96,959.07
INV 000531331	11/10/2022	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY,TRANSFER STATION/TIP SHOP & INKPEN - OCTOBER 2022	1	96,959.07	
EFT45685	25/11/2022	BETTONGIA PTY LTD T/AS SANTALEUCA SANDALWOOD	SANTALEUCA GOBBLE NUTS	1		112.20

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 49 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-00816/11/2022		BETTONGIA PTY LTD T/AS SANTALEUCA SANDALWOOD	SANTALEUCA GOBBLE NUTS	1	112.20	
EFT45686	25/11/2022	BOOMERANG NATIVE ART	400 SMALL DECORATING BOOMARANGS (BILYA KOORT BOODJA CENTRE)	1		410.00
INV 1407	17/10/2022	BOOMERANG NATIVE ART	400 SMALL DECORATING BOOMARANGS (BILYA KOORT BOODJA CENTRE)	1	410.00	
EFT45687	25/11/2022	BUNNINGS BUILDING SUPPLIES P/L	1 PALLET RAPID SET	1		1,015.45
INV 2182/0024/10/2022		BUNNINGS BUILDING SUPPLIES P/L	CORD PROTECTORS FOR CABLES ON THE FLOOR	1	35.82	
INV 2182/0026/10/2022		BUNNINGS BUILDING SUPPLIES P/L	2 X CABLE PROTECTORS	1	35.82	
INV 2182/0004/11/2022		BUNNINGS BUILDING SUPPLIES P/L	1X BBQ	1	189.00	
INV 2182/0004/11/2022		BUNNINGS BUILDING SUPPLIES P/L	DIGITAL LOCK	1	65.55	
INV 2182/0004/11/2022		BUNNINGS BUILDING SUPPLIES P/L	1X TRESSLE TABLE	1	42.00	
INV 2182/0014/11/2022		BUNNINGS BUILDING SUPPLIES P/L	1 PALLET RAPID SET	1	540.60	
INV 2182/0015/11/2022		BUNNINGS BUILDING SUPPLIES P/L	TAPE MEASURE AND WIRE TIES	1	24.20	
INV 2182/0015/11/2022		BUNNINGS BUILDING SUPPLIES P/L	FUEL CANS	1	46.46	
INV 2182/0016/11/2022		BUNNINGS BUILDING SUPPLIES P/L	DRILL BITS AND WIRE TIES	1	36.00	
EFT45688	25/11/2022	CADDS FASHIONS	BUTTON THROUGH DRILL BS6895 - LARGE - JUDITH	1		456.98
INV 22-000104/11/2022		CADDS FASHIONS	WIDE BRIM HAT FOR BRANDON HAYES	1	19.99	
INV 22-000121/11/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - DAMIAN BARNETT	1	189.99	
INV 22-000122/11/2022		CADDS FASHIONS	BUTTON THROUGH DRILL BS6895 - LARGE - JUDITH	1	200.00	
INV 22-000122/11/2022		CADDS FASHIONS	SQWINCHER QWIK STIKS MIXED FLAVOURS 50 PACK	1	47.00	
EFT45689	25/11/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - FLOCON SERVICE 20,000K MONDAY 17/10/2022	1		5,131.06
INV 000041907/11/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - FLOCON SERVICE 20,000K MONDAY 17/10/2022	1	1,639.99	
INV 000042115/11/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT PN1502 FROM LION PARK CLACKLINE TO THE CORNER OF MOKINE ROAD AND LEAVER ROAD, MOKINE	1	709.50	
INV 000042115/11/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM GOOCH RD AND DROP OFF AT SURREY RD	1	709.50	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 50 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV000042115/11/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM FOX RD AND DROP OFF AT GOOCH RD	1	709.50	
INV000042122/11/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FN1810 REGO N254 - ISUZU WATER TRUCK SERVICE 5500HRS MONDAY 21/11/2022	1	1,362.57	
EFT45690	25/11/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		485.44
INV DEDUC22/11/2022		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		485.44	
EFT45691	25/11/2022	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2022 - KILLARA / AQUATIC CENTRE / DEPOT / COMMUNITY SERVICES / LIBRARY / ADMIN / DEVELOPMENT SERVICES / BKB	1		3,969.85
INV 184	31/10/2022	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2022 - KILLARA / AQUATIC CENTRE / DEPOT / COMMUNITY SERVICES / LIBRARY / ADMIN / DEVELOPMENT SERVICES / BKB	1	3,969.85	
EFT45692	25/11/2022	COUNTRY COPIERS NORTHAM	PRINTER CARTRIDGES X 3	1		921.80
INV 45263	30/09/2022	COUNTRY COPIERS NORTHAM	2X A1 POSTERS	1	59.90	
INV 45263	30/09/2022	COUNTRY COPIERS NORTHAM	INK CARTRIDGE TN-2350 / A4 SHEET PROTECTORS / A4 LAMINATING POUCHES	1	203.70	
INV 45263	30/09/2022	COUNTRY COPIERS NORTHAM	PRINTER CARTRIDGES X 3	1	426.30	
INV 45263	30/09/2022	COUNTRY COPIERS NORTHAM	1 PCK OF A3 PAPER - \$23.35 1 PCK OF LAMINATING SHEET/POUCHES - \$18.95 1 BOX OF A4 PAPER - \$43.00 1 PCK OF STICKY NOTES - \$7.05 (TOTAL = \$94.35)	1	94.35	
INV 45263	30/09/2022	COUNTRY COPIERS NORTHAM	10 x WHITE OUT / 5 X POSTIT NOTES / 7 X LAMINATING POUCHES / 3 X LARGE SCISSORS / 2 X NOTE BOOKS / 4 X MARKER PENS	1	137.55	
EFT45693	25/11/2022	COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1		187.68
INV ACC00118/11/2022		COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1	187.68	
EFT45694	25/11/2022	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	MAKE UP OVERHEAD KITCHEN CUPBOARDS AND INSTALL CUPBOARDS ABOVE THE KITCHEN / INSTALL WHITEBOARDS AS REQUIRED AT CLACKLINE FIRE STATION AS REQUESTED + TRAVEL	1		1,952.50

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 51 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 134	17/10/2022	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	MAKE UP OVERHEAD KITCHEN CUPBOARDS AND INSTALL CUPBOARDS ABOVE THE KITCHEN / INSTALL WHITEBOARDS AS REQUIRED AT CLACKLINE FIRE STATION AS REQUESTED + TRAVEL	1	1,364.00	
INV 135	17/10/2022	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	INSTALL WHITE BOARDS / CLEAN OUT ALL GUTTERS / FILL UP GAPS BETWEEN WALLS AND PAD IN ENGINE BAY / BOLT DOWN THE RAMPS IN DOORWAYS / SUPPLY AND INSTALL DOOR CLOSER ON THE DOOR FROM ENGINE BAY TO CLEAN AREA	1	588.50	
EFT45695	25/11/2022	CTI SECURITY SERVICES PTY LTD	SECURITY PREVENTATIVE MAINTENANCE, PROVIDE MARKED FLOOR PLANS AND PROVIDE A CONDITION REPORT FOR VARIOUS SITE NOVEMBER 2022	1		637.87
INV CINS31	21/10/2022	CTI SECURITY SERVICES PTY LTD	SECURITY PREVENTATIVE MAINTENANCE, PROVIDE MARKED FLOOR PLANS AND PROVIDE A CONDITION REPORT FOR VARIOUS SITE NOVEMBER 2022	1	637.87	
EFT45696	25/11/2022	DAMIAN'S PLUMBING	BLOCK OFF COPPER PIPE AT NORTHAM DEPOT REDEVELOPMENT SITE	1		238.00
INV MW 18118	11/2022	DAMIAN'S PLUMBING	REFUND OF COURT HIRE ON PUBLIC HOLIDAY 26/9/2022: REC CENTRE CLOSED - UNABLE TO USE COURTS. INVOICE 27427 & INV 27428.	1	73.00	
INV 8382	22/11/2022	DAMIAN'S PLUMBING	BLOCK OFF COPPER PIPE AT NORTHAM DEPOT REDEVELOPMENT SITE	1	165.00	
EFT45697	25/11/2022	DCM CARPENTRY & MAINTENANCE	OLD GIRLS SCHOOL. PRESSURE CLEAN ALL GUTTERS AND ROOF TO GET RID OF BIRD DROPPINGS.	1		924.00
INV 1488	10/11/2022	DCM CARPENTRY & MAINTENANCE	OLD GIRLS SCHOOL. PRESSURE CLEAN ALL GUTTERS AND ROOF TO GET RID OF BIRD DROPPINGS.	1	924.00	
EFT45698	25/11/2022	EASIFLEET	PAYROLL DEDUCTIONS	1		1,853.35
INV DEDUC22	11/2022	EASIFLEET	PAYROLL DEDUCTIONS		1,054.26	
INV DEDUC22	11/2022	EASIFLEET	PAYROLL DEDUCTIONS		799.09	
EFT45699	25/11/2022	ELIZABETH BENNING	PAYMENT FOR THREE PAINTED BAGS	1		116.00
INV 002	17/11/2022	ELIZABETH BENNING	PAYMENT FOR THREE PAINTED BAGS	1	116.00	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 52 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45700	25/11/2022	FIRE AND SAFETY WA	VOLUNTEER PPC/E - BOOTS	1		302.08
INV 39999	12/09/2022	FIRE AND SAFETY WA	VOLUNTEER PPC/E - BOOTS	1	302.08	
EFT45701	25/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	YOUTH PARK TOILETS. INSTALL 2 X HINGE SIDE DOOR CLOSERS ON EACH OF THE 3 DOORS	1		3,399.00
INV 346	27/10/2022	G.S. BEVERIDGE & L.P. NOTTLE	BILYA KOORT BOODJA. EASE FRONT ENTRANCE LOCK, HARD TO UNLOCK.	1	99.00	
INV 347	27/10/2022	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM DEPOT COMMUNITY BUS SHED. REPAIR DOOR AFTER DAMAGE BY BUS AND QUOTE FOR NEW ONE.	1	330.00	
INV 348	27/10/2022	G.S. BEVERIDGE & L.P. NOTTLE	OLD POST OFFICE. REPAIR DOOR UNDER VERANDAH, SECURE POST AND OTHER WORKS AS PER SITE VISIT.	1	385.00	
INV 349	28/10/2022	G.S. BEVERIDGE & L.P. NOTTLE	YOUTH PARK TOILETS. INSTALL 2 X HINGE SIDE DOOR CLOSERS ON EACH OF THE 3 DOORS	1	682.00	
INV 351	03/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	OLD ADMIN. INSTALL DOWN PIPES AND REPAIR CEILING TIMBERS TO FRONT CANOPY.	1	682.00	
INV 350	03/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	OLD TOWN ADMIN. SCRAPE BACK FLAKING PAINT ON ERICKWORK, TREAT AND REPAINT.	1	506.00	
INV 352	09/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE POOL. INSTALL CONDUIT FOR COMPUTER CABLING.	1	99.00	
INV 353	09/11/2022	G.S. BEVERIDGE & L.P. NOTTLE	APEX PARK TOILETS. REMOVE GRAFFITI FROM WALLS/DOORS ETC.	1	616.00	
EFT45702	25/11/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN1807 REGO N.4013 SUPPLY AND FIT 4 REAR TYRES INCLUDING DISPOSAL AS PER QUOTE U524107597	1		4,808.52
INV 641283214/11/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN1706 REGO N.001- SUPPLY AND REPLACE GRADER TYRE INCLUDING DISPOSAL	1	1,455.01	
INV 641283214/11/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN1314 REGO N.002 - SUPPLY AND REPLACE GRADER TYRE INCLUDING DISPOSAL	1	1,455.01	
INV 641283918/11/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN2018 REGO N10938 - SUPPLY AND FIT NEW TYRE	1	271.38	
INV 641284221/11/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	FN1807 REGO N.4013 SUPPLY AND FIT 4 REAR TYRES INCLUDING DISPOSAL AS PER QUOTE U524107597	1	1,627.12	
EFT45703	25/11/2022	GPR TRUCKS SERVICE & REPAIR	PLEASE CONDUCT A LASER WHEEL ALIGNMENT ON TOYOTA COASTER BUS	1		368.50
INV 112512 /04/08/2022		GPR TRUCKS SERVICE & REPAIR	PLEASE CONDUCT A LASER WHEEL ALIGNMENT ON TOYOTA COASTER BUS	1	368.50	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 53 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45704	25/11/2022	GRAFTON ELECTRICS	LESSER HALL. REPAIR ALL LIGHTS FOR ARTS FESTIVAL.	1		560.62
INV 9115	10/11/2022	GRAFTON ELECTRICS	SENIORS MEMORIAL HALL. REPAIR POWER POINTS NEAR STAGE.	1	77.00	
INV 9123	16/11/2022	GRAFTON ELECTRICS	LESSER HALL. REPAIR ALL LIGHTS FOR ARTS FESTIVAL.	1	483.62	
EFT45705	25/11/2022	GRANNY'S GUNS PTY LTD	AMMUNITION	1		105.00
INV INV-17915/11/2022		GRANNY'S GUNS PTY LTD	AMMUNITION	1	105.00	
EFT45706	25/11/2022	GROVE WESLEY DESIGN ART	EMBROIDERY OF 100X BALLOON PATCHES, SETUP & POSTAGE	1		762.50
INV 7270	11/11/2022	GROVE WESLEY DESIGN ART	EMBROIDERY OF 100X BALLOON PATCHES, SETUP & POSTAGE	1	762.50	
EFT45707	25/11/2022	HENDRIK BRAUN	RATES CREDIT REFUND FOR ASSESSMENT A15349	1		634.58
INV A15349	17/11/2022	HENDRIK BRAUN	RATES CREDIT REFUND FOR ASSESSMENT A15349		634.58	
EFT45708	25/11/2022	HERMAN JOHN NEELING	RATES CREDIT REFUND FOR ASSESSMENT A10078	1		796.50
INV A10078	17/11/2022	HERMAN JOHN NEELING	RATES CREDIT REFUND FOR ASSESSMENT A10078		796.50	
EFT45709	25/11/2022	HERSEY'S SAFETY PTY LTD	INSECT REPELLAT, SAFETY GLASSES, EARPLUGS, RIGGERS GLOVES FOR DEPOT	1		557.84
INV 48297	16/11/2022	HERSEY'S SAFETY PTY LTD	INSECT REPELLAT, SAFETY GLASSES, EARPLUGS, RIGGERS GLOVES FOR DEPOT	1	557.84	
EFT45710	25/11/2022	IKOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP & NORTHAM AQUATIC FACILITY 31.10.2022	1		522.75
INV 659087031/10/2022		IKOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP & NORTHAM AQUATIC FACILITY 31.10.2022	1	522.75	
EFT45711	25/11/2022	JASON SIGNMAKERS	BOF-900X1200 - BUILDING OUR FUTURE ROAD SAFETY PROGRAM 900 X 1200 AS PER QUOTE 31859	1		469.65
INV 231454	06/09/2022	JASON SIGNMAKERS	G5-1A STREET NAME - KENNEDY ST 150MM HIGH ALI EXTRUSION- CLASS 400 (CL1) VINYL - PRINT on WHT DOUBLE-SIDED SON SPECS	1	58.29	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 54/10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 233205	17/11/2022	JASON SIGNMAKERS	BOF-900X1200 - BUILDING OUR FUTURE ROAD SAFETY PROGRAM 900 X 1200 AS PER QUOTE 31859	1	411.36	
EFT45712	25/11/2022	JOHN KELVIN HANDLEY	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1593	24/11/2022	JOHN KELVIN HANDLEY	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT45713	25/11/2022	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS FOR OCTOBER/NOVEMBER 2022	1		8,721.16
INV 447557001/11/2022	11/2022	KLEENHEAT GAS	ANNUAL EQUIPMENT SERVICE CHARGE FOR 2022-2023 SEASON	1	1,435.50	
INV220272302/11/2022	11/2022	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS FOR OCTOBER/NOVEMBER 2022	1	5,259.47	
INV220284007/11/2022	11/2022	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS FOR OCTOBER/NOVEMBER 2022	1	2,026.19	
EFT45714	25/11/2022	KOOJEDDA COUNTRY	SUPPLY OF VARIOUS JAMS, SAUCES, CHUTNEY AND PESTO	1		132.00
INV 54	16/11/2022	KOOJEDDA COUNTRY	SUPPLY OF VARIOUS JAMS, SAUCES, CHUTNEY AND PESTO	1	132.00	
EFT45715	25/11/2022	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2022/11	1		405.66
INV 119741401/07/2022	07/2022	LANDGATE	FROM 03/09/2022 TO 30/09/2022 INV 1197414 - RESERVE 3813 - COPY OF CERTIFICATE TITLE	1	57.00	
INV 122041401/10/2022	10/2022	LANDGATE	INV 1205414 - A2383 ASSESSMENT - CROWN SURVEY / COPY OF CERTIFICATE TITLE	1	56.40	
INV 122041401/10/2022	10/2022	LANDGATE	PURCHASE OF ASSOCIATED DOCUMENTS ON TITLE 2749/633 (A11234)	1	28.20	
INV 379336	25/10/2022	LANDGATE	COPY OF TITLE FOR A11581 FOR CLEARING PERMIT - 1206/854	1	192.26	
INV 379396	25/10/2022	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2022/11	1	71.80	
INV 379396	25/10/2022	LANDGATE	FROM 03/09/2022 TO 30/09/2022 RURAL UV'S CHARGEABLE SCHEDULE R2022/11 FROM 17/09/2022 TO 30/09/2022	1		

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 55 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45716	25/11/2022	LFA FIRSTRESPONSE	SURGICAL MASKS, BANDAGES, ALCOHOL WIPES AND GAUZE	1		82.80
INV IN2750315/11/2022		LFA FIRSTRESPONSE	SURGICAL MASKS, BANDAGES, ALCOHOL WIPES AND GAUZE	1	82.80	
EFT45717	25/11/2022	MALINOWSKI HOLDINGS PTY LTD	SHIRE OF NORTHAM RATES 2021/22, LAND TAX 2021/2022, WATER RATES SERVICE CHARGE 01/07/2021-30/06/2022, WATER COMSUMPTION CHARGES 07/05/2021-17/05/2022	1		5,683.63
INV 000006108/11/2022		MALINOWSKI HOLDINGS PTY LTD	SHIRE OF NORTHAM RATES 2021/22, LAND TAX 2021/2022, WATER RATES SERVICE CHARGE 01/07/2021-30/06/2022, WATER COMSUMPTION CHARGES 07/05/2021-17/05/2022	1	5,683.63	
EFT45718	25/11/2022	MENTAL MEDIA PTY LTD	GUIDE ID (PODCATCHER) SUBSCRIPTION SERVICE OCTOBER TO DECEMBER 2022	1		1,938.42
INV 1329	03/10/2022	MENTAL MEDIA PTY LTD	GUIDE ID (PODCATCHER) SUBSCRIPTION SERVICE OCTOBER TO DECEMBER 2022	1	1,938.42	
EFT45719	25/11/2022	MIDALIA STEEL	2 x 3MT GAL STEEL POSTS	1		322.78
INV 639500715/11/2022		MIDALIA STEEL	2 x 3MT GAL STEEL POSTS	1	322.78	
EFT45720	25/11/2022	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - 3 DAYS PER WEEK, 14 WEEKS	1		14,920.40
INV INV -0004/11/2022		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - 3 DAYS PER WEEK, 14 WEEKS	1	14,920.40	
EFT45721	25/11/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPING TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 31/10/2022-06/11/2022	1		7,801.20
INV N 3057 14/11/2022		MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPING TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 31/10/2022-06/11/2022	1	3,900.60	
INV N 3058 14/11/2022		MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPINGOF TOWN CENTER FOOTPATHS & SWEEPING OF GULLY EDUCTION (CLEANING TOWN ROADS) FROM 07/11/2022-13/11/2022	1	3,900.60	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 56 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45722	25/11/2022	MORRIS PEST AND WEED CONTROL	DRILL & TREAT ACTIVE TERMITES LOCATED ON SITE VISIT & DRILL FOR CAMERA INSPECTION TO 5 LOCATIONS AND TREAT AS REQUIRED AS PER QUOTE QU-0713	1		407.00
INV INV-24615/11/2022		MORRIS PEST AND WEED CONTROL	DRILL & TREAT ACTIVE TERMITES LOCATED ON SITE VISIT & DRILL FOR CAMERA INSPECTION TO 5 LOCATIONS AND TREAT AS REQUIRED AS PER QUOTE QU-0713	1	407.00	
EFT45723	25/11/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	FN1901 - N10721 - PLEASE CONDUCT 105,000KM SERVICE	1		623.28
INV 139359	02/11/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	FN1901 - N10721 - PLEASE CONDUCT 105,000KM SERVICE	1	623.28	
EFT45724	25/11/2022	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING - ERICA MORAN, JAN WINSOR, PETA ROUSE, LORNA BLOOMFIELD, KAY BEAZLEY, WAYNE MONGER, JACQUELINE HOLMES, DELWYN DINKER.	1		800.00
INV 7428	20/10/2022	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING - ERICA MORAN, JAN WINSOR, PETA ROUSE, LORNA BLOOMFIELD, KAY BEAZLEY, WAYNE MONGER, JACQUELINE HOLMES, DELWYN DINKER.	1	800.00	
EFT45725	25/11/2022	NORTHAM FEED & HIRE	FLY VEIL & HORSE CUBES	1		69.00
INV 000045314/11/2022		NORTHAM FEED & HIRE	1X P/MIX FOOD	1	22.00	
INV 000045315/11/2022		NORTHAM FEED & HIRE	FLY VEIL & HORSE CUBES	1	47.00	
EFT45726	25/11/2022	ONEIT PTY LTD	SMALL BUSINESS APPLICATION FOR BKB	1		1,439.90
INV I21495	17/10/2022	ONEIT PTY LTD	SMALL BUSINESS APPLICATION FOR BKB	1	1,439.90	
EFT45727	25/11/2022	OXTER SERVICES	GRAVE REOPENING FOR BURIAL DATE 04/10/2022 - FOR BURIAL OF SHIRLEY JEAN HITCHCOCK	1		935.00
INV 26395	30/09/2022	OXTER SERVICES	GRAVE REOPENING FOR BURIAL DATE 04/10/2022 - FOR BURIAL OF SHIRLEY JEAN HITCHCOCK	1	935.00	
EFT45728	25/11/2022	FAT DAVIS	WELCOME TO COUNTRY FOR CITIZENSHIP CEREMONY - 18 NOVEMBER 2022	1		300.00

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 57 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 009	21/11/2022	PAT DAVIS	WELCOME TO COUNTRY FOR CITIZENSHIP CEREMONY - 18 NOVEMBER 2022	1	300.00	
EFT45729	25/11/2022	PAUL PARFITT	WELCOME TO COUNTRY PERFORMED BY PAUL PARFITT 29/10/2022 @ BIL YA KOORT BOODJA	1		300.00
INV 24	29/10/2022	PAUL PARFITT	WELCOME TO COUNTRY PERFORMED BY PAUL PARFITT 29/10/2022 @ BIL YA KOORT BOODJA	1	300.00	
EFT45730	25/11/2022	PROFESSIONAL LOCKSERVICE	WUNDOWIE POOL. SUPPLY AND SEND TO SITE 2 X C02 PADLOCKS.	1		424.82
INV 001081809/11/2022		PROFESSIONAL LOCKSERVICE	WUNDOWIE POOL. SUPPLY AND SEND TO SITE 2 X C02 PADLOCKS.	1	424.82	
EFT45731	25/11/2022	QUIN'S GOURMET BUTCHERS	STANDING ORDER FOR MEAT DELIVERED TO KILLARA 22/23	1		143.38
INV 000006808/11/2022		QUIN'S GOURMET BUTCHERS	STANDING ORDER FOR MEAT DELIVERED TO KILLARA 22/23	1	143.38	
EFT45732	25/11/2022	RED DOT STORES	2 PACK OF ACRYLIC PAINT PENS LARGE 1 PACK OF SMALL ACRYLIC PAINT PENS 2X SMALL TUBES EACH OF THE YELLOW, BLACK, BROWN	1		66.97
INV 615804015/11/2022		RED DOT STORES	2 PACK OF ACRYLIC PAINT PENS LARGE 1 PACK OF SMALL ACRYLIC PAINT PENS 2X SMALL TUBES EACH OF THE YELLOW, BLACK, BROWN	1	66.97	
EFT45733	25/11/2022	SANDRA LORRAINE KARTMAN	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1562	24/11/2022	SANDRA LORRAINE KARTMAN	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT45734	25/11/2022	SCOOP DAWGS	REFUND OF FOOD BUSINESS REGISTRATION FEES DUE TO DISCONTINUED BUSINESS	1		1,293.00
INV 156704	15/11/2022	SCOOP DAWGS	REFUND OF FOOD BUSINESS REGISTRATION FEES DUE TO DISCONTINUED BUSINESS	1	1,293.00	
EFT45735	25/11/2022	SLING LIFT & RIGGING PTY LTD	1.3T LIFTING CLUTCH	1		418.00
INV 001013710/11/2022		SLING LIFT & RIGGING PTY LTD	1.3T LIFTING CLUTCH	1	418.00	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 58 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45736	25/11/2022	SPECIALISED TREE SERVICE	CHANGE OVER OF 16 CHRISTMAS BANNERS IN NORTHAM AND 2 IN AND BAKERS HILL	1		790.00
INV 3979	23/11/2022	SPECIALISED TREE SERVICE	CHANGE OVER OF 16 CHRISTMAS BANNERS IN NORTHAM AND 2 IN AND BAKERS HILL	1	790.00	
EFT45737	25/11/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	1X SERVICING OF DEFIB & FIRST AID KIT	1		162.95
INV FAINV002/11/2022		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	1X SERVICING OF DEFIB & FIRST AID KIT	1	162.95	
EFT45738	25/11/2022	STEPHEN ERNEST DADDOW	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1455	24/11/2022	STEPHEN ERNEST DADDOW	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT45739	25/11/2022	SYNERGY	361669310 RECREATION PRECINCT - 13/10/2022 to 09/11/2022	1		12,648.11
INV357704815/11/2022		SYNERGY	357704840 ROTARY WHEEL - 15/09/2022 to 14/11/2022		117.36	
INV 357704315/11/2022		SYNERGY	357704360 BROOME TCE PUMP - 15/09/2022 to 14/11/2022		127.47	
INV 357704915/11/2022		SYNERGY	357704980 CLARKE ST PUMP - 15/09/2022 to 14/11/2022		890.15	
INV 357547715/11/2022		SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 14/09/2022 to 09/11/2022		131.52	
INV 357702015/11/2022		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 15/09/2022 to 14/11/2022		118.69	
INV 357701815/11/2022		SYNERGY	357701820 BROOME TCE PUMP - 15/09/2022 to 14/11/2022		138.70	
INV 361669316/11/2022		SYNERGY	361669310 RECREATION PRECINCT - 13/10/2022 to 09/11/2022		10,389.40	
INV 357704616/11/2022		SYNERGY	357704600 PERINA PARK - 15/09/2022 to 10/11/2022		109.66	
INV 357703916/11/2022		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 13/10/2022 to 09/11/2022		240.05	
INV 929125217/11/2022		SYNERGY	092912520 GRASS VALLEY OVAL - 16/09/2022 to 11/11/2022		108.39	
INV 941453217/11/2022		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 16/09/2022 to 11/11/2022		276.72	
EFT45740	25/11/2022	TELSTRA CORPORATION	TELSTRA CHARGES - OCTOBER 2022 - ADMIN INTERNET	1		8,145.39

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 59 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 272600810/11/2022		TELSTRA CORPORATION	TELSTRA CHARGES - OCTOBER 2022 - COUNCILLOR PADS / ADMIN / FINANCE / CESM / BUSHFIRES / RANGERS / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / BKB / ENGINEERING / VISITORS CENTRE / REC CENTRE / SES	1	2,839.82	
INV 272600910/11/2022		TELSTRA CORPORATION	TELSTRA CHARGES - OCTOBER 2022 - ADMIN / FINANCE / BKB / ENGINEERING / REC CENTRE / BKB	1	129.98	
INV 225839814/11/2022		TELSTRA CORPORATION	TELSTRA CHARGES - OCTOBER 2022 - ADMIN INTERNET	1	4,260.30	
INV 902607517/11/2022		TELSTRA CORPORATION	TELSTRA CHARGES - OCTOBER 2022 - ADMIN / FINANCE / ADMIN INTERNET / HARVEST BAN / LANDFILL / WUNDOWIE POOL / WUNDOWIE LIBRARY / CREATE 298 / ENGINEERING / LANDFILL INTERNET / REC CENTRE / CESM / BUSHFIRES	1	915.29	
EFT45741	25/11/2022	TENNANT AUSTRALIA	3 X YEARLY SERVICE OF FLOOR SCRUBBERS, T7 MACHINE	1		1,065.90
INV919146510/11/2022		TENNANT AUSTRALIA	3 X YEARLY SERVICE OF FLOOR SCRUBBERS, T1 MACHINE	1	457.60	
INV 919146510/11/2022		TENNANT AUSTRALIA	3 X YEARLY SERVICE OF FLOOR SCRUBBERS, T7 MACHINE	1	608.30	
EFT45742	25/11/2022	TOTAL HOISTS AND CRANES PTY LTD	REPAIRS ONLY TO MONORAIL AT NORTHAM WASTE WATER TREATMENT PLANT AS PER QUOTE NO 22443. FRIDAY 09/09/2022	1		2,332.00
INV INV-10230/09/2022		TOTAL HOISTS AND CRANES PTY LTD	REPAIRS ONLY TO MONORAIL AT NORTHAM WASTE WATER TREATMENT PLANT AS PER QUOTE NO 22443. FRIDAY 09/09/2022	1	2,332.00	
EFT45743	25/11/2022	TPG TELECOM	TPG CHARGES - OCTOBER 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGERS / REC CENTRE / VISITORS CENTRE / IT	1		8,274.46
INV 183772301/11/2022		TPG TELECOM	TPG CHARGES - OCTOBER 2022 - CREATE 298 / SES / BFB	1	705.52	

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 60 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 183804601	11/2022	TPG TELECOM	TPG CHARGES - OCTOBER 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGERS / REC CENTRE / VISITORS CENTRE / IT	1	7,568.94	
EFT45744	25/11/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - OCTOBER 2022	1		50.00
INV 2	10/11/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - OCTOBER 2022	1	50.00	
EFT45745	25/11/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 7/11/2022-20/11/2022	1		1,320.00
INV000043520	11/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 7/11/2022-20/11/2022	1	1,320.00	
EFT45746	25/11/2022	WA LIBRARY SUPPLIES	BOOK PROCESSING, BOOK REPAIR, BOOK DISPLAY	1		1,488.05
INV 001298811	11/2022	WA LIBRARY SUPPLIES	BOOK PROCESSING, BOOK REPAIR, BOOK DISPLAY	1	1,488.05	
EFT45747	25/11/2022	WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2022	1		195.66
INV SN0001	31/10/2022	WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2022	1	150.96	
INV 68955	14/11/2022	WARRICKS NEWSAGENCY	2x A4 2023 DIARY'S FOR KILLARA	1	44.70	
EFT45748	25/11/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 227 INTEREST PAYMENT - NORTHAM YOUTH SPACE	1		40,374.48
INV 219A	24/11/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 219A INTEREST PAYMENT - BOWLING CLUB DEVELOPMENT 2016		12,302.77	
INV 227	24/11/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 227 INTEREST PAYMENT - NORTHAM YOUTH SPACE		28,071.71	
EFT45749	25/11/2022	WESTGROW FARM TREES - B&J WEST T/AS	PLANT ORDER FOR THE 2023 SEASON AS PER SPREADSHEET. 147 TRAYS OF VARYING PRICES. ACACIAS 0.66 EACH, OTHER SPECIES 0.64 EACH. ORDER TO BE DELIVERED TO SHIRE OF NORTHAM DEPOT IN JUNE 2023. ALL TRAYS TO HAVE ONE LABEL IDENTIFYING SPECIES FOR EACH TRAY.	1		6,285.95

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 61 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-00331/10/2022		WESTGROW FARM TREES - B&J WEST T/AS	PLANT ORDER FOR THE 2023 SEASON AS PER SPREADSHEET. 147 TRAYS OF VARYING PRICES. ACACIAS 0.66 EACH, OTHER SPECIES 0.64 EACH. ORDER TO BE DELIVERED TO SHIRE OF NORTHAM DEPOT IN JUNE 2023. ALL TRAYS TO HAVE ONE LABEL IDENTIFYING SPECIES FOR EACH TRAY.	1	6,285.95	
EFT45750	25/11/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1006 - ROLLER AIR CON REPAIRS INCLUDING DIAGNOSIS, PARTS, GAS AND LABOUR AS QUOTED	1		6,055.50
INV INV-13427/04/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE / REPLACE PUMP & PANEL LIGHT ON CLACKLINE LT	1	555.00	
INV INV-13917/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4 - REPLACE / REWIRE DASH LIGHT FOR 4WD	1	475.00	
INV INV-13918/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FSV - DIAGNOSE BATTERY FAULT AND REPLACE AS REQUIRED, TEST CHARGING SYSTEM TO ENSURE IN WORKING ORDER, REPLACE DOOR SPEAKERS	1	910.00	
INV INV-14101/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IRISHTOWN 1.4 - INSPECTION OF VEHICLE / REPLACEMENT BATTERY / REPAIR COMPRESSOR	1	1,426.00	
INV INV-14101/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1006 - ROLLER AIR CON REPAIRS INCLUDING DIAGNOSIS, PARTS, GAS AND LABOUR AS QUOTED	1	2,458.00	
INV INV-14221/11/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1504 - STUMP GRINDER REMOVE OLD BATTERY AND TEST, NEEDS REPLACING. CUT AND REMOVE OLD BATTERY TERMINALS AND CRIMP NEW BATTERY LUGS.	1	231.50	
EFT45751	25/11/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	LONG NOSED PLIERS & RETIC PARTS	1		29.99
INV INV-01121/11/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	LONG NOSED PLIERS & RETIC PARTS	1	29.99	
EFT45752	25/11/2022	ZIPFORM	ARTWORK FOR RATES NOTICE PUBLICATION 2022/2023	1		13,815.74
INV 212324	27/09/2022	ZIPFORM	ARTWORK FOR RATES NOTICE PUBLICATION 2022/2023	1	13,815.74	
DD18544.1	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,467.43
INV SUPER	08/11/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,341.46	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,177.79	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	38.13	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 62/10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	38.13	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	25.00	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	1,400.00	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	102.27	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	156.70	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	69.31	
INV DEDUC	08/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	118.64	
DD18544.2	08/11/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		209.57
INV SUPER	08/11/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	209.57	
DD18544.3	08/11/2022	FLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		555.72
INV SUPER	08/11/2022	FLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	420.18	
INV DEDUC	08/11/2022	FLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	135.54	
DD18544.4	08/11/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		421.65
INV SUPER	08/11/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	421.65	
DD18544.5	08/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		423.45
INV SUPER	08/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	423.45	
DD18544.6	08/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		149.04
INV SUPER	08/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	149.04	
DD18544.7	08/11/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		257.44
INV SUPER	08/11/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	257.44	
DD18544.8	08/11/2022	QSUPER	PAYROLL DEDUCTIONS	1		591.71

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 63 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 08/11/2022		QSUPER	SUPERANNUATION CONTRIBUTIONS	1	433.92	
INV DEDUC08/11/2022		QSUPER	PAYROLL DEDUCTIONS	1	157.79	
DD18544.9	08/11/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1		876.26
INV SUPER 08/11/2022		MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	557.62	
INV DEDUC08/11/2022		MEDIA SUPER	PAYROLL DEDUCTIONS	1	318.64	
DD18548.1	03/11/2022	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOVEMBER 2022	1		573.75
INV NOVEM03/11/2022		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOVEMBER 2022	1	573.75	
DD18563.1	10/11/2022	BANKWEST	JASON WHITEAKER MASTERCARD 24/09/2022 TO 21/10/2022	1		8,534.31
INV B RUTT10/11/2022		BANKWEST	BRENDAN RUTTER MASTERCARD 24/09/2022 TO 21/10/2022	1	3,017.19	
INV S PATT 10/11/2022		BANKWEST	SCOTT PATTERSON MASTERCARD 24/09/2022 TO 21/10/2022	1	1,217.00	
INV JMETC10/11/2022		BANKWEST	JOANNE METCALF MASTERCARD 24/09/2022 TO 21/10/2022	1	1,259.57	
INV C YOU 10/11/2022		BANKWEST	COLIN YOUNG MASTERCARD 24/09/2022 TO 21/10/2022	1	239.67	
INV J WHIT 10/11/2022		BANKWEST	JASON WHITEAKER MASTERCARD 24/09/2022 TO 21/10/2022	1	2,800.88	
DD18593.1	08/11/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		142.27
INV SUPER 17/11/2022		AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	142.27	
DD18600.1	17/11/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		142.27
INV SUPER 18/11/2022		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.27	
DD18622.1	22/11/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,890.42
INV SUPER 22/11/2022		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,856.96	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,191.49	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 64 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	38.34	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	38.34	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	25.00	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	1,400.00	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	104.91	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	47.52	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	69.24	
INV DEDUC22/11/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	118.62	
DD18622.2	22/11/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		210.64
INV SUPER	22/11/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	210.64	
DD18622.3	22/11/2022	FLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		556.08
INV SUPER	22/11/2022	FLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	420.45	
INV DEDUC22/11/2022		FLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	135.63	
DD18622.4	22/11/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		421.65
INV SUPER	22/11/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	421.65	
DD18622.5	22/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		496.46
INV SUPER	22/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	496.46	
DD18622.6	22/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		134.89
INV SUPER	22/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	134.89	
DD18622.7	22/11/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		250.04
INV SUPER	22/11/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	250.04	

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 65 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD18622.8	22/11/2022	QSUPER	PAYROLL DEDUCTIONS	1		591.71
INV SUPER	22/11/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	433.92	
INV DEDUC	22/11/2022	QSUPER	PAYROLL DEDUCTIONS	1	157.79	
DD18622.9	22/11/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1		876.26
INV SUPER	22/11/2022	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	557.62	
INV DEDUC	22/11/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1	318.64	
DD18544.10	08/11/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		891.34
INV SUPER	08/11/2022	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	653.65	
INV DEDUC	08/11/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD18544.11	08/11/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		261.10
INV SUPER	08/11/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	261.10	
DD18544.12	08/11/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		3,881.34
INV SUPER	08/11/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,507.16	
INV DEDUC	08/11/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	374.18	
DD18544.13	08/11/2022	CBUS	SUPERANNUATION CONTRIBUTIONS	1		367.50
INV SUPER	08/11/2022	CBUS	SUPERANNUATION CONTRIBUTIONS	1	367.50	
DD18544.14	08/11/2022	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		197.80
INV SUPER	08/11/2022	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	197.80	
DD18544.15	08/11/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		656.70
INV DEDUC	08/11/2022	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	175.12	
INV SUPER	08/11/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	481.58	
DD18544.16	08/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,515.59

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 66 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC08/11/2022	08/11/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	302.00	
INV SUPER 08/11/2022	08/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,213.59	
DD18544.17	08/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,109.39
INV DEDUC08/11/2022	08/11/2022	UNISUPER	PAYROLL DEDUCTIONS	1	173.17	
INV DEDUC08/11/2022	08/11/2022	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER 08/11/2022	08/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	476.22	
DD18544.18	08/11/2022	HOSPLUS SUPER	PAYROLL DEDUCTIONS	1		573.11
INV SUPER 08/11/2022	08/11/2022	HOSPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	523.11	
INV DEDUC08/11/2022	08/11/2022	HOSPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
DD18544.19	08/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		419.89
INV SUPER 08/11/2022	08/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	419.89	
DD18544.20	08/11/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		227.52
INV SUPER 08/11/2022	08/11/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	227.52	
DD18544.21	08/11/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		559.46
INV SUPER 08/11/2022	08/11/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	559.46	
DD18622.10	22/11/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		891.34
INV SUPER 22/11/2022	22/11/2022	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	653.65	
INV DEDUC22/11/2022	22/11/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD18622.11	22/11/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		261.10
INV SUPER 22/11/2022	22/11/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	261.10	
DD18622.12	22/11/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		3,857.79

Date: 01/12/2022
Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
PAGE: 67 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	22/11/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,483.61	
INV DEDUC	22/11/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	374.18	
DD 18622.13	22/11/2022	CBUS	SUPERANNUATION CONTRIBUTIONS	1		365.08
INV SUPER	22/11/2022	CBUS	SUPERANNUATION CONTRIBUTIONS	1	365.08	
DD 18622.14	22/11/2022	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		273.05
INV SUPER	22/11/2022	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	273.05	
DD 18622.15	22/11/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		656.70
INV DEDUC	22/11/2022	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	175.12	
INV SUPER	22/11/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	481.58	
DD 18622.16	22/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,473.09
INV DEDUC	22/11/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	291.54	
INV SUPER	22/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,181.55	
DD 18622.17	22/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,129.75
INV DEDUC	22/11/2022	UNISUPER	PAYROLL DEDUCTIONS	1	178.60	
INV DEDUC	22/11/2022	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	22/11/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	491.15	
DD 18622.18	22/11/2022	HSTPLUS SUPER	PAYROLL DEDUCTIONS	1		573.11
INV SUPER	22/11/2022	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	523.11	
INV DEDUC	22/11/2022	HSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
DD 18622.19	22/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		450.17
INV SUPER	22/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	450.17	
DD 18622.20	22/11/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		227.51

Ordinary Council Meeting Agenda
21 December 2022



Date: 01/12/2022
 Time: 11:56:11AM

Shire of Northam

USER: Louise Harris
 PAGE: 68 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 22/11/2022	22/11/2022	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	227.51	
DD18622.21	22/11/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		553.47
INV SUPER 22/11/2022	22/11/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	553.47	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,278,918.89
TOTAL		2,278,918.89

Attachment 2 - Payment dates 1st November 2022 – 30th November 2022

- Municipal Fund payment cheque numbers 35537 to 35542 Total \$28,185.68.

Electronic Funds Transfer

- Municipal Fund EFT45349 to EFT45752 Total \$2,153,587.29.
- Direct Debits Total \$97,145.92.

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

Month	Cheques 2022/2023	EFT Payments 2022/2023	Direct Debits 2022/2023	Payroll 2022/2023	Total Payments 2022/2023
July	\$ 35,158.28	\$ 1,922,165.42	\$ 92,241.22	\$ 450,983.16	\$ 2,500,548.08
August	\$ 49,755.57	\$ 1,862,348.43	\$ 96,210.39	\$ 456,701.51	\$ 2,465,015.90
September	\$ 20,008.62	\$ 1,849,919.23	\$ 100,596.70	\$ 719,541.42	\$ 2,690,065.97
October	\$ 27,379.34	\$ 1,879,280.09	\$ 99,709.19	\$ 493,924.90	\$ 2,500,293.52
November	\$ 28,185.68	\$ 2,153,587.29	\$ 97,145.92	\$ 526,791.12	\$ 2,805,710.01
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$ 160,487.49	\$ 9,667,300.46	\$ 485,903.42	\$ 2,647,942.11	\$ 12,961,633.48

The following table presents all payments made for the month from Council credit cards paid by direct debit DD18563.1 - \$8,534.31

Summary Credit Card Payments	\$	Total
CEO		
CROWN METRO PERTH - WALGA STATE CONFERENCE	635.36	
CROWN METRO PERTH - WALGA STATE CONFERENCE	317.68	

WA GOVERNMENT - DMIRS - BUILDERS REGISTRATION - G TESTER	1071.00
CROWN PERTH - WALGA STATE CONFERENCE	554.68
CROWN PERTH - WALGA STATE CONFERENCE	138.16
WANEWSDTI - WA NEWS ONLINE SUBSCRIPTION	84.00
	\$ 2,800.88

Executive Manager of Community Services

VACUUMSPOT - VACUUM BAGS FOR KILLARA	58.83
FACEBOOK - SEPTEMBER TO OCTOBER FACEBOOK CHARGES	531.36
SAFFRON (WA) PTY LTD - COFFEE FOR EVENTS INTERVIEW	12.00
INTERCHECK GLOBAL PTY LTD - ELIZABETH PLOICE CLEARANCE - BKB	49.90
RED DOT STORE - TURN UP IN BLUE PAINT	29.98
POST OFFICE NORTHAM - JAIME WORKING WITH CHILDREN APPLICATION	87.00
LOOSEFOOT SALOON BAR - DINNER FOR COUNCIL AND STAFF AFTER FORUM MEETING	490.50
	\$ 1,259.57

Executive Manager of Corporate Services

AMAYSIM - LIBRARY LIFT PHONE DATA	10.00
ADOBE CREATIVE CLOUD - MONTHLY FEES	213.99
CREDIT CARD FOREIGN TRANSACTION FEE	15.68
	\$ 239.67

Executive Manager of Development Services

\$ -

Executive Manager of Engineering Services

SUBWAY NORTHAM - CATERING - PRE SEASON VOLUNTEER TRAINING	207.00	
LOOSEFOOT TAVERN WUNDOWIE - INCIDENT CATERING DFES INC#592644 SUBWAY - CATERING FOR PRE SEASON VOLUNTEER TRAINING OCCURRENCES	1010.00	
		\$ 1,217.00
Community Emergency Services Manager		
DOME - VOLUNTEER MEETING	12.20	
COLES - CATERING SOUTHERN BROOK	61.25	
BATTERY WORLD MIDLAND - BATTERIES FOR VOLUNTEER PPE	588.00	
COLES - CATERING - CLACKLINE	54.40	
SUBWAY NORTHAM - CATERING - BSA	108.00	
COLES - CATERING - BSA	84.83	
COLES - TRAINING - GRASS VALLEY	84.04	
FRESH TRADING CO OPS - TRAINING - GRASS VALLEY	10.20	
MOBILE NORTHAM - TRAINING - GRASS VALLEY	108.00	
COLES - CATERING - FFS	89.85	
COLES - CATERING - FFS	54.10	
RIVERSIDE (SKIDAW) - CATERING FFS	206.00	
SUBWAY NORTHAM - CATERING MACH SUPERVISION	68.00	
NORTHAM CARWASH - CARWASH FOR POOL CAR - APPROVED BY A/EMDS	20.20	
COMPUTER ALLIANCE - REPLACEMENT PC SCREENS FOR FIRE STATIONS	1408.92	
WOOLWORTHS - CATERING FOR SEVERAL TRAINING OCCURRENCES	59.20	
		\$ 3,017.19
Total Credit Card Expenditure		\$ 8,534.31

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,805,710.01 was submitted to the Ordinary Meeting of Council on Wednesday, 21 December 2022.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,805,710.01 was submitted to each member of the Council on Wednesday, 21 December 2022, 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 30th November 2022

File Reference:	2.1.3.4
Reporting Officer:	Kudzai Matanga, Senior Accountant
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the periods ending 30 November 2022.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 November 2022.

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 November 2022 is included as Attachment 1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Operating Statement by Program
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Rating Information
- Cash Flow Information
- Investment Schedule

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council finance staff prior to the meeting.

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

Operating Revenue

1. Operating grants down by 50% due to CHSP grant timing down by \$ 181,090.76. Of the 1,4million WANDRRA funding only \$ 72,724 has been received to date also a timing issue.
2. Interest earnings are under budget \$51,710 due to the timing of interest being brought to account on Shire investments.

Operating Expenditure

3. Interest expenses are under budget 28% due to timing of interest payment on the Treasury loans.
4. Other expenditure is over budget by \$ 163,188 mainly due to public works overheads that are under budget due to timing.
5. Non-Operating grants are over budget by 81% mainly due to timing and the grant claims for Spencer Brooke Road of \$ 1,130,952 was received in November. We also received \$ 128,500 for Bridges under the Financial assistance grant.

Proposed Budget Review Amendment

6. There was no capital budget for the year 22/23 for Southern brook road however the expenditure on the road construction came through in the Month of August, this will be amended at budget review.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 12: Excellence in organisational performance and customer service.

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

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2022/23 Budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.
Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Policy F.11 – Budget Variation Reporting.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

Following the defects report on the old Bob cat Trailer, quotes have been obtained for a new trailer at \$9,050. The current trailer is defective and quotes to replace came in at \$6,000, hence the decision to replace the trailer at \$ 9,000 rather than repair at \$ 6,000. The new trailer is expected to be purchased with surplus funds within the normal budgeted plant replacement budget, as a consequence Policy F4.11 has been utilised.

RECOMMENDATION

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 November 2022.

RECOMMENDATION

That Council adopts the budget amendments to:

- 1. Update the plant purchase budget and include purchase of a Bob Cat Trailer for \$9,050.**

ABSOLUTE MAJORITY VOTE OF SIX (6) REQUIRED

Attachment 1 - Financial Statement for the period ending 30 November 2022



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

TABLE OF CONTENTS

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



SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2022

	NOTE	2022/23 Budget	Ytd Budget	2022/23 Ytd Actual	Variation Actuals to Budget	Variation Actuals to Budget
OPERATING REVENUE						
Rates		11,360,033	11,325,033	11,318,511	(6,522)	0%
Operating Grants Subsidies and Contributions		6,172,224	3,112,596	1,552,074	(1,560,522)	-50%
Fees and Charges		4,416,789	2,619,081	2,689,553	70,472	3%
Interest Earnings	1	325,000	133,744	82,034	(51,710)	-39%
Other Revenue		1,079,015	362,067	398,147	36,080	10%
TOTAL OPERATING REVENUE		23,353,061	17,552,521	16,040,319	(1,512,202)	-9%
OPERATING EXPENSES						
Employee Costs		(9,681,211)	(4,070,242)	(4,099,876)	(29,634)	1%
Materials and Contracts		(8,702,468)	(3,111,360)	(2,913,559)	197,801	-6%
Utility Charges		(1,167,337)	(438,884)	(397,074)	41,810	-10%
Depreciation of Non Current Assets		(5,080,238)	(2,116,695)	(2,145,989)	(29,294)	1%
Interest Expenses	3	(253,085)	(120,129)	(86,732)	33,397	-28%
Insurance Expenses	2	(556,858)	(551,088)	(555,337)	(4,249)	1%
Other Expenditure	4	(225,549)	(155,584)	(318,772)	(163,188)	105%
TOTAL OPERATING EXPENSE		(25,666,726)	(10,563,982)	(10,517,339)	46,643	0%
Non Operating Grants Subsidies and Contributions	5	5,246,091	1,095,374	1,980,587	885,213	81%
Profit on Asset Disposals		54,645	49,975	0	(49,975)	-100%
Loss on Asset Disposals		(124,463)	(124,463)	0	124,463	-100%
RESULTING FROM OPERATIONS		2,862,608	8,009,425	7,503,567	(505,858)	-6%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		69,818	0	0	0	
Depreciation on Assets		5,080,238	2,116,695	2,145,989	29,294	
Non Operating Items						
Purchase Land and Buildings		(3,185,983)	(122,762)	(318,819)	(196,057)	
Purchase Plant and Equipment		(1,314,956)	(1,199,956)	0	1,199,956	
Purchase Furniture and Equipment		0	0	0	0	
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(7,886,066)	(1,551,227)	(1,481,388)	69,839	
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(259,628)	0	(1,684)	(1,684)	
Purchase Infrastructure Assets - Drainage		(2,032,117)	(225,383)	(4,931)	220,452	
Purchase Infrastructure Assets - Parks & Ovals		(2,218,734)	(20,830)	(66,571)	(45,741)	
Purchase Infrastructure Assets - Airfields		(164,500)	(68,540)	0	68,540	
Purchase Infrastructure Assets - Streetscape		(21,000)	(8,750)	(7,838)	912	
Purchase Infrastructure Assets - Other		(238,150)	0	(126,570)	(126,570)	
Proceeds from Disposal of Assets		379,000	0	0	0	
Repayment of Debentures		(407,957)	0	(182,973)	(182,973)	
Proceeds from New Debentures		2,700,000	0	0	0	
Self-Supporting Loan Principal Income		27,518	0	10,674	10,674	
Transfers to Restricted Assets (Reserves)		(340,054)	0	0	0	
Transfers from Restricted Asset (Reserves)		2,859,420	2,849,512	2,859,420	9,908	
ADD Net Current Assets July 1 B/Fwd		4,090,543	4,090,543	4,090,543	0	
LESS Net Current Assets Year to Date			13,868,727	13,594,180	(274,547)	
Surplus/Deficit		0	0	825,238	825,238	

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



**SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 30 NOVEMBER 2022**

	NOTE				
		22/23	Ytd	22/23	Variences
<u>Operating</u>		Budget	Budget	Ytd Actual	Actuals to
		\$	\$	\$	Budget
					%
Revenues					
Governance		30,070	22,308	22,426	118 0.53%
General Purpose Funding Other		12,712,487	11,983,802	11,958,119	(25,683) (0.21%)
Law, Order, Public Safety		2,132,072	500,977	571,267	70,290 14.03%
Health		61,000	15,335	27,164	11,829 77.14%
Education and Welfare		1,200,818	582,694	444,373	(138,321) (23.74%)
Housing		62,277	25,945	20,942	(5,003) (19.28%)
Community Amenities		3,034,721	2,128,679	2,075,260	(53,419) (2.51%)
Recreation and Culture		1,773,633	190,435	161,709	(28,726) (15.08%)
Transport		6,722,283	2,772,691	2,265,634	(507,057) (18.29%)
Economic Services		740,236	398,264	362,093	(36,172) (9.08%)
Other Property and Services		184,200	76,740	111,921	35,181 45.84%
Total Operating Revenue		28,653,797	18,697,870	18,020,908	(676,962) (3.62%)
Expenses					
Governance		(2,409,672)	(839,711)	(583,541)	256,170 30.51%
General Purpose Funding		(321,096)	(124,830)	(94,111)	30,719 24.61%
Law, Order, Public Safety		(2,481,548)	(1,046,189)	(875,706)	170,483 16.30%
Health		(390,849)	(166,906)	(181,462)	(14,556) (8.72%)
Education and Welfare		(1,371,049)	(603,449)	(544,293)	59,156 9.80%
Housing		(72,696)	(31,033)	(28,250)	2,783 8.97%
Community Amenities		(4,049,132)	(1,486,657)	(1,657,124)	(170,467) (11.47%)
Recreation & Culture		(5,337,630)	(2,192,859)	(2,128,969)	63,890 2.91%
Transport		(6,587,228)	(2,836,448)	(2,686,571)	149,877 5.28%
Economic Services		(2,719,820)	(1,204,477)	(1,234,043)	(29,566) (2.45%)
Other Property and Services		(50,469)	(155,886)	(503,272)	(347,386) (222.85%)
Total Operating Expenses		(25,791,189)	(10,688,445)	(10,517,341)	171,104 1.60%
NET RESULT		2,862,608	8,009,425	7,503,567	-505,858 -2%

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

2. BALANCE SHEET

	22/23 YTD Actual \$	Estimated 21/22 Actual \$
CURRENT ASSETS		
Cash Assets	11,986,192	9,938,795
Receivables	7,149,520	3,120,591
Inventories & Other Assets	0	27,519
TOTAL CURRENT ASSETS	19,135,712	13,086,905
NON-CURRENT ASSETS		
Receivables	608,173	608,173
Inventories	0	0
Land and Buildings	58,485,795	57,470,183
Property, Plant and Equipment	6,333,433	7,447,579
Infrastructure	170,853,273	170,883,012
Financial & Other Assets	282,557	233,411
TOTAL NON-CURRENT ASSETS	236,563,231	236,642,358
TOTAL ASSETS	255,698,943	249,729,263
CURRENT LIABILITIES		
Payables	2,347,442	3,709,448
Interest-bearing Liabilities	197,066	368,947
Provisions	1,312,900	1,312,900
TOTAL CURRENT LIABILITIES	3,857,408	5,391,295
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	5,370,931	5,370,931
Provisions	151,151	151,151
Payables	159,546	159,546
TOTAL NON-CURRENT LIABILITIES	5,681,628	5,681,628
TOTAL LIABILITIES	9,539,036	11,072,923
NET ASSETS	246,159,907	238,656,340
EQUITY		
Retained Surplus	120,060,065	112,254,836
Reserves - Cash Backed	5,567,109	5,868,771
Reserves - Asset Revaluation	120,532,733	120,532,733
TOTAL EQUITY	246,159,907	238,656,340



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

	22/23 Revised Budget \$	22/23 Ytd Actual \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
Admin Building Minor Works	6,500	0
Law, Order & Public Safety		
CESM Vehicle PN1711 Cfwd	75,000	0
CBFO Vehicle	40,000	0
Inkpen Extension Cfwd	140,000	0
New Single Fireshed Wundowie Cfwd	53,510	0
Wundowie Fireshed	443,000	0
Fire Other Infrastructure	54,655	0
Building Animal Control Stock Yards Cfwd	18,000	26,194
Upgrade Stock Pound	38,500	0
Driveway and air conditioner Pound	8,700	0
SES Shed Extension - Bays & Garrison Fencing Cfwd	119,597	60,267
Education & Welfare		
Replacement Vehicles (2 Hyundai's)	67,000	0
Killara Solar Lights	3,800	956
Daycare Building Upgrade	12,500	0
Upgrade Kitchen Memorial Hall cfwd	61,800	64,699
Structural Repairs Memorial Hall cfwd	20,000	0
CCTV upgrade Memorial Hall	15,000	0
Memorial Hall Gutters	1,500	0
Housing		
Restoration Pool House	110,000	0
Community Amenities		
Old Quarry Drainage cfwd	28,400	5,821
Transfer Station Tip Shop cfwd	151,050	120,749
Area Drainage Upgrade/ Renewal	128,669	0
CBD Improvements	14,000	7,838
Community Group RAC Discovering Rail Line	7,000	0
Leach Drain Hoopers Park Toilets	6,500	6,145

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Update LED Lights Clackline Hall		4,500	4,250
Sand and Seal floor Wundowie Hall		13,500	0
Upgrade Grass Valley Hall Kitchen		14,000	3,135
Fence Ceiling repairs Northam Hall		10,800	0
Change Unisex Toilet Locks and Door Vents NAF		4,500	0
Wundowie Pool Bowl Repainting cfwd		10,000	0
Repaint and Remove Rust of Fence NAF		1,500	0
Install Garrison Fencing Northam Rec Centre		18,000	25,754
Install Handrail Entrance Northam Rec Centre		5,000	0
Convert Existing Fire Doors Rec Centre		5,000	0
Bert Hawke Pavilion Including kitchen cfwd		1,500	1,500
Lighting to Ramp Northam rec Centre		1,800	0
External Lights Northam Rec Centre		1,800	0
Repaint Benches Entry Posts Northam Rec Centre		3,500	0
Replace Court Lights LED, Northam Rec Centre		25,000	0
Upgrade CCTV Northam Rec Centre		19,000	0
POS Playground Improvements		0	89
Landscaping/demolition Old Pool site cfwd		459,800	2,240
Improvements Dr Dunlop Park cfwd		27,000	740
Council Plan Action 3.2.7 Infrastructure B/Hill Precinct		30,000	0
Recreation Precinct Upgrades		50,000	12,962
Council Plan Action 3.2.8 Bert Hawke Oval/ Hockey		50,000	0
Ground Improvements		50,000	0
RV Friendly Bakers Hill cfwd		95,000	0
Overnight Caravan Stay Dump point cfwd		13,500	0
Council Plan Action 3.2.11 Henry Street Oval		75,000	0
Improvements		75,000	0
Council Plan Action 3.2.12 Portable Grandstands		80,000	0
Shade Structures Bakers Hill cfwd		50,000	50,540
Council Plan Action 8.3.4 Clackline Playground		40,000	0
Track Enhancements Northam Motor Festival		475,000	0
Northam BMX Redevelopment		223,734	0
Council Plan Action 9.1.8 Electric Charging Stations		220,000	0
(Carpark)		220,000	0
Council Plan Action 9.2.8 Improved Tracks & Trails		50,000	0
Council Plan Action 10.4.3 Overnight RV, Northam		245,000	0
& B/Hill		245,000	0
Wundowie Oval Scheme Water Conversion		34,700	0
Upgrade CCTV Library		13,500	0
Old Girls School, Install Bird Mesh to Eaves		5,100	4,500
AVVVA - Roof Repairs		14,000	7,855
Old Railway Station platform Cfwd		120,000	0
Old Railway Station extra platform lights Cfwd		2,500	0

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2022

3 ACQUISITION OF ASSETS (Continued)	Note	22/23	22/23
		Revised Budget	Ytd Actual
Transport			
Northam Depot Redesign cfwd		1,608,521	106,674
Mudalla Way 0-100		29,150	0
Chidlow Street West SLK 2390-2690		77,110	0
East Street SLK 410-510		27,159	0
Peel Terrace SLK 150-210		26,658	0
Beavis Place SLK 0-90		11,946	1,684
Forrest Street SLK 730-980		62,167	0
Wellington Street SLK 190-270		25,438	0
Drainage - Rural Upgrade		234,448	134
Drainage - Rural Renewal		234,000	0
Drainage AGRN 962		1,300,000	4,796
Jennapullin Road 1.3-2.05		94,000	0
Jennapullin Road 2.58-3.19		222,220	300
Southern Brook Road Slk 19.33-20.36		201,800	0
Jennapullin Road 5.05-6.19		378,276	0
Grass Valley South Road Slk 0-1.1		280,000	0
Dring Street Slk 0.16-0.18		1,400	0
Croke Avenue 0-0.66		67,767	0
Leeder Road Slk 0-1.92		140,800	0
Linley Valley Road Slk 0-0.81		335,500	0
Robinson Road SLK 0.02-0.75		282,000	0
Wellington Street Slk 2.46-2.72		220,000	507
Capitalised Maintenance		37,700	0
Leschenaultia Road 0-350		32,008	30,517
Harvey Road 0-470		62,200	58,249
Beavis Place 0.0-1.03		90,000	0
Forrest Street 0.0-1.03		390,000	0
Southern Brook Road 16330-17300	5	0	179,759
Centrelink Bay		22,250	0
Charles Street 510-1070		3,450	0
Kurringal Road Slk 0-550 cfwd		93,100	85,056
Springfield Road Slk 0-120 cfwd		7,950	0
Henry Street Slk 0 - 190		143,686	1,980
Parker Street Slk 0-0.65		46,000	0
Cox Street Slk 0-0.23		5,524	-10,571
Forward Street Slk 0-0.22		10,600	0
Clarke Street 0-1		132,480	0
Mokine Road 0.0-1.92		209,000	0
Fitzgerald Street 2-2.74		307,400	0
BS Spencers Brook Road SLK 0-23.63		1,413,692	827,228
BS Forrest Street Slk 0.21-1.03		203,640	187,662
BS Mitchell Avenue Slk 0.21-3.4		38,000	250
Grass Valley North Road 9.80-10.52		322,510	0
DFRRA AGRN 962		1,381,637	0
Tamma Road		150,000	105,473
Kerb Renewal		109,238	0
Culvert Renewal		450,238	14,979
N.002 volvo G930 2014 Grader		382,000	0
John Deere Tractor 2015 (N11063)		77,818	0
Traffic Light Bartoo 2 OF 2 1TRA501		14,750	0
Traffic Light Bartoo 2 OF 2 1TRA502		14,750	0
John Deere Z-track Ride on Mower-Z997		42,264	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)		60,000	0
Mitsubishi Triton Single Cab Ute N11469 Manual		34,000	0
Nissan Navara Ute N11164 T/TOP 2015		34,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L		45,000	0
PN0001 Tandem Trailer for Dynapac Roller		6,000	0
Tandem Trailer cfwd		15,250	0
PN1009A 2 Way Pig Trailer		82,690	0
PN1515 Mitsubishi 2 Way Tipper Truck		241,435	0
Variable Message Board - Insurance Claim		24,499	0
Float Trailer		58,500	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Lot Development		14,500	0
New toilet block		150,000	0
Economic Services			
Replace Gutters Old Post Office		16,800	0
Replace External Lights, LED		5,500	3,454
Old Northam Fire Station, Wall Panelling		3,400	0
Old Northam Fire Station Kitchen		5,000	0
Old Northam Fire Station, Drainage and Motar Repairs		30,000	0
Rivers Edge Café, New Canvas and Painting		11,400	3,036
Water Use Study		93,000	0
Water Study Wundowie		17,000	0
Bakers Hill Water Project easement fwd		25,000	0
BKB Building Phase 2 Interpretive incl fire pit		156,000	400
		17,321,134	2,007,802

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,185,983	318,819
Plant and Equipment		1,314,956	0
Furniture and Equipment		0	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		7,886,066	1,481,388
Infrastructure Assets - Footpaths		259,628	1,684
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,032,117	4,931
Infrastructure Assets - Parks & Ovals		2,218,734	66,571
Infrastructure Assets - Airfields		164,500	0
Infrastructure Assets - Streetscape		21,000	7,838
Infrastructure Assets - Other		238,150	126,570
		17,321,134	2,007,802



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2022

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
						0
Law Order & Public Safety						
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Dual Cab Ute CBFBO	10,000	0	12,000	0	2,000	0
Welfare						
Hyundai VF2 I40 2.0 Auto Wagon	15,000	0	12,000	0	(3,000)	0
Transport						
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartoo 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartoo 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-2997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	10,383	0
Instant Weighing Compuload 4000 Digital Scales	3,000	0	3,000	0	0	0
Mitsubishi Triton Single Cab Ute N11469 Manual	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4x4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitai 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
	448,818	0	379,000	0	(69,818)	0

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
Plant & Equipment						
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Dual Cab Ute CBFBO	10,000	0	12,000	0	2,000	0
Hyundai VF2 I40 2.0 Auto Wagon	15,000	0	12,000	0	(3,000)	0
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartoo 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartoo 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-2997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	10,383	0
Instant Weighing Compuload 4000 Digital Scales	3,000	0	3,000	0	0	0
Mitsubishi Triton Single Cab Ute N11469 Manual	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4x4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitai 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
	448,818	0	379,000	0	(69,818)	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
54,645	0
(124,463)	0
(69,818)	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18% 102,413	0	0	21,518	10,674	80,895	91,739	3,877	3,290
Loan 224 - Recreation Facilities	6.48% 666,660	0	0	56,625	27,861	610,035	638,799	46,964	19,867
Loan 227 - Youth Space	2.26% 361,611	0	0	48,242	23,986	313,369	337,625	10,432	4,412
Loan 228 - Swimming Pool	1.88% 4,025,187	0	0	196,233	97,657	3,828,954	3,927,530	102,932	42,907
COVID-19 Response Depot	4.90% 0	1,700,000	0	39,010	0	1,660,990	0	50,436	0
COVID-19 Response Initiative	4.70% 0	1,000,000	0	0	0	1,000,000	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48% 545,449	0	0	46,329	22,795	499,120	522,654	38,424	16,255
	5,701,320	2,700,000	0	407,957	182,973	7,993,363	5,518,347	253,065	86,731

Note: ** indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

	22/23 Budget				Total	22/23 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve		Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Employee Liability Reserve	825,439	18,714	-	(47,278)	796,875	825,439			(47,278)	778,161
Office Equipment Reserve	100,000	2,268	-	-	102,268	100,000				100,000
Plant & Equipment Reserve	119,215	2,702	-	-	121,917	119,215				119,215
Road & Bridgeworks Reserve	200,000	4,534	-	-	204,534	200,000				200,000
Refuse Site Reserve	327,443	7,360	161,000	-	495,803	327,443				327,443
Speedway Reserve	150,579	3,414	-	-	153,993	150,579				150,579
Community Bus Replacement Reserve	100,100	2,269	-	-	102,369	100,100				100,100
Septage Pond Reserve	282,908	6,414	21,794	-	311,116	282,908				282,908
Killara Reserve	444,889	10,086	-	(54,384)	400,591	444,889			(54,384)	390,505
Recreation and Community Facilities Reserve	143,009	3,242	82,260	(200,000)	28,511	143,009				143,009
Council Buildings & Amenities Reserve	278,478	6,313	-	-	284,791	278,478			(200,000)	78,478
Parking Facilities Construction Reserve	100,000	2,267	-	-	102,267	100,000				100,000
Reticulation Scheme Reserve	236,299	5,357	-	-	241,656	236,299				236,299
Revaluation Reserve	2,654	60	-	-	2,714	2,654				2,654
Unspent Grants Reserve	2,557,758	-	-	(2,557,758)	-	2,557,758			(2,557,758)	-
Total Cash Backed Reserves	5,868,771	75,000	265,054	(2,859,420)	3,349,405	5,868,771	-	-	(2,859,420)	3,009,351
Total Interest & Transfers				340,054						

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



SHIRE OF NORTHAM

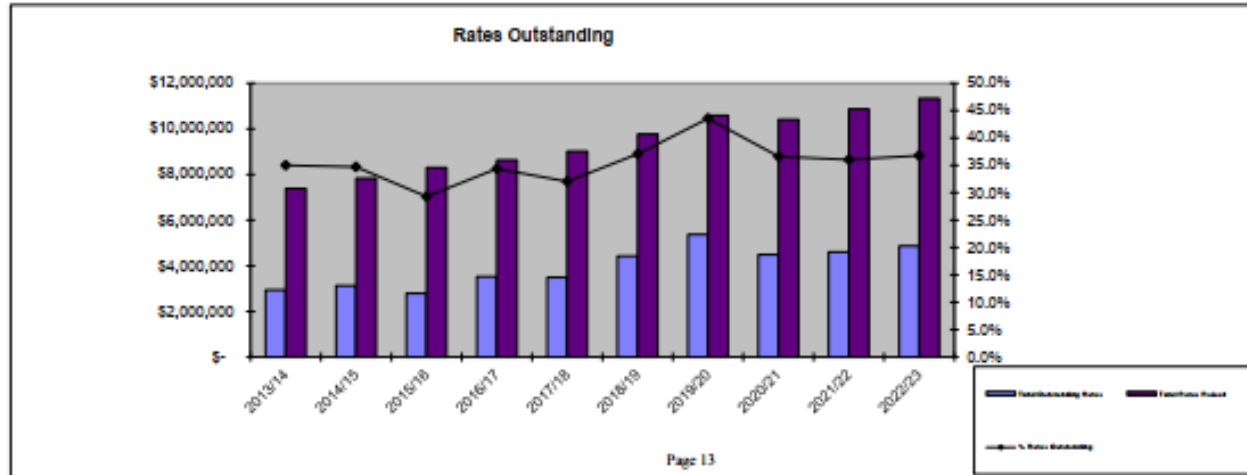
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2022

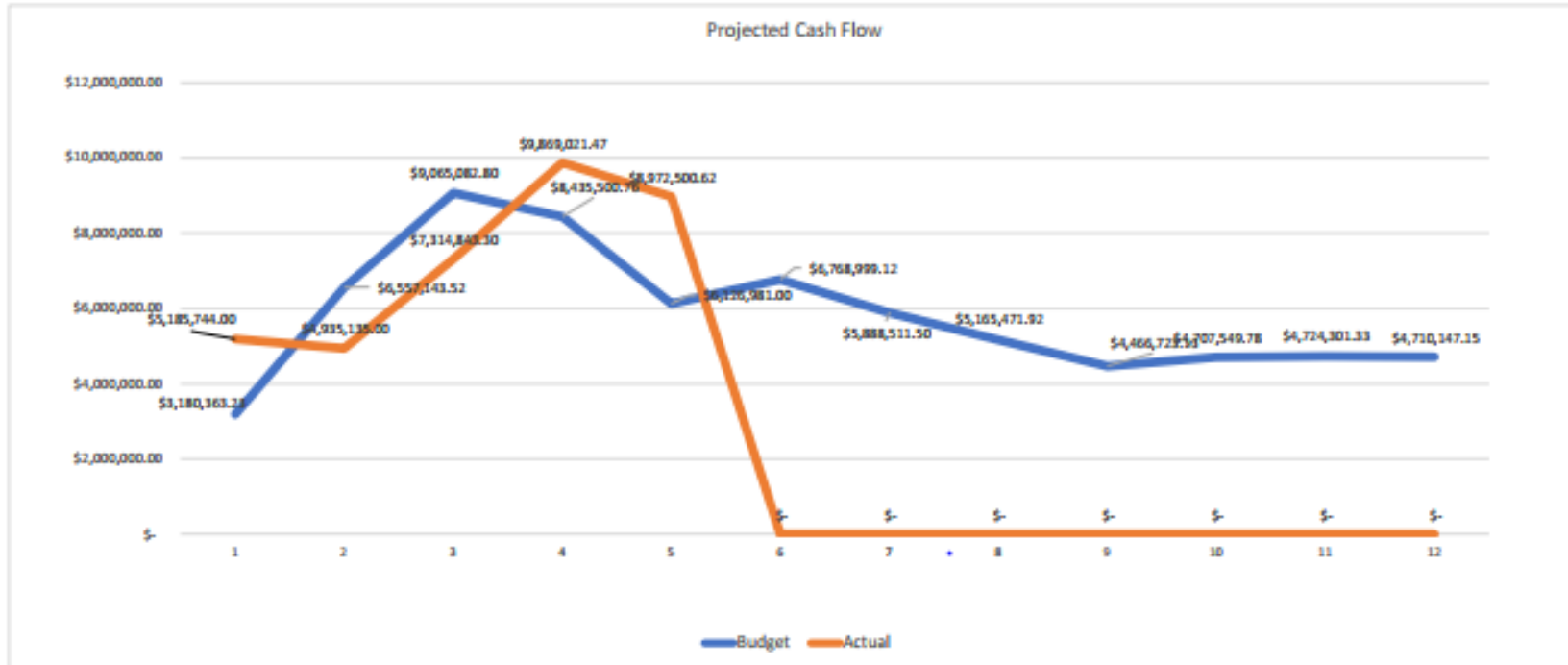
	22/23 Budget	22/23 Ytd Actual	Estimated 21/22 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	8,976,841	4,070,024
Cash - Restricted Reserves	3,349,405	3,009,351	5,868,771
Self Supporting Loan	21,518	16,844	27,519
Receivables	2,778,816	1,418,996	536,337
Rates - Current	0	5,617,565	2,433,612
Pensioners Rates Rebate	0	24,341	0
Provision for Doubtful Debts	0	(111,092)	(111,092)
GST Receivables	0	182,867	261,735
Inventories	1,000	0	0
	<u>6,350,739</u>	<u>19,135,713</u>	<u>13,086,905</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(4,148,209)	(1,277,077)	(1,457,792)
Rates Income in Advance	0	(147,145)	(390,171)
GST Payable	0	(135,845)	(81,725)
Accrued Salaries & Wages	0	0	(143,994)
Accrued Interest on Debentures	0	(44,231)	(60,415)
Accrued Expenditure	0	(40,831)	(40,831)
Bond Liability	0	(702,313)	(722,287)
Payg Payable	0	(2)	0
Loan Liability	(464,582)	(197,066)	(368,947)
Provision for Annual Leave	0	(605,301)	(605,301)
Provision for Long Service Leave	0	(707,599)	(707,599)
Other Payables	0	0	(812,233)
	<u>(4,612,791)</u>	<u>(3,857,409)</u>	<u>(5,391,295)</u>
NET CURRENT ASSET POSITION	1,737,948	15,278,304	7,695,610
Less: Cash - Reserves - Restricted	(3,349,405)	(3,009,351)	(5,868,771)
Current Portion of Lease Liabilities	0	0	11,093
Less: Loans receivable - clubs/institutions	0	0	(27,519)
Add: Current Loan Liability	464,582	197,066	368,947
Add: Leave Liability Reserve	796,875	778,161	826,135
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	13,594,180	3,355,495

**SHIRE OF NORTHAM
 RATING REPORT
 FOR THE PERIOD ENDED 30 NOVEMBER 2022**

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Key Rating Dates										
RATES ISSUED	4/09/2013	14/09/14	14/09/15	19/09/2016	1/09/2017	15/09/2018	4/09/2019	7/09/2020	23/09/2021	2/09/2022
RATES DUE	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022
2nd INSTALMENT DUE	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022
3rd INSTALMENT DUE	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023
4th INSTALMENT DUE	24/04/2014	9/04/2015	25/03/2016	30/03/2017	15/03/2018	21/03/2018	10/04/2020	11/03/2021	31/03/2022	12/04/2023
Outstanding 1st July	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648
Rates Levied	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726
Interest, Ex gratia, interim and back rates less writeoffs	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$61,984
Rates paid by month										
1 July	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363
2 August	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332
3 September	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388
4 October	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258
5 November	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	5,458,963	5,888,927	6,722,888	6,729,376	7,400,663	7,509,968	6,959,135	7,767,105	8,175,233	8,352,730
% Ytd Rates Outstanding	35.0%	34.7%	29.3%	34.4%	32.1%	37.1%	43.8%	38.8%	38.0%	38.8%
Ytd Outstanding	2,941,461	3,129,962	2,786,159	3,526,179	3,492,296	4,425,656	5,371,662	4,486,999	4,603,382	4,864,628



**SHIRE OF NORTHAM
 CASH FLOW REPORT
 FOR THE PERIOD ENDED 30 NOVEMBER 2022**



INVESTMENT REGISTER

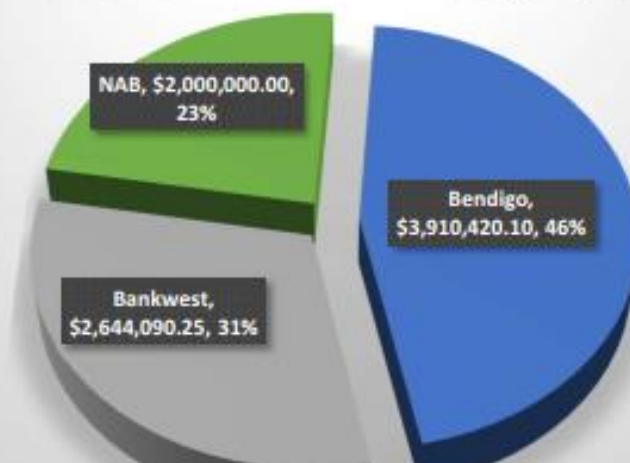
Investor: **SHIRE OF NORTHAM** nning Balance:

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

Current Date: **31/11/2022**

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY
	Start	End			MONTHS
Bendigo- Ref 3834910	29/11/22	29/03/23	\$250,810.84	3.75%	4
Bendigo Ref# 3834916	30/06/22	30/12/22	\$1,000,920.80	3.10%	6
Bendigo- Ref 3834911	30/06/22	30/03/23	\$2,658,688.46	3.45%	9
Bankwest- Ref 412001820-2	17/08/22	17/06/23	\$1,500,000.00	2.50%	10
Bankwest- Ref - 4120000269	16/10/22	16/01/23	\$1,002,822.80	0.10%	3
Bankwest TRUST AROC	14/11/22	14/12/22	\$141,267.45	2.20%	1
NAB	15/11/22	15/12/22	\$1,000,000.00	2.30%	1
NAB	10/10/22	10/05/23	\$1,000,000.00	3.20%	7
Total			\$8,554,510.35		

DISTRIBUTION OF INVESTMENTS 31/11/2022



13.4.3 Department of Transport Licensing Agreement

File Reference:	6.3.3.5
Reporting Officer:	Pierce Lloyd Administration Coordinator
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to consider renewing the Agreement between the Department of Transport and the Shire of Northam for the provision of the Licensing Services for the next five (5) years.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Shire of Northam has provided the community with an over the counter Licensing Service since 1998. On an average day two licensing officers are utilised with relief officers covering lunch breaks and a part-time officer covering RDO's and sick days.

There have been multiple discussions regarding the Licensing Agreement with the Department of Transport in the past, with discussions occurring at Council meetings on 16 October 2019 and 22 January 2020.

On 16 October 2019 the CEO was authorised to commence discussions with the Department of Transport regarding the contract for licensing.

On 22 January 2020 the CEO was authorised to terminate the Licensing Agreement with the Department of transport should they find a suitable tenderer.

As of 1 December 2022 The Department of Transport has been unsuccessful in finding a suitable tenderer and has invited the Shire of Northam to enter into a new Agreement for a further five (5) year term.

The Shire makes an inconsequential profit from the provision of Licensing Services to Northam. The following table shows the income and expenditure for the 2021/2022 financial year:

Licencing Profit and Loss for the 2021/22 Financial Year			
		Revenue	Expenditure
<u>OPERATING EXPENDITURE</u>			
12411002	Salaries		153,256.00
12411102	Staff Costs		26,950.40
Various	Licensing Expenses Other (estimated)		1000
<u>OPERATING REVENUE</u>			
12413033	Agency License Commission	192,790.00	
12413043	Special Series Number Plates	527	
TOTAL		193,317.00	181,206.40

As per the table above a profit of \$12,110.60 is derived from providing the licensing service.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity & Performance

Outcome: Helping to grow the economy and local jobs. Excellence in customer service and positive engagement with the community.

Objective: To provide the community with a positive, customer-focused environment to complete Licensing transactions.

B.2 Financial / Resource Implications

If the agreement is not signed by the Shire, the Licensing services will be removed and the Shire would lose financially.

B.3 Legislative Compliance

S11. Agreements for performance of functions of the Road Traffic (Administration) Act 2008:

- (1) *The CEO may enter into an agreement providing for the CEO's functions under a road law that are described in the agreement to be performed on behalf of the CEO.*
- (2) *The agreement may be with the Commissioner of Police, a local government, or any other person or body, whether or not the person or body has itself functions of a public nature.*

- (3) A function described in the agreement may be performed —
 (a) in accordance with the agreement; and
 (b) on and subject to terms and conditions in the agreement.
- (4) If the performance of a function is dependent upon the opinion, belief, or state of mind of the CEO it may be performed under the agreement upon the opinion, belief, or state of mind of the body or person with whom the agreement is made or another person provided for in the agreement.
- (5A) The CEO may disclose the following information to the body or person with whom the agreement is made if the CEO considers that the information is required for the purposes of performing a function under the agreement —
 (a) driver's licence information;
 (b) permit information;
 (c) vehicle licence information;
 (d) optional plates information;
 (e) demerit points information;
 (f) instructor information.
- (5) For the purposes of this Act or any other written law, an act or thing done by, to, by reference to, or in relation to, a body or person in connection with the performance by that body or person under the agreement of a function of the CEO is as effectual as if it had been done by, to, by reference to or in relation to, the CEO.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Community dismayed at loss of vital service	Almost Certain (5) x Moderate (3) = Medium (15)	The Shire enters into the five year agreement and continue to offer the service
Service Interruption	No service available resulting in members of the community travelling out of town for licensing requirements.	Almost Certain (5) x Moderate (3) = Medium (15)	The Shire enters into the five year agreement and continue to offer the service
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

There are two (2) documents requiring the common seal. One is for the Provision of Licensing Services in the Shire of Northam in Terms of Section 11 of the *Road Traffic (Administration) Act 2008* and the second is for the Provision of Non Road Law Functions in the Shire of Northam.

It is considered in the best interest of the community to keep the licensing facility at the Shire as it creates jobs and provides an invaluable service to the community.

RECOMMENDATION

That Council authorise the Chief Executive Officer to enter into the licensing Services Agreement with the Department of Transport for a five-year term commencing on the 1 January 2023.

13.5 COMMUNITY SERVICES

Nil.

14. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

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

- 14.1 Chief Executive Officer Review Committee Meeting held on 09 November 2022 as the item relates to a matter affecting an employee.
- 14.2 Chief Executive Officer Review Committee Meeting held on 14 December 2022 as the item relates to a matter affecting an employee.

14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 09 NOVEMBER 2022

14.2 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 14 DECEMBER 2022

RECOMMENDATION

That Council move out from behind closed doors.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.1 ALL-ABILITIES PLAYGROUNDS WITHIN THE SHIRE OF NORTHAM

BACKGROUND:

Following a request which was received by Cr Antonio from 2 community members the following motion has been proposed.

The Northam youth space has been identified as the location due to it being the prominent facility in the community and an area which should be promoted as an inclusive facility for people of all ages and abilities

OFFICERS COMMENT:

An all-abilities playground means every piece of equipment is suitable for every person attending. An inclusive playground is slightly different and considers the needs of all children and incorporates play equipment that

addresses those needs, which could be incorporated into an existing playground.

MOTION

That Council investigate the provision of an **inclusive** playground element at the Northam Youth space (corner of Chidlow Street & Peel Terrace) and report a design and cost back to the Council in preparation for the 2023/24 budget.

15.2 EXTENSION OF ROADSIDE RUBBISH COLLECTION TO QUELLINGTON AREA

BACKGROUND:

Following a request which was received by Cr Antonio by a ratepayer in the Quellington area the following motion has been proposed.

OFFICERS COMMENT:

An extension to the collection area would need to be assessed to determine the financial viability. At present an extension is not within the current contract with Avon Waste and would need to be budgeted if determined to be viable. Preliminary discussions with Avon Waste indicate that it would be cost prohibitive due to low economy of scale. An alternative to individual kerbside collection might be to establish centralised drop off areas (e.g. local hall) where residents could bring their bins for collection.

MOTION

That Council investigate the costs and practicality for the extension of the roadside rubbish collection to include areas not currently included in the kerbside waste collection service, specifically the Quellington area, and to report back to Council with options, which may include a centralised collection point.

16. URGENT BUSINESS APPROVED BY DECISION

Nil.

17. DECLARATION OF CLOSURE