



# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**21 September 2022**



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

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## Contents

1.	DECLARATION OF OPENING .....	5
2.	ACKNOWLEDGEMENT TO COUNTRY .....	5
3.	ATTENDANCE.....	5
3.1	APOLOGIES .....	6
9.	APPLICATION FOR LEAVE OF ABSENCE .....	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) ...	9
6.	PUBLIC QUESTION TIME .....	11
6.1	PUBLIC QUESTIONS .....	11
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	12
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	12
8.1	PETITIONS.....	12
8.2	PRESENTATIONS.....	12
8.3	DEPUTATIONS .....	12
10.	CONFIRMATION OF MINUTES .....	12
10.1	ORDINARY COUNCIL MEETING HELD 17 AUGUST 2022 .....	12
10.2	SPECIAL COUNCIL MEETING HELD 24 AUGUST 2022.....	13
10.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 SEPTEMBER 2022 .....	13
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	32
12.	REPORTS OF COMMITTEE MEETINGS.....	32
12.1	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 AUGUST 2022	32
12.2	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 25 AUGUST 2022 .....	64
13.	OFFICER REPORTS .....	203
13.1	CEO'S Office .....	203
13.1.1	Lease of a portion of 139 Fitzgerald Street, Northam - Northam Town Teams Project Rediscovering the 'Old Railway Line' History of Northam .....	203

13.1.2 Lease of Wundowie Hall to Wundowie Progress Association	216
13.1.3 WALGA Annual General Meeting .....	222
13.1.4 Review of Council Plans .....	256
13.1.5 Unbudgeted Expenditure – Supply and Install LED Illuminated Wind Indicator and Windsock at the Northam Airport .....	266
13.2 ENGINEERING SERVICES .....	270
13.2.1 Draft 5-year Path Program .....	270
13.2.2 RFQ 11 of 2022 Spencers Brook Road Spray Seal & Asphalt Works .....	280
13.3 DEVELOPMENT SERVICES .....	284
13.3.1 Proposed Road Names – Lucy Place & Garfield Place ...	284
13.3.2 RFT 02 of 2022 – Fire Mitigation Services (MAF 2021/22) ...	294
13.4 CORPORATE SERVICES .....	297
13.4.1 Accounts & Statements of Accounts – 1 <sup>st</sup> August 2022 – 31 <sup>st</sup> August 2022 .....	297
13.4.2 Financial Statement for the period ending 31 July 2022 and 31 August 2022 .....	365
13.5 COMMUNITY SERVICES .....	398
13.5.1 Draft Northam Trail Master Plan .....	398
14. MATTERS BEHIND CLOSED DOORS .....	464
14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 10 AUGUST 2022 .....	464
15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	465
16. URGENT BUSINESS APPROVED BY DECISION .....	465
17. DECLARATION OF CLOSURE .....	466

## 1. DECLARATION OF OPENING

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  
Councillors

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

### Staff:

Chief Executive Officer  
Executive Manager Engineering Services  
Executive Manager Community Services  
Acting Executive Manager Development  
Services  
Acting Governance Coordinator  
Acting Governance Officer  
Manager Recreation & Youth

J B Whiteaker  
S Patterson  
J Metcalf  
  
J Jurmann  
A C McCall  
T Van Beek  
D Emery

### Gallery:

Public

Sue Morgan (left meeting at 5:59pm)  
Sally Hart  
Peter Weatherly  
Christopher Poulton (left meeting at 5.58pm)  
Bridget Poulton (left meeting at 5.58pm)  
Juana Paynter (left meeting at 5:50pm)  
Sam McManus (left meeting at 5.58pm)

Northam Town Teams

ABC News

### 3.1 APOLOGIES

**Council:**

Deputy Shire President

M P Ryan

P T Curtis (5:30pm to 5:34pm)

**Staff:**

Executive Manager Corporate Services

C Young

The Shire President, Cr C R Antonio brought forward item 9. Application for leave of absence.

### 9. APPLICATION FOR LEAVE OF ABSENCE

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4552

Moved: Cr Mencshelyi

Seconded: Cr Hughes

That Council grant Cr P T Curtis leave of absence from 19 September 2022 to 1 January 2023 (inclusive).

CARRIED 8/0

### 3.2 APPROVED LEAVE OF ABSENCE

Cr P T Curtis was approved leave of absence at 5:34pm.

### 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
Lease of a portion of 139 Fitzgerald St, Northam	13.1.1	Cr M I Girak	Impartiality	The owner of the property 139 Fitzgerald St, Northam and some members of the Northam Town Teams Project are known to Cr Girak.
Lease of Wundowie Hall to Wundowie Progress Association.	13.1.2	Cr D J Galloway	Impartiality	Cr Galloway is the president of the Wundowie Progress Association which is mentioned in the item.
		Cr M I Girak	Impartiality	Fellow Councillor, David Galloway, is the President of the Wundowie Progress Association.
Draft 5-year Path Program.	13.2.1	Cr H J Appleton	Impartiality	Path program includes works on East St, Cr Appleton's primary residence is located on East St.
Proposed Road Names – Lucy Place & Garfield Place.	13.3.1	Cr R W Tinetti	Impartiality	The families related to the proposed names are well known to Cr Tinetti.
		Cr D A Hughes	Impartiality	Cr Hughes has known a member of the Lucy family for many years.
		Cr C R Antonio	Impartiality	The family related to a proposed name is known to Cr Antonio and they have mentioned the request of naming to him.
Supply and Install LED Illuminated	13.1.5	Cr M I Girak	Impartiality	Members of the community using the

Wind Indicator and Windsock at the Northam Airport.				Northam Airport are known to Cr Girak.
		Cr J E G Williams	Impartiality	Cr Williams sister and brother-in-law have a hangar at the Northam Airport.

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

<b>Visitations and Consultations</b>	
18/08/2022	Regional Capitals Alliance Meeting & Strategic Planning - Perth
19/08/2022	Regional Capitals Alliance Meeting & Strategic Planning - Perth
20/08/2022	Northam Lions Club Changeover Night
22/08/2022	Muresk Shearing Shed Opening and first operating day
23/08/2022	Dowerin Field Days Launch - Perth
23/08/2022	Muresk Farm Tour and speech with Harvey Agricultural School Students
24/08/2022	Dowerin Field Days – extends for two days
26/08/2022	Avon-Midland Zone Meeting – Shire of Victoria Plains
29/08/2022	Triple M Fortnightly Radio Interview
29/08/2022	Rural Health Network Sundowner - Northam
31/08/2022	Hockey WA Visit - Northam
01/09/2022	Local Emergency Management Workshop & Exercise - Northam
03/09/2022	Lions Community Markets - Northam
03/09/2022	York Agricultural Show
03/09/2022	Northam Netball Association Grand Final and Presentation
04/09/2022	Father's Day
06/09/2022	Strategic Community Plan Launch – Staff - Northam
07/09/2022	Community Drop-in Session with Elected Members – Grass Valley
08/09/2022	Hockey WA Visit and Filming ahead of Indoor Hockey Tournament- Northam
08/09/2022	Shire of Northam Strategic Plan Launch and Sundowner
10/09/2022	Northam Agricultural Show Official Opening
10/09/2022	Avon Hockey Association Grand Final Presentations - Northam
12/09/2022	Triple M Fortnightly Radio Interview
14/09/2022	NACHA Presentation to Council - Northam
16/09/2022	Citizenship Ceremony - Northam
17/09/2022	Wundowie Iron Festival – Official Opening
17/09/2022	Noongar Lullabies Performance - Northam
20/09/2022	Community Drop-in Session with Elected Members – Bakers Hill
<b>Upcoming Events</b>	
22/09/2022	Northam Liquor Accord Meeting
23/09/2022	Northam Police Station – Police Remembrance Day
27/09/2022	Triple M Fortnightly Radio Interview
28/09/2022	Community Drop-in Session with Elected Members – Wundowie

28/09/2022	Royal Agricultural Society of WA President's Education Dinner - Perth
01/10/2022	Lions Community Markets - Northam
02/10/2022	Mayor's and Presidents Forum - Perth
03/10/2022	WALGA AGM - Perth
04/10/2022	WALGA Annual Conference - Perth
09/10/2022	Hockey WA Indoor Classic - Northam
10/10/2022	Triple M Fortnightly Radio Interview
17/10/2022	Northam Senior High School Year 12 Presentation Evening

### **Operational Matters:**

The Shire is continuing with its messaging of "You've asked – we've responded. This messaging continues to inform ratepayers and the public that we have listened. Not only will the Shire acknowledge and even celebrate what we have already achieved, the messaging will also focus on what we plan to undertake going forward.

The Shire of Northam continues to offer residents Free Mulch. This is available from the Old Quarry Waste Facility site. The Mulch is processed from green waste delivered to the site and enables residents to be rewarded for their recycling efforts.

### **Events Calendar**

Apart from the launch of our Council Plan, there are a number of Ward Review Community Sessions being held right across the Shire. Under State legislation, the Shire is required to review its current Ward system and Councillor representation. The community sessions are being held as it is very important that the views of the wider community are considered.

On top of the National Ballooning Championships in May 2023 and Women's World Ballooning Championships in September, the Shire community members and groups continue to host local exciting events, including The Agricultural Show and the Wundowie Iron Festival. These events also form part of the Council Plan – where the community requested more widely promoted events.

### **Strategic Matters:**

Following to launch of our Council Plan, which incorporates the Community and Corporate Business Plans, the work will continue to implement many objectives, whether short, medium, or long term.

## 6. PUBLIC QUESTION TIME

### 6.1 PUBLIC QUESTIONS

**Name:** Christopher Poulton.

**Summary of Question 1:** Background

The Eastlink proposal originated from a strategy to solve a problem faced by the Mundaring Shire over 30 years ago (Trucks). The section added to the Northam Shire in the 90's was poorly planned and influenced by the Northam Shire council members at the time, as the 2 preferred routes proposed by Main Roads, were rejected by the Shire and coincidentally ran through property owned by members on the Council.

The original bypass for Mundaring finished at El Caballo, before entering our Shire.

There is going to be a significant impact on 3 towns in our Shire as well as the loss of significant assets to our region (which could be avoided).

Question

Do the current Shire Council members support the Eastlink proposal. Please justify its current support of the project.

**Response 1:** The Shire of Northam has been a long-time supporter of the East Link project. This support has been provided in the past due to the perceived community support, the benefits in making the metropolitan area more accessible to community members (potentially saving 10-15 minutes travel time), providing potential economic benefits by making the Shire of Northam more accessible by road to the metropolitan area, improvements to road safety with the proposed new route through a better and more appropriate road alignment, whilst removing the majority of heavy vehicles from the current Great Easter Highway

**Summary of Question 2:** What was each councillor's response in support/against the Eastlink proposal in the previous question and why?

**Summary of Response 2:** Council provides a response as a whole. The public are welcome to approach councillors outside of the meeting to discuss their individual thoughts.

<b>Name:</b>	Bridget Poulton.
<b>Summary of Question 1:</b>	How was the Shire able to receive community support if the community had not been consulted?
<b>Summary of Response 1:</b>	This project has been in the works for a number of years and the community had been consulted a number of times throughout this period.
<b>Summary of Question 2:</b>	Is the Shire comfortable with the lack of accountability in the project and why is there not a third party assessing it?
<b>Summary of Response 2:</b>	The Shire is comfortable with the process that the State Government are going through in regard to this project. Eastlink have offered to meet with Council on numerous occasions and the public are welcome to approach their local member to raise concerns that can be discussed at the next consultation.

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

Nil.

## 8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

Nil.

### 8.2 PRESENTATIONS

Nil.

### 8.3 DEPUTATIONS

Nil.

## 10. CONFIRMATION OF MINUTES

### 10.1 ORDINARY COUNCIL MEETING HELD 17 AUGUST 2022

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4553

Moved: Cr Hughes

**Seconded: Cr Galloway**

**That the minutes of the Ordinary Council meeting held on Wednesday, 17 August 2022 be confirmed as a true and correct record of that meeting.**

**CARRIED 8/0**

#### **10.2 SPECIAL COUNCIL MEETING HELD 24 AUGUST 2022**

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

**Minute No: C.4554**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That the minutes of the Special Council meeting held on Wednesday, 24 August 2022 be confirmed as a true and correct record of that meeting.**

**CARRIED 8/0**

#### **10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 SEPTEMBER 2022**

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

**Minute No: C.4555**

**Moved: Cr Appleton**

**Seconded: Cr Hughes**

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

**CARRIED 8/0**



## **Shire of Northam**

### **Notes**

### **Council Forum Meeting**

**14 September 2022**

### DISCLAIMER

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

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Ordinary Forum Meeting Notes  
14 September 2022



**Preface**

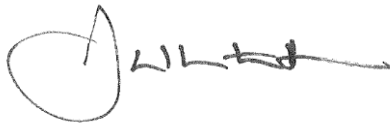
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 16 September 2022.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 21 September 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.....	7
3.3	ABSENT.....	7
4.	DISCLOSURE OF INTERESTS .....	7
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	9
6.	PUBLIC QUESTION TIME .....	9
6.1	PUBLIC QUESTIONS .....	9
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	9
8.1	PETITIONS.....	9
8.2	PRESENTATIONS.....	9
8.3	DEPUTATIONS .....	10
9.	APPLICATION FOR LEAVE OF ABSENCE .....	11
10.	CONFIRMATION OF MINUTES .....	11
10.1	ORDINARY COUNCIL MEETING HELD 17 AUGUST 2022 .....	11
10.2	SPECIAL COUNCIL MEETING HELD 24 AUGUST 2022.....	11
10.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 SEPTEMBER 2022 .....	11
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	12
12.	REPORTS OF COMMITTEE MEETINGS.....	12
12.1	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 AUGUST 2022	12
12.2	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 25 AUGUST 2022 .....	12
13.	OFFICER REPORTS .....	12
13.1	CEO'S Office .....	12
13.1.1	Lease of a portion of 139 Fitzgerald Street, Northam - Northam Town Teams Project Rediscovering the 'Old Railway Line' History of Northam .....	12

Ordinary Forum Meeting Notes  
14 September 2022

13.1.2	Lease of Wundowie Hall to Wundowie Progress Association	12
13.1.3	WALGA Annual General Meeting .....	13
13.1.4	Review of Council Plans .....	13
13.2	ENGINEERING SERVICES .....	14
13.2.1	Draft 5-year Path Program .....	14
13.3	DEVELOPMENT SERVICES .....	14
13.3.1	Proposed Road Names – Lucy Place & Garfield Place .....	15
13.4	CORPORATE SERVICES .....	15
13.4.1	Accounts & Statements of Accounts – 1 <sup>st</sup> August 2022 – 31 <sup>st</sup> August 2022 .....	15
13.4.2	Financial Statement for the period ending 31 July 2022 and 31 August 2022 .....	17
13.5	COMMUNITY SERVICES .....	17
13.5.1	Draft Northam Trail Master Plan .....	17
13.2.2	RFQ 11 of 2022 Spencers Brook Road Spray Seal & Asphalt Works .....	17
13.3.2	RFT 02 of 2022 – Fire Mitigation Services (MAF 2021/22) .....	18
14.	MATTERS BEHIND CLOSED DOORS .....	18
14.1	CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 10 AUGUST 2022 .....	18
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	18
16.	URGENT BUSINESS APPROVED BY DECISION .....	18
17.	DECLARATION OF CLOSURE .....	18

Ordinary Forum Meeting Notes  
14 September 2022



## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 5:31pm.

## 2. ACKNOWLEDGEMENT TO COUNTRY

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

## 3. ATTENDANCE

### Council:

Shire President  
Councillors

C R Antonio  
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 Governance Coordinator  
Acting Governance Officer  
Mgr. Recreation and Youth Services  
Mgr. Community Development & Tourism

J B Whiteaker  
S Patterson  
J Jurmann  
A C McCall  
T Van Beek  
D Emery  
J Hawkins (arrived at 5:35pm  
and left at 5:36pm)

### Gallery:

Northam & Districts Historical Society  
Saint Margarets Homeless Foundation  
Saint Margarets Homeless Foundation

Jeffrey Pollard  
Michael Kiernan  
George Ongarezos

### 3.1 APOLOGIES

Deputy Shire President  
Councillor

Executive Manager Community Services  
Executive Manager Corporate Services

M P Ryan  
M I Girak  
P Curtis  
J Metcalf  
C Young

Ordinary Forum Meeting Notes  
14 September 2022



### 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.

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

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As defined in 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
Lease of Wundowie Hall to Wundowie Progress Association.	13.1.2	Cr D J Galloway	Impartial	Cr Galloway is the president of the Wundowie Progress Association which is mentioned in the item.
Draft 5-year Path Program.	13.2.1	Cr H J Appleton	Impartiality	Path program includes works on East St, Cr Appleton's primary

Ordinary Forum Meeting Notes  
14 September 2022

				residence is located on East St.
Proposed Road Names – Lucy Place & Garfield Place.	13.3.1	Cr R W Tinetti	Impartiality	The families related to the proposed names are well known to Cr Tinetti.
		Cr D A Hughes	Impartiality	Cr Hughes has known a member of the Lucy family for many years.
		Cr C R Antonio	Impartiality	The family related to a proposed name is known to Cr Antonio and they have mentioned the request of naming to him.

Ordinary Forum Meeting Notes  
14 September 2022



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

No queries were raised in relation to this item.

**6. PUBLIC QUESTION TIME**

**6.1 PUBLIC QUESTIONS**

**Name:** Christopher Poulton.

**Summary of Question:** Background  
The Eastlink proposal originated from a strategy to solve a problem faced by the Mundaring Shire over 30 years ago (Trucks). The section added to the Northam Shire in the 90's was poorly planned and influenced by the Northam Shire council members at the time, as the 2 preferred routes proposed by Main Roads, were rejected by the Shire and coincidentally ran through property owned by members on the Council.  
The original bypass for Mundaring finished at El Caballo, before entering our Shire.  
There is going to be a significant impact on 3 towns in our Shire as well as the loss of significant assets to our region (which could be avoided).

Question  
Do the current Shire Council members support the Eastlink proposal. Please justify its current support of the project.

**Response:** Council will form an appropriate response before Ordinary Council Meeting on 21 September 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.

### 8.3 DEPUTATIONS

**Name:** Michael Kiernan.

**Summary of Deputation:** Saint Margarets Homeless Foundation Limited, a registered charity group, wish to purchase land within the Shire of Northam to build and operate a 50 cottage shelter village for homeless women, those who have suffered domestic violence or recently released from prison.

Intake of women will come from Women's Crisis Centres, Community Service Groups and appropriate authorities by way of Referrals and enter into a Residency Agreement before taking residence.

The village will be completely self-contained with its own solar power, sewerage disposal plant and below ground filtered water. It will be privately funded and operated at no cost to the Shire or State Government.

We have met with the Shire's Manager Planning & Environment and outlined our proposal, and we wish to seek from the Shire, subject to compliance to all Shire Regulations and Building Codes, an indication if such a proposal may receive Shire's approval.

The budgeted cost of construction, including land, is \$6.7m with annual operating costs of \$1.15m.

Clarification was sought in relation to:

- Whether Saint Margarets Homeless Foundation Limited have any other similar facilities in Western Australia?  
Mr Michael Kiernan advised that they do not have any other village living facilities currently, but they do have services in Rockingham and Kwinana.
- According to the conceptual plan there will be limited spatial separation between the units, could this be seen as an issue?  
Mr Michael Kiernan advised that they plan to have a 3m separation between the units and don't foresee this to be an issue.
- What will the thermal properties be for the concrete panels used in construction, will there be insulation?  
Mr Michael Kiernan advised that there will be internal insulation between the concrete panel and inside the home.
- According to the presentation Saint Margarets will be installing below ground water services, are they aware that the underground

Ordinary Forum Meeting Notes  
14 September 2022



water in the area has a high salt content and will need further filtering?

Mr Michael Kiernan advised that they were not aware of that at this time. The plan to use underground water supply was in place as a consideration to not impact the existing water supply to Northam.

- There was a mention of a Residency Agreement that patrons of the Village will need to sign, will this be based on the Residential Tenancy Act 1987?

Mr Michael Kiernan advised that he can't answer that at this time but advises that they will be basing it on a similar agreement used by Uniting Care.

- What is the proposed timeframe for this construction?

Mr Michael Kiernan advised that the application process could be up to 3 months and they are looking to start construction within the first half of 2023.

- If the community raises concerns in relation to the proposed location would Saint Margarets consider other sites?

Mr Michael Kiernan advised that Saint Margarets chose Northam for a number of reasons, and they are keen to develop their project within the Northam Shire. The blocks identified in the report ticked all of the boxes that they were looking for but if their plan is rejected, they will look at other options.

- If the blocks in question are zoned appropriately to allow for the proposed development.

The Acting Executive Manager Development Services advised that this will be reviewed during the application stage however may fit within a community purpose which can be permitted on a residential property.

Michael Kiernan and George Ongarezos left the meeting at 6:04pm.

## 9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

## 10. CONFIRMATION OF MINUTES

### 10.1 ORDINARY COUNCIL MEETING HELD 17 AUGUST 2022

Nil.

### 10.2 SPECIAL COUNCIL MEETING HELD 24 AUGUST 2022

Nil.

### 10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 SEPTEMBER 2022

Nil.

Ordinary Forum Meeting Notes  
14 September 2022



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

Nil.

**12. REPORTS OF COMMITTEE MEETINGS**

**12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 AUGUST 2022**

Nil.

**12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 25 AUGUST 2022**

Nil.

**13. OFFICER REPORTS**

**13.1 CEO'S Office**

**13.1.1 Lease of a portion of 139 Fitzgerald Street, Northam - Northam Town Teams Project Rediscovers the 'Old Railway Line' History of Northam**

Clarification was sought in relation to:

- The exact location mentioned in the proposed lease.  
The Acting Governance Coordinator clarified the location being behind the Max Employment building.
- The timeframe noted in the report was 2 years. If the proposed seating area does not go ahead, will it break the lease?  
The Acting Governance Coordinator advised that the 2 year time frame was given to provide the opportunity to allow the project to go on. If it was not completed Council could terminate or not renew the lease.
- Who will the area be leased to?  
The Acting Governance Coordinator advised that the Shire will be leasing the area from the landowner.

*Cr D J Galloway declared an "Impartiality" interest in item 13.1.2 – Lease of Wundowie Hall to Wundowie Progress Association as Cr Galloway is the president of the Wundowie Progress Association which is mentioned in the item.*

**13.1.2 Lease of Wundowie Hall to Wundowie Progress Association**

Clarification was sought in relation to:

Ordinary Forum Meeting Notes  
14 September 2022



- If the motion is carried who will receive the payment associated with hiring out the hall?  
The Acting Governance Officer advised that the payments would be received by the lessee.
- In the report there is a comment regarding Memorial Hall/RSL Hall being treated differently to other halls, why is this?  
The Chief Executive Officer advised that the Northam Memorial Hall is overseen by the Northam Memorial Hall Board of Management. This group is made up of representatives, including the Shire of Northam and users of the hall. The Deed covers the management and maintenance of the hall as the responsibility of the board.
- What is the timeline before this is put forward for community consultation?  
The Acting Governance Coordinator advised that the timeline would be 1 to 2 week before getting the information out. The Chief Executive Officer advised that these results would likely be presented to the November Council meeting.

### 13.1.3 WALGA Annual General Meeting

Clarification was sought in relation to:

- How many of the councillors/staff will be attending the Local Government Week convention next month?  
Cr Antonio, Cr Williams, Cr Mencshelyi, Cr Girak and the Chief Executive Officer indicated they will be attending.
- Why was there no item in the report regarding the fire brigades?  
The Chief Executive Officer advised that the item was not raised during the by any local governments as a matter for discussion/debate at the WALGA AGM. It was noted that this was raised at the recent Avon Midland Zone meeting.

### 13.1.4 Review of Council Plans

Clarification was sought in relation to:

- Whether something be raised with the audit committee at any time with respect to the OSH Plan?  
The Chief Executive Officer advised that an audit is conducted every 2 or 3 years and the report is then provided through the audit committee.
- Should the Minson Avenue Design Guidelines be archived as a lot of work is still required?  
The Acting Executive Manager Development Services advised that the guidelines were completed over 10 years ago, so questions have been raised over relevance and need. It was noted that the guideline would still be used as a reference document and can still be used once archived. Note: The Chief Executive Officer has

Ordinary Forum Meeting Notes  
14 September 2022



identified this item as needing further review before archiving if the guideline will still be used.

- Confirmation of the recommendation for Emergency Response Plan – Sewerage Treatment Plant as it was left blank.  
The Chief Executive Officer advised that the recommendation will be Review & Retain.

### 13.2 ENGINEERING SERVICES

*Cr H J Appleton declared an "Impartiality" interest in item 13.2.1 – Draft 5-year Path Program as the Path program includes works on East Street and Cr Appleton's primary residence is located on East Street.*

#### 13.2.1 Draft 5-year Path Program

Clarification was sought in relation to:

- If the plan was Northam specific or if it would spread out to the other localities i.e. Grass Valley, Bakers Hill etc.?  
The Executive Manager Engineering Services advised that the items listed have been determined from existing plans and priorities and based on condition need assessments.
- Why the footpaths need to be wider than before?  
The Executive Manager Engineering Services advised that some footpaths are only approx. 1m wide and will be extended to 2m wide as the existing footpaths are not in line with current standards.
- What is the legal minimum requirement for the width of the footpaths?  
The Executive Manager Engineering Services advised that there are no legal requirements but there are standards and guidelines to follow in relations to bikes and wheelchairs using the paths.

### 13.3 DEVELOPMENT SERVICES

*Cr R W Tinetti declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as the families related to the proposed names are well known to Cr Tinetti.*

*Cr D A Hughes declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as Cr Hughes has known a member of the Lucy family for many years.*

*Cr C R Antonio declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as the family related to a proposed name is known to Cr Antonio and they have mentioned the request of naming to him.*

### 13.3.1 Proposed Road Names – Lucy Place & Garfield Place

Clarification was sought in relation to:

- A list of proposed road names was previously considered by Council, how do these new names effect the existing ones?  
Acting Executive Manager Development Services advised that the Geographical Names Committee previously had an approved list of road names that could be used however that list is no longer kept. Now proposed names must be run through a testing database to identify if the names are appropriate for use. It was noted that the Shire could develop their own list of approved names, but this process would not save anytime compared to the current process.
- How were Leake Street, Leake Road and Louisa Circle identified as similar road names to Lucy Place?  
The Acting Executive Manager Development Services advised that it may have something to do with the algorithm used in the testing database.

### 13.4 CORPORATE SERVICES

#### 13.4.1 Accounts & Statements of Accounts – 1<sup>st</sup> August 2022 – 31<sup>st</sup> August 2022

Clarification sought and answered in below table.

Ordinary Forum Meeting Notes  
14 September 2022

13.4.1 Accounts and Statements Queries					
Reference	Page #	Question	Query By	Answer	Answered By
35522	292	P292 ref 35522 Western Power, cut trees at 88 Kimberley Rd, \$838.55 – is this a Shire owned property	Cr Williams	Yes, Clackline Post Office	Kristy Hopkins
EFT44488	298	The Workwear Group, uniforms, \$722.62 – why are invoices from Jan/Feb only being paid now	Cr Williams	Invoices were not sent directly to creditors; unpaid invoices picked up from checking statements	Kristy Hopkins
INV1430	308	DCM Carpentry and Maintenance, repair hole in wall in Mens' toilets after Railways Football Club event, \$445.50 – was this done during the event and are the football club being billed	Cr Williams	Yes damage done during event, a debtors invoice was raised 27229 and paid	David Emery/Megan Worthington
EFT44568	311	Shire of Toodyay, various expenses for ARDC, 20250.00 – is this ARDC's contribution or Northam's? Also P342, EFT44766	Cr Williams	Funds paid from the AROC trust account to Shire of Toodyay for the AROC Secretariat payment, engagement of AROC EO as per Nov 2021 AROC minutes for engagement and laptop and mobile for the AROC EO	Kristy Hopkins
EFT44578	313	Astro Synthetic Turf, long jump repairs, \$1485.00 – reimbursed by whoever uses it	Cr Williams	Damage was due to vandalism, Shire to cover cost	Keith Boase
EFT44638	322	Stanlee WA, paella pan, \$615.60 – to purchase? Will it be sold or retained if so	Cr Williams	The pan was purchased for the Community cook up at the Bilya festival – we created a stand so that it fits perfectly over the firepit and is an investment in our events equipment as we plan to use it for future events to cook bacon and eggs at community breakfasts/ Avon descent for example, or roo stew for NAIDOC week. The paella was a huge success – so we are likely to do that again also. We may also hire it out to people booking BKB for their own events	Jo Metcalf
EFT44649	324	P324 EFT44649 WNRN, corella research and report \$11999.90 – AROC bill or Son? Also P346, EFT44779	Cr Williams	Funds paid from AROC trust	Kristy Hopkins
EFT44692	331	P331 EFT44692 DCM Carpentry and Maintenance, stainless steel wire rope etc for River Festival, \$9185.00 – for the umbrella display? How much did this display cost the Shire all up please? And how long was it up for? And what has happened to it	Cr Williams	Umbrella's, structure and installation came to \$16,558 excl GST. The structure (poles & wire) is a permanent strategic investment in our events infrastructure that will be used into the future. The umbrellas are stored for the next event/on-going CBD activation. The umbrellas were highly successful in attracting people to Northam and engaging people via social media. Due to the storms that followed the Bilya Festival the umbrella's had to be taken down after just a few days.	Jo Metcalf
EFT44709	334	Moray and Agnew, professional costs employment investigation Whitting, \$2420.00 – what is this please	Cr Williams	Professional advice sought in relation to investigation conducted by the Shire on behalf of the CCC	Ev Jones

#### **13.4.2 Financial Statement for the period ending 31 July 2022 and 31 August 2022**

Report to be provided next week and questions to be emailed in.

### **13.5 COMMUNITY SERVICES**

#### **13.5.1 Draft Northam Trail Master Plan**

Clarification sought in relation to:

- Whether the proposed projects align with the Shires current community plans?  
Manager Recreation and Youth Services advised that there is a priority list of projects, and they are asking that Council consider the 3 projects listed in this report, others will be looked at in coming years. The Chief Executive Officer noted that there are provisional amounts listed in the budget and long-term financial plan in relation to this. Manager Recreation and Youth Services also advised that some projects have dropped in priority due to not linking with the Shires Strategic Plan.
- Will there be a public consultation held?  
Manager Recreation and Youth Services advised that the consultation has already occurred, and the draft plan had been sent out to a number of key people in the community. A consultation was also held with Aboriginal Elders and Nyoongar Advisory Groups.

The following agenda items were late items discussed which were provided to council separate to the Forum Agenda.

#### **13.2.2 RFQ 11 of 2022 Spencers Brook Road Spray Seal & Asphalt Works**

Clarification was sought in relation to:

- Was the final projected cost only \$5000 over the predicted budget for this project?  
The Executive Manager Engineering Services confirmed that this is correct but there may be some additional minor costs that are incurred.
- Why would there be variations prior to the tender/contract has being awarded?  
The Executive Manager Engineering Services advised that while estimations are provided prior to awarding the tender any changes made during the project may lead to additional charges. The Chief Executive Officer advised that this will not automatically be approved and justification would need to be provided and assessed by Officers.

Ordinary Forum Meeting Notes  
**14 September 2022**



- How many times has a variation increase occurred prior to a contract being awarded?  
The Executive Manager Engineering Services advised that it is only a very low percentage.

**13.3.2 RFT 02 of 2022 – Fire Mitigation Services (MAF 2021/22)**

Clarification was sought in relation to:

- There is only one successful tender, were they the only ones to apply?  
The Acting Executive Manager Engineering Services advised that 3 tender were received but 2 were only for a small portion of the required work.
- Is the cost of the tender covered by the Mitigation Activity Fund Grant and does it cover any variations?  
The Acting Executive Manager Development Services confirmed this is correct.

**14. MATTERS BEHIND CLOSED DOORS**

As there were no questions to be raised regarding 14.1 Chief Executive Officer Review Committee Meeting held on 10 August 2022, Council did not go behind closed doors.

**14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 10 AUGUST 2022**

Nil.

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

Nil.

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio, declared the meeting closed at 6:41 pm.

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

Nil.

**12. REPORTS OF COMMITTEE MEETINGS**

**12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 16 AUGUST 2022**

**Receipt of Minutes:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4556**

**Moved: Cr Williams**

**That Council receive the minutes from the Community Safety Committee meeting held on 16 August 2022.**

**CARRIED 8/0**

**Adoption of Recommendations:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4557**

**Moved: Cr Williams**

**That Council:**

- 1. Accepts the update of the Community Safety and Crime Prevention Plan provided.**
- 2. Accepts that membership of the Community Safety Committee remains as currently endorsed in the Terms of Reference 2021 – 2023 (as seen at Attachment 2) and Shire Officers review who the meeting invitations are being sent to and continue to invite the Department of Communities, Child Protection, Senior WAPOL and the Housing Authority as non-voting ex-officio members**
- 3. Accepts the following working groups of the Shire of Northam Community Safety Committee to work on the 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**

**CARRIED 8/0**



## **Shire of Northam**

### **Minutes**

### **Community Safety Committee**

**16 August 2022**

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## 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 .....	5
5.1	COMMITTEE MEETING HELD 31 MAY 2022 .....	5
6.	COMMITTEE REPORTS.....	5
6.1	COMMUNITY SAFETY & CRIME PREVENTION UPDATE .....	5
6.2	MEMBERSHIP ON THE COMMITTEE.....	12
6.3	COMMUNITY SAFETY COMMITTEE WORKING GROUP MEMBERSHIP... .....	20
6.4	AGENCY UPDATES .....	25
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .....	29
8.	DATE OF NEXT MEETING.....	29
9.	DECLARATION OF CLOSURE .....	29

## 1. DECLARATION OF OPENING

The Presiding Member Cr Julie Williams declared the meeting open at 11.13am.

## 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  
Northam Police Station  
Wundowie Police Station  
DLGSC

Department of Education  
Northam Youth Wellbeing Plan  
Northam Roadwise Committee  
LDAG  
Community Representative  
Avon Community Services

Cr Julie Williams  
SGT Shane Gray  
SGT Sarah Clarke  
Samantha  
Cornthwaite  
Sharon Bray  
Jo-Anne Woodruff  
Cliff Simpson  
Rose Power  
Elizabeth Hoek  
Jodie-Leanne Jarvis

### Committee Ex-Officio Members:

Chief Executive Officer  
Executive Manager Community Services  
Community Development Officer  
Senior Ranger  
Department of Communities –  
Child Protection & Family Support  
Department of Communities –  
Housing Authority

Jason Whiteaker  
Jo Metcalf  
Jaime Hawkins  
Kellee Walters

Clare Stephens

Christine Frank

### Guests:

WA Country Health Service – Wheatbelt  
Wheatbelt District Police Office  
Youth Policing  
Youth Policing  
Northam Police Station

Danielle Mactaggart  
SSGT Kym Mead  
SCON Holly Cusak  
SCON Shayne Price  
Cam Johnson

### 3.1 APOLOGIES

Department of Communities –  
Housing Authority

Damian Cunnane

WA Police Force Wheatbelt District

WA Police Force Wheatbelt District

WA Country Health

Nyoongar Cultural Advisory Representative

Northam PCYC

Child Protection & Family Support

Department of Communities –

Community Representative

Bridgeley Church of Christ

Supt. Robert

Scantlebury

Insp. Tony Vuleta

Shani Toki

Donna Moody

Jane Atterby

Rachel Collins

Ulo Rumjantsev

Kym Edwards

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Councillor

Northam Chamber of Commerce

Cr Attila Mencshelyi

Melanie Jones

## 4. DISCLOSURE OF INTERESTS

Nil

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD 31 MAY 2022

#### COMMITTEE DECISION

Minute No. 091

Moved: Jo Woodruff

Seconded: Jodie-Leanne Jarvis

That the minutes of the Shire of Northam Community Safety Committee meeting held Thursday, 31 May 2022 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

## 6. COMMITTEE REPORTS

### 6.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

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

#### BRIEF

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

#### ATTACHMENTS

Attachment 1	2021/22 Shire of Northam Crime Statistics (source WA Police)
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#### 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

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

The Shire of Northam Annual budget is yet to be finalised for Community Safety Plan initiatives.

### B.3 Legislative Compliance

Nil.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

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

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

##### 2021/2022 Shire of Northam Crime Statistics

- Presented in Attachment 1 are the crime statistics for the 2021/22 financial year. The figures have been collated through the WA Police website statistics.
- Our overall crime rates remain relatively low, peaking slightly after the very low year experienced in 2020/21.
- Of concern are assaults and threatening behaviours are increasing, particularly in families.
- Monthly crime figures usually provided by WALGA are not available.

An update to be provided by Police representatives present at Item 6.4.

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

##### CCTV UPDATE

As the Committee has previously been informed the Shire of Northam have been working with WA Police Force – Wheatbelt District Office and CCTV security consultants to complete an audit on our CCTV infrastructure and a needs analysis to map out the current situation with the infrastructure to ascertain where the gaps in infrastructure are, and to plan a solution.

CCD Alliance are due to have the Needs Analysis completed by 19 August 2022. The identified need will then be prioritised and staged into achievable projects. Priorities will be reported to the Community Safety Committee at the next meeting.

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

- Objective 3.1, Action 3 – Continued monthly Community Safety Corner articles appearing in the Northam Advertiser. Topics covered in the articles this quarter are: introduction to the committee and the column; online safety for kids; and home security.
- The Northam Advertiser have agreed to do a full article on E-Scooter safety as discussed at the previous meeting.
- Action 2 - Planning set to commence for an annual community safety & crime prevention forum. Input is requested from the committee to set the date, format, venue, potential MC/facilitator etc.
- Objective 3.2, Action 1 – Home security featured in the community safety corner article. The home security checklist has been updated and just

awaiting some graphic design and will then be uploaded on to our website.

- Objective 3.4, Action 2 – At the previous meeting the issue of hooning on O'Driscoll Rd in Bakers Hill was raised. Wheatbelt Traffic Police conducted an action on O'Driscoll Road following our request and there was found to be no issues. They were to follow up by placing a speed camera there.
- 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.

#### Focus Area 4: Antisocial Behaviour

- Objective 4.1, Action 2 – Youth at Risk Working Group established. To be further discussed in Item 6.3
- Action 3 – updated the Keeping Kids in School package and delivered to relevant retail outlets in Northam along with Youth Policing Office, Shayne Price. Most businesses were on board with the program and were pleased to be able to discuss the issues they have with school aged children and obtain advice on how to deal with them.
- Action 5 – July school holiday program delivered, including skateboarding clinic at the youth precinct, NAIDOC Week community event and activities.
- Objective 4.2, Action 1 – Planning under way for Turn Up in Blue Day in Northam, being led by Jo Drayton from Holyoake. The event is to be held on Thursday 13 October 2022, 10am – 2pm.

#### **COMMITTEE DECISION**

**Minute No. 092**

**Moved: Elizabeth Hoek**

**Seconded: Sharon Bray**

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

**CARRIED 10/0**

## **DISCUSSION**

The Committee discussed planning a community safety forum, as per Objective 3.1 of the Community Safety & Crime Prevention Plan. Cliff Simpson spoke of a successful larger scale community safety event held in York that was funded by the RAC and organised by the York Police Officer in Charge. He suggested a larger event such as that be investigated. Ms Christine Frank suggested the Northam Recreation Centre as a venue and that insurance companies may come on board and larger corporations.

Jo Woodruff suggested a small educational forum this year and the Committee look towards holding a larger community safety event biennially. Elizabeth Hoek suggested the forum include workshops and guest speakers.

Speed limits and hooning was discussed on O'Driscoll Road Bakers Hill. Cliff Simpson advised that the Shire of Northam has put down traffic counters on O'Driscoll Road and this will provide data on number of vehicles, their speed and time of day.

Radio advertising was discussed, with Police requesting the adverts focus on reminding people to lock up, as much of the crime in Northam is opportunistic. If you see something, say something was suggested as a tag line.

Sam Cornthwaite informed the Committee that DLGSC are working with PCYC and the Shire to deliver Teen Heal over the September and January school holidays.

Jo Woodruff updated the committee on the Turn Up In Blue Day planning. This years event is a whole of community event and they have received a lot of interest from stakeholders/agencies wanting to have a stall at the event. Jo Metcalf asked if the Committee should try to hold the community safety forum on the same evening as this event as all the stakeholders will be present in town. As the event finishes at 2pm it was determined that this was unlikely to work as stall holders will be too busy.

Attachment 1: Financial Year to Date Shire of Northam Crime Statistics  
(source WA Police Force)

Type of Offence	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Homicide	0	1	2	0	0	1
Sexual Offences	27	32	32	123	41	30
Assault (Family)	166	136	122	167	166	215
Assault (Non-family)	90	123	102	99	105	140
Threatening Behaviour (Family)	15	22	23	39	28	46
Threatening behaviour (Non-family)	43	43	27	36	29	47
Deprivation of Liberty	3	5	1	3	1	2
Robbery	7	4	3	1	2	4
Dwelling Burglary	244	85	115	95	66	63
Non-dwelling Burglary	73	55	49	56	25	25
Stealing of Motor Vehicle	25	19	35	14	18	20
Stealing	411	358	331	283	236	293
Property Damage	383	304	238	242	211	200
Arson	19	8	5	12	7	10
Drug Offences	323	257	225	180	192	206
Graffiti	28	7	22	17	4	14
Fraud & Related Offences	176	55	62	64	71	38
Breach of Violence Restraining Orders	159	60	111	117	74	65
<b>Total Offences</b>	<b>2022</b>	<b>1573</b>	<b>1520</b>	<b>1548</b>	<b>1276</b>	<b>1419</b>



## 6.2 MEMBERSHIP ON THE COMMITTEE

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

### BRIEF

To ensure the Community Safety & Crime Prevention Committee consists of the most appropriate representatives from government, non-government, and the local community with the strategic expertise in relation to community safety and perceptions of safety.

### ATTACHMENTS

Attachment 2: Current Terms of Reference Community Safety Committee 2021 - 2023

### A. BACKGROUND / DETAILS

At the meeting held 31 May 2022, Cr Attila Mencshelyi raised the issue of representation on the Committee. Cr Mencshelyi requested that more government departments, such as the Department of Communities, Education and Senior Police such as the Superintendent or Inspector attend the meetings. It was determined that Shire Officers would conduct another review of the Committee Terms of Reference and report back to the Committee at this meeting.

Invitations to this meeting have been sent to the Superintendent of the Wheatbelt District Police and the Inspector, Department of Communities Child Protection & Family Support and Housing Authority, and the WA Country Health Service - Vulnerable Families.

### 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

The Shire of Northam Annual budget is yet to be finalised 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	Selected initiatives run over the available budget.	Possible (3) x Insignificant (1) = Low (3)	Obtain quotes and follow Shire of Northam purchasing guidelines prior to committing to project.
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	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

Voting membership on the Committee was reduced during the previous review of the terms of reference to assist with achieving a quorum. Department of Communities Child Protection & Family Support, and the Housing Authority, Department of Justice, Department of Health (Health Promotion), and Avon Community Services were removed as voting members, due to non-attendance at meetings.

Since that review the new plan has been endorsed with some new focuses that may require additional membership to provide the necessary guidance. The Community Safety Committee is an official Committee of Council, providing strategic direction to Council on all matters of community safety. For the functioning of the committee, it is important that the right people who can provide this strategic direction are invited to the committee meetings. Working groups of the committee are also to be established to implement the actions of the plan (to be discussed at Item 6.3). It is proposed that the members of the working groups will be those with the hands-on local knowledge and experience of the situation being addressed.

Shire Officers have had meetings with Child Protection and Family Support, and the Housing Authority, who have both indicated they can commit to attending quarterly meetings. The Superintendent and Inspector of the WA Police Force Wheatbelt District have been informed of why their presence at the meeting has been requested. Department of Health continue to be invited to meetings as an ex-officio committee member and declined to attend due to conflicting commitments. Avon Community Services (ACS) have also continued to be invited as ex-officio members and have recently started re-attending meetings. A connection has not been established with the Department of Justice.

It is important to note that membership on the committee is appointed to an organisation, not an individual (with the exception of the community representatives). It is therefore important that the meeting invitations are being sent to the most appropriate representative of the organisation and they may delegate or send a proxy when necessary.

Options for membership of the committee:

1. Membership remains as currently endorsed in the Terms of Reference 2021 – 2023 (at Attachment 2) and Shire Officers review who the meeting invitations are being sent to and continue to invite the Department of Communities, Child Protection and the Housing Authority as non-voting ex-officio members.  
Northam PCYC currently attend as a representative of a local youth service provider, meaning either PCYC or ACS can vote at meetings, but not both.
2. Revise the voting membership on the Terms of Reference, with the view to include:
  - Department of Communities – Child Protection & Family Support
  - Department of Communities – Housing Authority
  - Senior representative of the WA Police Force Wheatbelt District Office, i.e. Superintendent or Inspector. This in addition to representation from the Northam and Wundowie Police Stations.
  - Northam PCYC and ACS as separate members by organisation, not local youth services.
  - WA Country Health Service

Consider removing Northam Chamber of Commerce as a voting member due to non-attendance.

If these organisations are accepted as voting members of the committee it is important to ensure that they understand the importance of committing to have a representative attend all committee meetings wherever possible to ensure our meeting quorum is reached.

**RECOMMENDATION**

For discussion purposes.

**COMMITTEE DECISION**

Minute No. 093

Moved: Rose Power

Seconded: Elizabeth Hoek

That Council accepts that membership of the Community Safety Committee remains as currently endorsed in the Terms of Reference 2021 – 2023 (as seen at Attachment 2) and Shire Officers review who the meeting invitations are being sent to and continue to invite the Department of Communities, Child Protection, Senior WAPOL and the Housing Authority as non-voting ex-officio members.

**CARRIED 10/0**

**DISCUSSION**

Jo Metcalf delivered a message from the Police Superintendent and Inspector that they would like to attend meetings as Ex-Officio members.

Elizabeth Hoek said that a core committee group is needed and that it makes no difference whether other representatives attend as no-voting ex-officio members, as they are still able to join in discussions and put forward valuable information.

Jo Woodruff suggested the Committee look at the priority areas of the plan and determine who should be on the committee from there.

Attachment 2: Community Safety Committee Terms of Reference 2021 – 2023

Community Safety Committee Terms of Reference 2021 to 2023

**TERMS OF REFERENCE**

**SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE**

**1. Objectives of the Shire of Northam Community Safety Committee**

The objective of the Shire of Northam Community Safety Committee (hereto referred to as the Committee) is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

**2. Powers of the Shire of Northam Community Safety 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 Chief Executive Officer 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 terms 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 Chief Executive Officer.

**3. Membership**

The Committee shall consist of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety. The Committee membership may include the following:

- Two (2) Elected Members;
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;
- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- One (1) representative of the Youth Wellbeing Plan;
- One (1) representative of the local youth services
- One (1) representative of the Nyoongar Cultural Advisory Committee
- Up to two (2) community representatives.

All members have full voting rights.

COMMS-TR-01 Community Safety Committee Terms of Reference 2021 - 2023\_V3

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*Community Safety Committee Terms of Reference 2021 to 2023*

**4. Standing Ex-Officio Members**

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Community Development Officer
- One (1) representative of Holyoake
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Department of Communities - Housing;
- One (1) representative of the Department of Communities - Child Protection and Family Support
- One (1) representative of the Department of Justice;
- One (1) representative of Bridgeley Church of Christ
- Ranger Services
- Department of Main Roads (by invitation)
- Department Fire and Emergency Services (by invitation)

**5. Meetings**

The committee shall meet at least quarterly, with additional meetings convened at the discretion of the presiding member.

**6. Reporting**

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

**7. Duties and Responsibilities**

The Committee will:

- Develop, review and oversee the implementation of the Shire of Northam Community Safety and Crime Prevention Plan;
- Integrate and align with the Northam Youth Wellbeing Plan;
- Develop effective partnerships with local State Government agencies through local service agreements to support the coordination and integration of community safety and crime prevention activities within the Shire of Northam;
- Identify and coordinate funding opportunities to address priority issues that have been identified in the Community Safety and Crime Prevention Plan and the Northam Youth Wellbeing Plan;

**8. Working Parties**

Working parties may be established at the edict of this Committee to address specific issues in relation to community safety and appoint people with the necessary knowledge and skills to contribute to those working parties.

All auxiliary working parties shall report back to the Community Safety Committee on progress and outcomes with any recommendations.

**9. Tenure of Membership**

*Community Safety Committee Terms of Reference 2021 to 2023*

Shall be in accordance with the Local Government Act, section 5.11, ie, until the next scheduled local government ordinary elections.

**10. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

A Shire of Northam employee will fulfil the role of non-voting minute taker.

**10.3 Quorum**

The quorum at any meeting shall be at least 50% of the number of offices of the committee.

**10.4 Voting**

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

**10.5 Minutes**

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

**10.6 Who Acts If No Presiding Member**

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

**10.7 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 Committee pursuant to Section 5.24 of the Local Government Act.

**10.8 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.

**10.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.

### 6.3 COMMUNITY SAFETY COMMITTEE WORKING GROUP MEMBERSHIP

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

#### BRIEF

To identify potential working groups to initiate actions of the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026.

#### 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 31 May 2022, it was determined that Shire Officers would prioritise the actions of the plan and make suggestions for the establishment of working groups, identifying key stakeholders to be approached for each group.

#### 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

The Shire of Northam Annual budget is yet to be finalised for Community Safety Plan initiatives.

## B.3 Legislative Compliance

Nil.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

There has been ongoing engagement and consultation with stakeholders of the Community Safety 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 Community Safety & Crime Prevention Plan 2022 – 2026 is an outcome-based plan that includes objectives and actions to address actual and perceived crime within the Shire. To achieve the objectives of the plan it is proposed to establish working groups or connect with existing groups to implement targeted initiatives. The following working groups have been identified based on the priority objectives identified by Shire Officers. Further Committee input is sought to determine the appropriate people to be on these committees.

##### Youth At Risk Working Group

Objective 4.1: Support youth engagement to reduce crime and anti-social behaviour

A youth at risk group has been recently established through discussions between Aboriginal Elders and Officers of the Northam Police Station. Terms of Reference for this group are being developed. Approximately 4 meetings have been held to date involving Aboriginal Elders and up and coming leaders of the Ballardong community, WA Police Force, Department of Justice, Northam PCYC, Headspace, Department of Education and Shire of Northam. This group is already researching and planning initiatives to engage youth at risk, such as on country cultural experiences, camps, and drop-in youth spaces.

It is proposed that we continue to connect with this group as our working group to address objective 4.1 of the plan. Other stakeholder identified that could participate in this working group include Avon Community Services, Bridgeley

and Avonvale Youth Groups, Youth Wellbeing Plan representative, Department of Communities Child Protection & Family Support.

### **Road Safety**

Objective 3.4: Improve road safety on Shire of Northam Roads

The Wheatbelt Road Safety Alliance group is another recently established group comprising of representatives from Roadwise, WA Police Force Wheatbelt District Office and Traffic Police, Main Roads, Road Safety Commission, and the Shire of Northam. They are looking at communications and key messaging such as roadworks, harvest time and black spots.

It is proposed that this group become our working group focusing on road safety.

### **Community Wellbeing/Alcohol and Other Drug Support**

Objective 4.2: Improve community wellbeing

This objective includes actions to support alcohol and other drugs prevention and harm minimisation, to raise mental health awareness and to support the Northam Liquor Accord. The Liquor Accord is an established group that can be tapped into as a working group for this committee, however it has a narrow focus, and another group is needed with a broader focus on mental health and alcohol and other drug support.

Input is sought from the Committee as to whether there is an existing group that we can connect with, or whether one should be established and who should be invited to participate. Potential stakeholders include Holyoake, Local Drug Action Group, Wheatbelt Mental Health, Headspace, Department of Health and Fresh Start.

### **Family & Domestic Violence**

There is not a specific action in the plan addressing family and domestic violence although it does fall within the focus area of anti-social behaviour and the family support around the youth at risk objective. This has been identified as a potential working group by Shire Officers given that the statistics show a worrying increase in family and domestic violence.

Opinion is sought as to whether this should be a working group of the committee and if there is an existing group that we can connect with. Stakeholders would include Share & Care, WA Police Force, Department of Communities.

#### **RECOMMENDATION**

**That Council accepts the following working groups of the Shire of Northam Community Safety Committee to work on the priority actions of the Community Safety & Crime Prevention Plan 2022 – 2026:**

- Youth at Risk Working Group
- Wheatbelt Road Safety Alliance
- Community Wellbeing/Alcohol & Other Drug Support
- Family & Domestic Violence

**That Council accepts the following working groups of the Shire of Northam Community Safety Committee to work on the 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

Cliff Simpson suggested that the Northam Roadwise Committee be the working group for road safety, not the Wheatbelt Road Safety Alliance as the Alliance has a higher-level regional focus. Jo Metcalf spoke for the Wheatbelt Road Safety Alliance, as a better placed strategic group with all the key stakeholders involved. Simpson agreed to the proposed recommendation.

It was the Committees view that the Community Youth Wellbeing Plan meeting group, be the working group for community wellbeing and alcohol & other drug support, as all the suggested stakeholders are already involved in the Youth Wellbeing Plan Group. This plan is currently in review and may not have a youth focus following the review.

It was the Committees view that the Family & Domestic Violence Working Party from the Human Services Managers Meeting already exists and another group should not be created.

#### **DISCUSSION**

SCON Shayne Price spoke of the Northam Youth at Risk Working Group that has been established due to a perceived increase in youth offending. The group has been looking at funding and diversionary options for young people,

including on country experiences, reconnecting with Elders and culture and instilling a sense of pride in young people.

Jo Metcalf informed that Committee that youth diversionary programs are a high priority of the new Council Plan that is soon to be launched to the community.

Jo Woodruff informed the Committee that Holyoake may be able to provide a representative on the working group as they have been awarded a youth wellbeing officer through a contract with the Mental Health Commission.

Jo Woodruff spoke of the Youth Wellbeing Plan being up for renewal. It will be up to that committee whether the plan retain its youth focus or could be changed to an all of community focus. The objectives for the plan are determined by the community through the community perceptions survey. It is a 2 year plan funded by the Mental Health Commission. The Commission have indicated they may extend it to become a 3-4 year plan.

#### **MEETING PAUSED FOR BREAK 12:25PM – 12:40PM**

SCON Shayne Price and SCON Holy Cusack left the meeting at 12:37pm.

#### **6.4 AGENCY UPDATES**

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

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**

Nil.

### **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

Refer to Risk Matrix [here](#).

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

## C. OFFICER'S COMMENT

N/A

## DISCUSSION

Jaime Hawkins discussed holding a community safety stall at the upcoming Northam Agricultural Show. Cliff Simpson and Rose Power said that Roadwise have been invited to do a display so the Shire can join them to promote community safety. SSGT Kym Mead said that the Police will bring their truck to join this display. Jaime is to liaise with Cliff and Rose in regard to stall bookings.

SGT Sarah Clarke said the Police also have a display at the Wundowie Iron Festival that the Community Safety Committee can join.

Update from the Northam Police Station – SSGT Shane Gray.

In the month of July there were 100 offences. 500 jobs and each job averages 6.5 hours.

Domestic violence is on the rise, this can be attributed to that they are encouraging people to report it. Despite the increase reporting rate, the actual sanction rate is poor.

There were several break ins in June. Juveniles were arrested for these and one adult.

Police are promoting homeowners with security cameras to register with Cam Map.

Update from the Wundowie Police Station – SGT Sarah Clarke  
Crime statistics have been stable in Wundowie, currently down around 20% from last year.

Security cameras have recently been installed at the Wundowie Primary School and footage was used to identify 3 offenders linked to smashing windows at the school.

Trail bikes are currently the biggest hindrance. The riders have been getting quite brazen doing wheelies past cars and throwing up rocks. Police have been unable to identify them through the CCTV footage.

There have been no burglaries in 6 months.

Elizabeth Hoek informed the committee that there is a new Principal at Avonvale, Leah Vogler. The Avonvale P&C are looking to hold a united school disco with all primary schools coming together. Have approached Blue Light Disco.

Department of Communities – Child Support & Family Support update from Clare Stephens.

Child Support have had a Wheatbelt District realignment. This has resulted in 20 additional kids coming into their care. They are currently doing a foster care drive through the local paper. Child Protect are working with the Housing Authority and have committed to prioritising housing for kids leaving care so they don't become homeless.

Department of Communities – Housing Authority update by Christine Frank.

The Housing Authority have responsibility for young people up to the age of 25. They have been working with Child Protection to give kids leaving care information and support working with a social worker. They have found it is very difficult for a young person to feel comfortable if they were not born and raised here, so they are collaborating to connect them with local services.

Cliff Simpson updated the Committee on the outcomes of the Roadwise meeting.

Footpath upgrades outside Northam Primary School have been included in the Shire budget.

They will be running a harvest campaign in collaboration with CBH focusing on Children on country roads.

Investigating a 30km speed limit in school zones due to 30km/hour increasing the probability of survival in a car v. pedestrian crash.

Road safety improvements include the Forrest St black spot and crash barriers on Mitchell Ave.

September is rural road safety month.

**Clare Stephens and Christine Frank left the meeting at 1.15pm.**

Samantha Cornthwaite informed the Committee of the Teen Heal program that they will be running with PCYC in Terms 4 and 1, and September and January school holidays.

For the Department of Education attendance is the priority focus area and trying to raise attendance back to pre-covid levels.

**Jo-Anne Woodruff left the meeting at 1.19pm.**

Rose Power provided an update from LDAG. They received funding, which was used to support the Northam Liquor Accord to provide a community bus for the Bilya Festival, and Roadwise radio and newspaper ads. Education Department have released new vaping resources. Mandatory reporting of vaping in schools.

Jo Metcalf said there has been great feedback from the Bilya Festival regarding the Police Presence. Acacia Prison Reparations are looking to make hot meals to deliver to the homeless once a month. Prisoners will also be involved in packing the backpacks and providing back to school supplies for those in need through the back to school event.

Danielle Mactaggart spoke about her role at the WA Country Health Service working with vulnerable families. When a child at risk who is being seen to by another agency and they present to ED an alert is raised to inform the hospital that someone else holds more information on this child or family. It is resulting in better communication. Her role also helps families connect to services.

## **7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

## **8. DATE OF NEXT MEETING**

11am Tuesday 15 November 2022. Venue to be advised.

## **9. DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr Julie Williams declared the meeting closed at 1.31pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 16 August 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

UNCONFIRMED

## 12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 25 AUGUST 2022

### Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4558

Moved: Cr Antonio

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 25 August 2022.

CARRIED 8/0

### Adoption of Recommendations:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4559

Moved: Cr Antonio

That Council:

1. Receives the Financial Management review as presented by the Chief Executive Officer, undertaken by Macri Partners Chartered Accountants
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
4. The Chief Executive Officer investigating Section 9 part 2 being amended to remove the maximum percentage investment rate for each credit rating category;
5. The Chief Executive Officer including an investment report in all future monthly financial reports.
6. Receive the 2021/22 Interim Audit Findings.
7. Receive the update as provided in the monthly Compliance Calendar Report.
8. Receives the July 2022 Shire of Northam Risk Register update.
9. Receives the update as provided in Attachment 1.
10. Receive the minutes from the Occupation Safety & Health Committee meeting held on 06 July 2022.

CARRIED 8/0



## **Shire of Northam**

### **Minutes**

### **Audit & Risk Management**

### **Committee Meeting**

**25 August 2022**

Audit & Risk Management Committee Meeting Minutes  
25 August 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.

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Audit & Risk Management Committee Meeting Minutes  
25 August 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 2 JUNE 2022.....	5
6.	COMMITTEE REPORTS.....	6
6.1	FINANCIAL MANAGEMENT REVIEW - 2022 .....	6
6.2	REVIEW OF INVESTMENT POLICY .....	41
6.3	INTERIM AUDIT REPORT .....	48
6.4	MONTHLY COMPLIANCE REPORT .....	54
6.5	RISK REGISTER .....	70
6.6	PROGRESS TOWARDS THE ICT STRATEGY PLAN .....	105
6.7	OCCUPATION HEALTH & SAFETY COMMITTEE MINUTES .....	112
7.	URGENT BUSINESS APPROVED BY DECISION .....	138
8.	DATE OF NEXT MEETING.....	138
9.	DECLARATION OF CLOSURE .....	138

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



## 1. DECLARATION OF OPENING

Shire President, Cr C R Antonio declared the meeting open at 5:04pm.

## 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 Shire President  
Councillors

Cr C R Antonio  
Cr M P Ryan  
Cr H Appleton

### Staff:

Chief Executive Officer  
Executive Manager Corporate Services  
Acting Governance Coordinator  
Acting Governance Officer

J B Whiteaker  
C Young  
A McCall  
T Van Beek

### 3.1 APOLOGIES

Councillor

Cr A J Mencshelyi

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nil.

## 4. DISCLOSURE OF INTERESTS

Nil.

*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.*

Audit & Risk Management Committee Meeting Minutes  
25 August 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.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 2 JUNE 2022

#### RECOMMENDATION/COUNCIL DECISION

Minute No: AU.223

Moved: Cr Ryan

Seconded: Cr Appleton

That the minutes of the Audit & Risk Management Committee meeting held on 2 June 2022 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



## 6. COMMITTEE REPORTS

### 6.1 FINANCIAL MANAGEMENT REVIEW - 2022

<b>File Reference:</b>	
<b>Reporting Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Officer Declaration of Interest:</b>	N/a
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	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 Chartered Accountants. The review was conducted for the period 1 July 2021 to 30 April 2022.

#### ATTACHMENTS

Attachment 1: Report on review of appropriateness and effectiveness of the financial management systems and procedures.

#### 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 financial management review, undertaken by Macri Partners is provided as an attachment to this officer report. The review provided outlines the scope and approach applied by Macri Partners, an overview of findings as well as detailed findings and recommendations.

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



- Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.
- Outcome 6.4: the Elected members of the Shire of Northam provide accountable, strong and effective community leadership.
- Objective: Develop clear policy settings to guide our organisation and community.

**B.2 Financial / Resource Implications**

N/A

**B.3 Legislative Compliance**

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	Possible (3) X High (4) = High (12)	Enter requirement to undertake review on organisational risk register

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



	Regulation requirements		
Property	n/a		
Environment	n/a		

**B.7 Natural Environment Considerations**

N/A

**C. OFFICER'S COMMENT**

It is pleasing that the conclusions drawn by Macri Partners was that based on the work they had undertaken nothing had come to their attention to indicate the Shire had not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2021 to 30 April 2022 other than aspects of the Shires Financial management systems and procedures which were assessed as having opportunities for improvement.

The following areas of improvement have been identified

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. The report provides not only the recommendation for improvement, but also a comment from management, identifies the officer responsible for the improvement and a timeframe for completion. The review has been signed off by the Chief Executive Officer

#### RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.224

Moved: Cr Ryan

Seconded: Cr Appleton

That Council

1. **Receives the Financial Management review as presented by the Chief Executive Officer, undertaken by Macri Partners Chartered Accountants**
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 3/0**

Clarification was sought in relation to:

- Whether more than 3 quotes should be obtained with respect to the investment guidelines. The Executive Manager Corporate Services advised that the guidelines state a minimum of 3 quotes are needed, more can be obtained if the need arises.
- How can the committee ensure that Council stays under the 50% threshold. The Executive Manager Corporate Services advised that Council must invest across 3 banks in order to remain under this threshold. It was agreed that Council could receive a schedule of investments as part of the monthly financial report.
- Which banks is the Shire of Northam are investing with and whether these must be local. The Executive Manager Corporate Services advised that Council currently invests with Bendigo, Bankwest and ANZ. Staff have reviewed the rates at the other major banks including NAB and Commonwealth however these rates are lower than ANZ. Council could consider investing in banks outside of Northam however historically local banks have been used. It was advised that the bank must be better than an A2 standard rating. A suggestion was made to consider Bank of Queensland and Macquarie Bank.
- The CEO advised the committee that it could consider removing the 50% investment threshold, noting that the threshold is in place to ensure the spread of risk between more than one bank. There is currently a government guarantee in place that reduces the risk. It was advised that the committee could remove the 50% threshold providing that the investment period does not exceed 12 months. It was recommended that staff undertake further investigations prior to removing the threshold.

Audit & Risk Management Committee Meeting Minutes  
**25 August 2022**



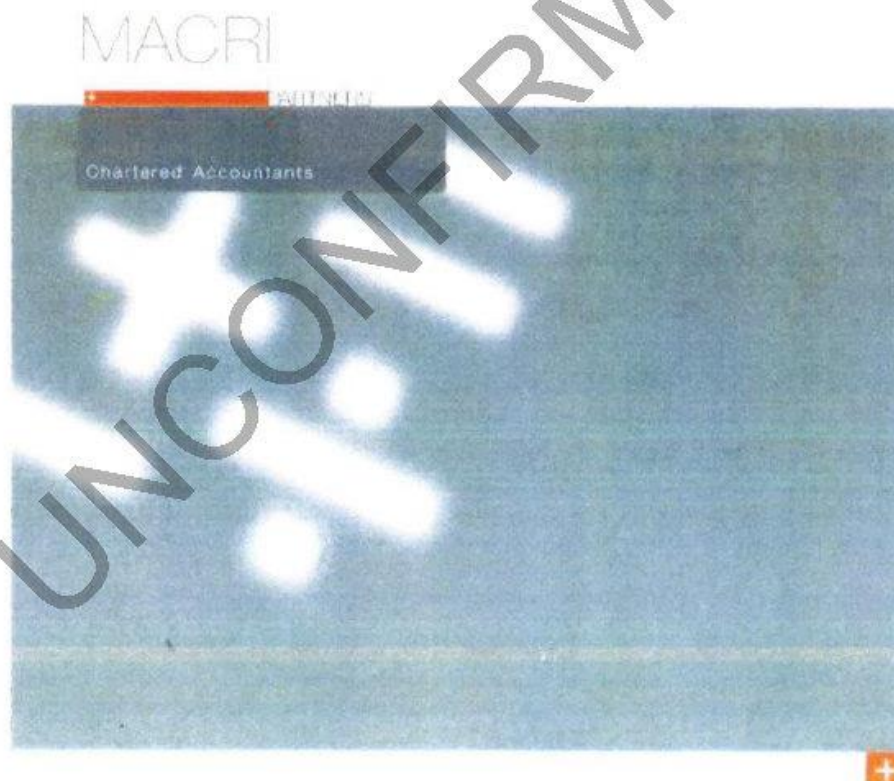
- The cause of the discrepancy regarding authorising for procurement. The Executive Manager Corporate Services advised that this related to human error. The auditors advised that this should be dated when signed.
- The outstanding rates section made mention of raising provision for doubtful debts, how is this accounted for? The Executive Manager Corporate Services advised that this is included in the annual report. The sundry debtors are reviewed annually, and doubtful debts are identified. It is assumed with Rates that the debt will be recovered at some point as local government are protected under the Local Government Act 1995.

UNCONFIRMED

**Shire of Northam**

**Report on the review of the appropriateness  
and effectiveness of the financial  
management systems and procedures**

**June 2022**



## TABLE OF CONTENTS

	<u>PAGE</u>
1. INDEPENDENT REVIEWER'S REPORT .....	1
2. EXECUTIVE SUMMARY .....	4
2.1 BACKGROUND AND REVIEW OBJECTIVE .....	4
2.2 SCOPE AND APPROACH .....	4
2.3 OVERVIEW OF FINDINGS .....	5
3. RISK RANKING CRITERIA .....	6
4. DETAILED FINDINGS AND RECOMMENDATIONS .....	7
4.1 BANK RECONCILIATIONS .....	7
4.2 INVESTMENT OF SURPLUS FUNDS .....	8
4.3 PURCHASE OF GOODS AND SERVICES .....	11
4.4 RATES .....	15
4.5 SUNDRY DEBTORS AND RECEIPTING .....	16
4.6 PAYROLL .....	22
4.7 GENERAL JOURNALS .....	24
4.8 FIXED ASSETS .....	26
4.9 INFORMATION TECHNOLOGY .....	28

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



PARTNERS  
Anthony Macri CA FCPA  
Domenic Macri CA CPA  
Connie De Felice CA CPA

## 1. INDEPENDENT REVIEWER'S REPORT TO THE CHIEF EXECUTIVE OFFICER OF THE SHIRE OF NORTHAM

At the request of the CEO, Macri Partners was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Northam's ("the Shire") financial management systems and procedures. The objective of the review is to assist the CEO discharge his responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended). The review was conducted for the period 1 July 2021 to 30 April 2022.

### CEO'S RESPONSIBILITY FOR MAINTAINING AND REVIEWING FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

The CEO 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 Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every three financial years, the CEO is to report the results of those reviews to Council.

### OUR RESPONSIBILITY

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist him report on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements* issued by the Australian Auditing and Assurance Standards Board, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that the Shire's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

(CONTN/-)

Page | 1

#### INDEPENDENT REVIEWER'S REPORT (CONTINUED)

##### LIMITATIONS OF USE

This report is made solely to the CEO of the Shire for the purpose of the CEO reporting under Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*. We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

The report is for the use of the Shire of Northam and should not be quoted in whole or in part without our prior written consent.

##### INHERENT LIMITATIONS

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

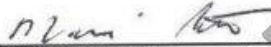
##### INDEPENDENCE

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

INDEPENDENT REVIEWER'S REPORT (CONTINUED)

CONCLUSION

Based on our work described in this report, nothing has come to our attention to indicate the Shire has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2021 to 30 April 2022 other than those aspects of the Shire's Financial Management systems and procedures which were assessed as having opportunities for improvement. Our findings and recommendations are summarised at Part 4 of this report.

  
MACRI PARTNERS  
CHARTERED ACCOUNTANTS  
SUITE 2, 137 BURSWOOD ROAD  
BURSWOOD WA 6100

  
A MACRI  
PARTNER

PERTH  
DATED THIS 29 DAY OF JUNE 2022

## 2. EXECUTIVE SUMMARY

### 2.1 BACKGROUND AND REVIEW OBJECTIVE

The objective of our review is to provide a report, based on our understanding of the Shire and associated risks, to assist the CEO to report to the local government on the appropriateness and effectiveness of the Shire's financial management systems and procedures as required by local government (Financial Management) Regulation 5(2)(c).

To comply with this requirement, we were engaged to undertake a review of certain areas (refer 2.2 Scope and Approach). Our engagement was undertaken in accordance with Australian Auditing and Assurance Standards.

The review covered the period 1 July 2021 to 30 April 2022.

### 2.2 SCOPE AND APPROACH

The financial management review coverage included the following agreed areas:

- Fees and Charges
- Sundry Debtors
- Receipting
- Purchases of Goods & Services
- Payments
- Payroll
- Goods and Services Tax (GST)
- Investment of Surplus Funds
- Petty Cash and Floats
- Tender Register
- Trust Fund
- Reserve Fund
- General Journals
- Information Technology

Three stages were involved:

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

(i) Drafting financial management review work programs

The following factors were considered in developing the review programs:

- setting the objectives and scope of work;
- determining what needed to be tested and how much to test;
- documenting the work;
- deciding upon exceptions and their impact; and
- drawing conclusions regarding the testing and assessment.

(ii) Performance of financial management review function

The review was performed with the involvement of Partner, Manager and senior staff at various stages/levels of the work for the drafting of the review programs, performances of work, discussions and the drafting of reports.

(iii) Draft report, discuss and provide final report

Reporting at the conclusion of our review visit involved reporting of review findings, significant control weaknesses, legislative non-compliance matters and other relevant matters together with our recommendations.

**2.3 OVERVIEW OF FINDINGS**

Our examination was mainly an overview of the areas, assessing major controls and considering whether the systems and procedures in place are appropriate and effective for the Shire's current level of operations and structure. We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature.

The financial management review was undertaken by discussions with the Shire's management and staff. We reviewed and identified the controls and procedures established within each area. Wherever necessary, the information provided was verified to test its accuracy and reliability.

The report contains several recommendations which we believe would help ensure that the financial systems operate in a more efficient and effective manner.

We encourage the Shire to consider these recommendations and if appropriate, to adopt them as they will further improve systems and procedures and ensure the integrity and reliability of the financial management processes and reporting of the Shire.

Page | 5

### 3. RISK RANKING CRITERIA

The following rankings may be applied to each recommendation to determine the significance of the issues raised:

#### Significant

Signifies a serious breakdown in key controls, which has the potential to:

- Impact adversely on the achievement of the Council's objectives, and/or
- Expose the Council to the risk of major financial loss, and/or
- Expose the Council to a substantial risk of external criticism.

Requires immediate management actions.

#### Moderate

Signifies a breakdown in controls, which has the potential to:

- Impact adversely on the achievement of Program/Activity objectives, and/or
- Expose the Program/Activity to the risk of financial loss, and/or
- Expose the Program/Activity to a risk of external criticism.

Requires management action within a reasonable time period.

#### Minor

Signifies a minor breakdown in controls, which, when addressed, will:

- Improve performance of the Program/Activity, and/or
- Improve controls in line with good management practice, and/or
- Decrease risks inherent in the Program/Activity.

Management should consider cost benefit analysis within a reasonable time period.

*The risk ranking is indicated below each issue.*

#### 4. DETAILED FINDINGS AND RECOMMENDATIONS

##### 4.1 BANK RECONCILIATIONS

We carried out a review of the monthly bank reconciliations in respect of the Muni Fund, Trust Fund and Reserve bank accounts in order to ascertain if the controls around bank reconciliations were effective.

The following matter was noted during our review and is brought to your attention.

**Finding:**

The bank reconciliations for the months of July 2021 to April 2022 except November 2021 have not been dated by the reviewer.

**Rating:** Minor

**Implication:**

In the absence of a review, it is not possible to ascertain if the reconciliations have been reviewed in a timely manner and delays in the review process of the reconciliations can result in errors or omissions not being detected early.

**Recommendation:**

The date of bank reconciliation review should be documented.

**Management Comment:**

The bank reconciliation will be dated by the reviewer in the future.

**Responsible Person:** Senior Finance Officer

**Completion Date:** July 2022

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

#### **4.2 INVESTMENT OF SURPLUS FUNDS**

We conducted a review of investment of funds by the Shire. The objective of the review was to determine if adequate control exists in the investment of funds.

An investment policy exists which provides general guidelines as to the levels of risk and exposure for the various types of investments that can be placed. Our review of the Shire's Investments policy indicates that the policy has been prepared to ensure that all investments are made in accordance with:

- The *Local Government Act 1995* - Section 6.14;
- *Local Government (Financial Management) Regulations 1996* – Regs 19, 28 & 49;
- *The Trustees Act 1962* – Part III Investments; and
- Australian Accounting Standards;

All investment, cash management and risk management activity is undertaken in accordance with approved delegations authorised by the Council. The Chief Executive Officer (CEO) has been delegated authority by Council with the power to invest the Shire's funds. This authority is also sub-delegated by the CEO to the Manager Finance.

The Shire maintains its own investments and does not utilise the services of any authorised advisors. All movements such as transfers and redemption of investments are controlled by CEO and Manager Finance.

The Shire's investments consist of term deposits (short to medium term) with two financial institutions, namely Bankwest and Bendigo. The risk profile is low as there are no structured investments which have exposure to the global financial markets.

A schedule of investments is produced and submitted to the Council on a monthly basis.

The following matters were noted during our review and are brought to your attention:

(i) **Finding:**

The Shire does not have a formally established and documented internal control procedures for:

- the placement of investments (i.e. recording of interest quotes from banks, confirmation and authorisation of deals and so on)

Page | 8

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

- the rollover of investments
- the redemption of investments
- the receipt of income

Current practice of the investment of surplus funds at the Shire appears to be at the discretion of the officers responsible for the function. Regulation 19(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to establish and document internal control procedures to be followed by employees to ensure control over investments.

**Rating:** Medium

**Implication:**

In the absence of a formally established and documented internal control procedures, there is an increased risk of inefficient investment of surplus investments. Such practice is also non-compliant with Regulation 19 (1) of the Local Government (Financial Management) Regulations.

**Recommendation:**

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.

**Management Comment:**

Staff will look at putting a more formal procedure in place.

**Responsible Person:** Accountant

**Completion Date:** July 2022

(ii) **Finding:**

The Shire's Investment Policy has not been reviewed by the Shire in the 2021 year as required by the policy.

Page | 9

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Rating:** Medium

**Implication:**

The Investment Policy may be outdated and the investment decisions made based on the policy may not be the most appropriate.

**Recommendation:**

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.

**Management Comment:**

Investment Policy will be updated.

**Responsible Person:** Executive Manager Corporate Services

**Completion Date:** July/August 2022

(iii) **Finding:**

The Shire's investment policy F4.3 requires that investments be spread to ensure that no single financial institute holds more than 50% of the Shire's investments. However, we noted that as at 30 April 2022, the Bendigo Bank holds 59% of the Shire's investments at that date.

**Rating:** Moderate

**Implication:**

The Shire's has not been compliant with the requirements of its investment policy. Consequently, it may be exposed to financial risks.

Page | 10

**Recommendation:**

The Shire should look at restructuring its investments at the earliest in order to comply with the requirements of the investment policy and minimise its exposure to financial risks.

**Management Comment:**

The 50% percentage threshold was adhered to at the time of the investment of new funds, however, as the year has progressed the balance has shifted due to the disposal of funds for cash flow purposes. Staff will either seek Council amend this policy or rectify as soon as possible.

**Responsible Person:** Executive Manager Corporate Services  
**Completion Date:** July/August 2022

**4.3 PURCHASE OF GOODS AND SERVICES**

We carried out a review of the purchases and payments system to determine the adequacy and effectiveness of the controls in place. A number of payments were selected and testing performed to determine whether purchases of goods and services were in accordance with Shire's purchasing policy, guidelines and procedures.

More specifically, this entailed examining the following desirable internal control objectives:

- Appropriateness of the Council Policy on Purchases and Payments.
- Assurance that proper procedures are in place over the purchases and payments for goods and services.
- Assurance that purchases are initiated only by authorised personnel and on the basis of competitive quotes (where applicable).
- Assurance that Purchase Orders for goods are placed as needed and for optimum quantities.
- Incoming delivery of goods are recorded.
- Quantity and quality of goods received are certified prior to payment.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

- Terms, prices and general accuracy of supply invoices are certified correctly before payment.
- The allocation of costs is correctly handled so as to produce reliable reports for management purposes.
- Credits are correctly processed for all purchase returns and allowances.
- The functions of requisitioning, ordering, receiving, certifying and invoice paying are segregated.

The following matters were noted during our review and are brought to your attention.

(i) **Finding:**

We noted 1 out of 24 purchase transactions we tested, the same staff issued and approved the purchase order, receipted the goods/services and also authorised the related supplier invoice. However, this transaction appeared to be for a genuine business purpose.

**Rating:** Minor

**Implication:**

Lack of segregation of duties increases the risk of unauthorised purchases occurring without detection, resulting in financial loss to the Shire.

**Recommendation:**

Management should implement appropriate segregation of duties, particularly between authorisation of purchase order and approving relevant supplier invoices.

**Management Comment:**

This will be explored with procedures altered if possible.

**Responsible Person:** Procurement Co-ordinator  
**Completion Date:** July/August 2022

Page | 12

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

(ii) **Finding:**

The Shire's procurement policy allows minor variations once a successful tenderer is chosen but before entering into a contract in accordance with section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04.

We noted that the minor variation is not specified in the policy.

**Rating:** Moderate

**Implication:**

In the absence of a definition of a minor variation, the staff responsible for procurement decisions may not be clear as to what constitutes a minor variation and thereby may not be able to make the best decisions relating to procurement of goods and services.

**Recommendation:**

The procurement policy should define a minor variation.

**Management Comment:**

All tenders are handled within the procurement department and are either signed off by an Executive Manager or the CEO. However, staff will investigate including a definition.

**Responsible Person:** Procurement Coordinator  
**Completion Date:** July/August 2022

(iii) **Finding:**

We tested 13 monthly credit card statements between the period July 2021 and April 2022 and noted that 11 credit card statements had no documentary evidence of review by an officer independent of the cardholder.

**Rating:** Moderate

Page | 13

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Implication:**

In the absence of a review by an officer independent of the cardholder, any misappropriation of funds or non-compliance with the Shire's credit card policy G1.18 on credit card use may not be detected in timely manner.

**Recommendation:**

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.

**Management Comment:**

The procedure recommended will be implemented.

**Responsible Person:** Senior Finance Officer  
**Completion Date:** 28/06/2022

(iv) **Finding:**

The monthly creditor reconciliations for the months of November 2021 to April 2022 were not dated by the reviewer.

**Rating:** Minor

**Implication:**

In the absence of a review date, we were unable to ascertain if the review was carried out in a timely manner to detect any errors or omissions in the reconciliation which may have an adverse impact on the monthly financial reports presented to the Council.

Page | 14

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Recommendation:**

The reviewer should indicate the date of review on the monthly creditor reconciliations.

**Management Comment:**

The procedure recommended will be implemented.

**Responsible Person:** Procurement Coordinator  
**Completion Date:** 28/06/2022

**4.4 RATES**

We carried out a review of the system pertaining to raising and collecting of rates in order to ascertain if the controls around the rating system were effective.

The following matter was noted during our review and is brought to your attention.

**Finding:**

We noted that the rate debts outstanding for more than 3 years as at 1 April 2022 was \$679,445.88 which is approximately 29% of the total rate debts outstanding as of that date.

**Rating:** Moderate

**Implication:**

The Shire's liquidity position may be adversely affected if rate debts are not recovered in a timely manner.

**Recommendation:**

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.

Page | 15

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Management Comment:**

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, of the current outstanding debt \$331,486 is related to one subdivision that was held by a now insolvent company. Council lawyers are progressing with legal action against the outstanding debt. Legal action in various forms or payment arrangements are in place for all debts greater than 3 years.

**Responsible Person:** Executive Manager Corporate Services

**Completion Date:** On Going

**4.5 SUNDRY DEBTORS AND RECEIPTING**

We carried out a review of the system relating to sundry debtors and receipting in order to ascertain if the controls around the sundry debtors and receipting system were effective.

The following matters were noted during our review and are brought to your attention.

**(i) Finding:**

We noted that the sundry debts outstanding for more than 90 days as at 30 April 2022 was \$499,965.54 which is approximately 86% of the total sundry debts outstanding as of that date.

**Rating:** Moderate

**Implication:**

The Shire's liquidity position may be adversely affected if sundry debts are not recovered in a timely manner.

**Recommendation:**

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.

Page | 16

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

**Management Comment:**

The majority of this debt is associated with a capital grant from DFES being \$437,800, this was paid on the 23 June 2022. All outstanding debtors are reviewed monthly by both the Debtors Officer and the Accountant, with action taken as deemed appropriate.

**Responsible Person:** Accountant  
**Completion Date:** On going

(ii) **Finding:**

We noted that the monthly debtor reconciliations for the months of July 2021 to April 2022 have not been dated by the reviewer.

**Rating:** Minor

**Implication:**

In the absence of a review date, we were unable to ascertain if the review was carried out in a timely manner to detect any errors or omissions in the reconciliation which may have an adverse impact on the monthly financial reports presented to the Council.

**Recommendation:**

The reviewer should indicate the date of review on the monthly debtor reconciliation.

**Management Comment:**

The recommendation will be implemented.

**Responsible Person:** Accountant  
**Completion Date:** 28/06/2022

Page | 17

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

(iii) **Finding:**

When reviewing the sundry debtor aged trial balance for the month of April 2022, it was noted that \$15,866.16 due from Oasis Outdoor Structures was a result of a payment of retention money by oversight to the supplier. This amount has been outstanding for more than 90 days.

**Rating:** Moderate

**Implication:**

Shire may suffer a financial loss if the supplier does not return the money in case there are defects in the goods/services provided as the retention money has already been released.

**Recommendation:**

The management should ensure there are adequate controls in place to prevent erroneous payments to suppliers.

**Management Comment:**

Procedures have been reviewed regarding retentions to be held.

**Responsible Person:** Procurement Coordinator

**Completion Date:** 28/06/2022

(iv) **Finding:**

We noted that the 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.

**Rating:** Moderate.

Page | 18

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Implication:**

Erroneous or fraudulent credit notes may not be detected in a timely manner.

**Recommendation:**

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.

**Management Comment:**

The recommendation will be implemented.

**Responsible Person:** Senior Finance Officer

**Completion Date:** July 2022

(v) **Finding:**

We note that the Shire does not have a formally established and documented internal control procedure for cancellation of receipts.

**Rating:** Moderate.

**Implication:**

The staff involved in the cancellation of receipts may not be aware of the right procedures to be followed in the absence of documented internal control procedures.

**Recommendation:**

The Shire should develop and use a documented internal control procedural guideline for the benefit of the relevant staff.

Page | 19

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Management Comment:**

Currently only the Accountant, Senior Finance Officer and the rates Officer can cancel receipts, the current procedure will be documented.

**Responsible Person:** Senior Finance Officer  
**Completion Date:** July 2022

(vi) **Finding:**

We noted that there was no documentary evidence of a review of the daily receipting report.

**Rating:** Moderate.

**Implication:**

Errors, omissions or frauds in daily receipting may not be detected in a timely manner.

**Recommendation:**

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.

**Management Comment:**

Receipting batches are reviewed daily, and discrepancies are investigated at that point by either the Accountant, Senior Finance Officer or Rates Officer. Staff have been instructed to sign and date moving forward.

**Responsible Person:** Senior Finance Officer  
**Completion Date:** 28/06/2022

Page | 20

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

(vii) **Finding:**

We noted that all operators of the front counter cash register use the same password.

**Rating:** Moderate.

**Implication:**

Allowing all operators to use the same log in and password impacts accountability and increases the risk of unauthorised or fraudulent transactions occurring.

**Recommendation:**

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.

**Management Comment:**

It's a difficulty of synergy (ERP) to do this in the way suggested, each different operator would take several minutes to logout and login each time there is a change of operator. It would significantly decrease productivity. There would also be a greater setup required to add the receipting printer along with additional reconciliation complexities. This is only the case for 2 computers that are only used for a handful of transaction per day. Staff will investigate if anything can be implemented to ease the concern.

**Responsible Person:** Accountant

**Completion Date:** July/August 2022

Page | 21

#### **4.6 PAYROLL**

As part of our review process, we examined the policies and procedures in place over the recruitment function and the monitoring and control of payroll.

The scope of the review focussed on the payroll process including:

- Fortnightly payroll processing
- New appointments
- Termination payments
- Leave balances and payments
- Workers' Compensation
- Compliance to applicable Awards, Acts and Regulations

More specifically, this entailed examining the following desirable objectives:

- Assurance that proper procedures are in place over the recruitment of staff.
- Job descriptions properly and adequately provide the duties and responsibilities of each employee.
- Staff evaluations are carried out regularly to monitor the performance of employees.
- A proper filing system is in place to ensure that employee related correspondences are filed and preserved.
- Adequate accounting records are kept to account for staff entitlements.
- Superannuation and other deductions effected from employees' salaries are remitted to the appropriate authorities promptly.
- Proper procedures are in place over the payment of employee wages and salaries.

The following matters were noted during our review and are brought to your attention.

(i) **Finding:**

We noted that employee termination payment calculations were not evidenced as being reviewed and approved by a senior staff of the Shire.

**Rating:** Moderate

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Implication:**

Termination payouts can be high value and if calculations are not reviewed, incorrect payouts could pass undetected.

**Recommendation:**

We recommend that calculations of all termination payments are independently reviewed and the review be evidenced on the calculation sheet and it be retained.

**Management Comment:**

These are currently being reviewed, however, not signed. They will be signed and dated moving forward.

**Responsible Person:** Accountant

**Completion Date:** 28/06/2022

(ii) **Finding:**

We noted that employee pay slips show penalty payments as normal hours.

**Rating:** Minor

**Implication:**

Inaccuracy in the information provided in the pay slip.

**Recommendation:**

We recommend that management looks into this matter and take appropriate measures to rectify the issue.

Page | 23

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Management Comment:**

This has been raised in the past with Itvision our ERP provider with little success of getting it fixed, will be raised again however last time it was raised Itvision said nothing could be done about it.

**Responsible Person:** Accountant  
**Completion Date:** July/August 2022

**4.7 GENERAL JOURNALS**

We conducted a review of the internal controls around general journals.

The following matters were noted during our review and are brought to your attention:

**(i) Finding:**

We noted that 3 out of 10 general journals we tested, the same officer has prepared and posted the journal entry without an independent review by a second officer.

**Rating:** Significant

**Implication:**

If journals are not independently reviewed and approved, there is a risk that erroneous or fraudulent transactions may pass undetected. Accounting journals can represent significant adjustments to previously approved accounting transactions.

**Recommendation:**

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.

Page | 24

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

**Management Comment:**

Journals are generally signed off by a second person being either the Accountant, Senior Finance Officer or the Executive Manager of Corporate Services, however, in this instance this did not occur.

**Responsible Person:** Accountant  
**Completion Date:** N/A

(ii) **Finding:**

We noted that the Shire does not have a procedural guideline for general journals.

**Rating:** Moderate

**Implication:**

Without documented procedures, there is a risk that current practices followed by employees are not reflective of those desired by the Council.

**Recommendation:**

We recommend that management develops and implements documented procedures for the general journal process.

**Management Comment:**

A procedure will be developed as recommended.

**Responsible Person:** Accountant  
**Completion Date:** July/August 2022

Page | 25

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

#### **4.8 FIXED ASSETS**

We conducted a review of the internal controls around fixed assets.

The following matters were noted during our review and are brought to your attention:

(i) **Finding:**

We noted that currently there is no process of formally documenting the disposal of assets i.e. *Asset Disposal Form*, and obtaining managements approval prior to disposal of individual assets. We however, acknowledge that potential disposals are included in the Shire's approved budget.

**Rating:** Moderate

**Implication:**

Although potential disposals are reflected in the Shire's approved budget, it is likely that the budgeted sales proceeds may differ from actual. Therefore, such practice could potentially result in the misappropriation of assets and result in financial losses to the Shire.

**Recommendation:**

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.

**Management Comment:**

The recommendation will be implemented.

**Responsible Person:** Senior Finance Officer

**Completion Date:** 28/06/2022

Page | 26

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Shire of Northam  
Financial Management Review  
June 2022

(ii) **Finding:**

We noted 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.

**Rating:** Minor

**Implication:**

In the absence of date of review on the monthly reconciliation, we were unable to ascertain if the reconciliations were reviewed in a timely manner to identify any errors or omissions in the reconciliations.

**Recommendation:**

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.

**Management Comment:**

Will Implement the dating, we note disruptions due to staff shortages largely due to COVID-19 resulted in the delayed reconciliations for the months of March/April, key finance staff resources were being deployed to higher priorities, this is not expected to be an issue moving forward.

**Responsible Person:** Senior Finance Officer

**Completion Date:** 30/06/2022

Page | 27

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam  
Financial Management Review  
June 2022

#### **4.9 INFORMATION TECHNOLOGY**

We carried out a review of the Information Technology (IT) system to determine the adequacy and effectiveness of the controls in place.

The following matter was noted during our review and is brought to your attention:

**Finding:**

We noted that 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.

**Rating:** Moderate

**Implication:**

In the absence of a formal IT Security Policy, management and users will not have guidance as to what constitutes best practice in relation to IT security. The lack of a formal process to review user access rights and privileges to the system increases the risk of unauthorised access to the system which could compromise data integrity.

**Recommendation:**

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.

**Management Comment:**

The recommendation will be implemented.

**Responsible Person:** Business Solutions Coordinator  
**Completion Date:** December 2022

Page | 28

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



## 6.2 REVIEW OF INVESTMENT POLICY

<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

For Council to review policy, F.3 Investment Policy.

### ATTACHMENTS

Attachment 1: Investment Policy (with tracked changes).

### A. BACKGROUND / DETAILS

During the recently carried out Financial Management Review it was noted that Policy, F.3 Investment Policy had not been reviewed within the timeframe stipulated for renewal. It was recommended that the Policy be reviewed at the earliest convenience. It was also noted that the policy was in breach of the investment guidelines which stipulate no more than 50% of funds can be held with one institution. The funds were distributed as follows, 59% Bendigo Bank & 41% Bankwest.

### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

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

#### B.2 Financial / Resource Implications

Nil.

#### B.3 Legislative Compliance

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Local Government Act 1995, s6.14.  
The Trustees Act 1995, Pt III Investments; as amended Local Government.  
(Financial Management) Regulations 1996, Regs 19, 19C, 28 & 49.  
Australian Accounting standards.

**B.4 Policy Implications**

Shire of Northam Policy.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Shire investments do not align with the needs of the Shire.	Possible (3) X Medium (3) = Moderate (9)	Review the Investment Policy Regularly.
Health Safety	N/a		
Reputation	Inadequate Investments could damage the Shires financial reputation.	Possible (3) X Medium (3) = Moderate (9)	Review the Investment Policy Regularly.
Service Interruption	N/a		
Compliance	Investment Policy Does not align with legislation	Possible (3) X Medium (3) = Moderate (9)	Review the Investment Policy Regularly.
Property	N/a		
Environment	N/a		

**C. OFFICER'S COMMENT**

Minor changes have been recommended as per Attachment 1 to ensure flexibility in achieving the best rate of return whilst maintaining the lowest risk possible to Council.

**RECOMMENDATION**

**That Council Adopts policy, F4.3 Investment Policy as presented in Attachment 1.**

**RECOMMENDATION/COUNCIL DECISION**

**Minute No: AU.225**

**Moved: Cr Appleton**

**Seconded: Cr Ryan**

**That Council adopts policy, F4.3 Investment Policy as presented in Attachment 1 subject to the following:**

- 1. The Chief Executive Officer investigating Section 9 part 2 being amended to remove the maximum percentage investment rate for each credit rating category;**
- 2. The Chief Executive Officer including an investment report in all future monthly financial reports.**

**CARRIED 3/0**

Reason for change to Officers recommendation

The committee formed the view that while the committee is mindful of risk it is looking to find a balance with potential returns. Hence it is requesting staff to review prior to final adoption by Council.

The committee feels that it is prudent to have a list of investments incorporated into the monthly financial reports moving forward.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

Attachment 1: Investment Policy (with tracked changes).



Shire of Northam Policy Manual (Section 1)  
Policy  
F 4.3 Investment Policy

FINANCE / ACCOUNTING

F 4.3 Investment Policy

Responsible Department	Corporate Services
Resolution Number	C.3638 To be updated
Resolution Date	17/04/2019 To be updated
Next Scheduled Review	2024
Related Shire Documents	
Related Legislation	Local Government Act 1995, s6.14; The Trustees Act 1995, Pt III Investments; as amended Local Government (Financial Management) Regulations 1996, Regs 19, 19C, 28 & 49, Australian Accounting standards

OBJECTIVE

The purpose of this policy is to invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met, whilst minimizing the possibility of incurring capital loss.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

SCOPE

The policy applies to any investment of surplus funds other than bank deposits for operational purposes.

POLICY

1. Policy Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement are being met, whilst minimizing the possibility of incurring capital loss.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam Policy Manual (Section 1)  
Policy  
F 4.3 Investment Policy

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

The objectives of the Policy on Investment of Surplus Funds are:

- To provide maximum capital security of funds;
- To provide the best available rate of interest from an approved source; and,
- To ensure sufficient liquidity to meet Council's cash flow requirements.

## 2. Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C, Regulation 28 and Regulation 49

## 3. Policy Statement

Investments shall be restricted to term deposits or commercial bills offered by the following banks or government institutions:

- Commonwealth Bank of Australia
- BankWest
- Australia and New Zealand Bank
- National Australia Bank
- Westpac Banking Corporation
- WA Treasury Corporation.
- Bendigo Bank

Investments shall be spread to ensure that no single institution holds more than 50% of the Shire's invested funds.

## 4. Prohibited Investments

The investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam Policy Manual (Section 1)  
Policy  
F 4.3 Investment Policy

cash flow; and

- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

Speculative financial instruments are specifically prohibited, together with the use of the portfolio for speculation. Leveraging of the portfolio (borrowing to invest) is prohibited.

Local Government (Financial Management) Regulations 1996 – Reg 19c (2) does not allow the following;

- Deposit with an institution except an authorised institution;
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

#### 5. Term and Status Reports

The term of individual investments shall be consistent with the Shire's cash flow requirements and shall not exceed 12 months.

The status and performance of the investment portfolio is to be reported monthly to Council.

#### 6. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

#### 7. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officer's to disclose any conflict of interest to the CEO.

#### 8. Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;

#### 9. Investment Guidelines

##### (a) Quotations on Investments

Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.

CS-POLICY-03 F 4.3 Investment Policy\_V1.docx CS-POLICY-03 F 4.3 Investment Policy\_V1 Page 3 of 4

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Shire of Northam Policy Manual (Section 1)  
Policy  
F 4.3 Investment Policy

(ii) Credit/Diversification Risk

The short term (0-365 days) credit guidelines will be based on Standard and Poors' Short Term Issue Credit Ratings which are:

- A1+ The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
- A1 The obligor's capacity to meet its financial commitment on the obligation is strong.
- A2 The obligor is susceptible to adverse economic conditions however the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

The amount invested with any one financial institution or product should not exceed the following percentages of average annual funds invested within each risk rating at the time of initial investment.

Credit Rating	Maximum % in credit rating category	Maximum % in one authorised institution
Short term A1+	100	50
Short term A1	50	50
Bendigo Bank Short Term A2	50	50
Short term A2	25	50

(i) Preference to community support

Where two or more quotes are equal in terms of risk and return then the institution that can demonstrate a greater community support will be preferred over the other.

(ii) Change in Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



### 6.3 INTERIM AUDIT REPORT

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

#### BRIEF

For the Audit & Risk Management Committee to receive an update on the Interim Audit that was conducted for the period ending 30 June 2022.

#### ATTACHMENTS

- Attachment 1: Interim Management Letter to the CEO.  
Attachment 2: Shire of Northam Interim Management Letter.

#### A. BACKGROUND / DETAILS

The Interim Audit was carried out from the 25 April 2022 to 29 April 2022, Butler Settineri (Audit) Pty Ltd conducted the interim audit on behalf of the Office of the Auditor General. It concentrated largely on the overall control environment and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the Annual Financial Report.

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

Objective:

- Ensure robust financial management.
- Implement systems and processes which deliver outcomes for our community.
- Maintain a high standard of corporate governance.

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

Nil.

##### B.3 Legislative Compliance

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Local Government Act (1995) Section 7.12A.

**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	Possible misstatement in the Financial Statements	Medium(3) x Unlikely(2) = Moderate(6)	Ensure reporting is accurate and complete
Health Safety	N/A	N/A	N/A
Reputation	Low impact news item plus standing with the Department of Local Government.	Minor(2) x Unlikely(2) = Low(4)	Ensure reporting is accurate and complete
Service Interruption	N/A	N/A	N/A
Compliance	If report not done Council may not be aware of potential non-compliance.	Medium(3) x Unlikely(2) = Moderate(6)	Ensure the Act is adhered to
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**B.7 Natural Environment Considerations**

N/A

**C. OFFICER'S COMMENT**

The auditor raised one (1) issue which related to the authority for the Senior Accountant for authorising payments. This matter has since been addressed by granting the Senior Accountant delegated authority for delegation F01 – Creditors, Payment of.

Audit & Risk Management Committee Meeting Minutes  
**25 August 2022**



**RECOMMENDATION/COUNCIL DECISION**

**Minute No: AU.226**

**Moved: Cr Appleton**

**Seconded: Cr Ryan**

**That Council receive the 2021/22 Interim Audit Findings.**

**CARRIED 3/0**

Clarification was sought in relation to:

- Authority for authorising payments, what was the reasoning. The Executive Manager Corporate Services advised that during the audit it was found that while the accountant had authority to approve transactions in the bank, they did not have delegated authority. The accountant has since been provided delegated authority.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Attachment 1: Interim Management Letter to the CEO



Our Ref: 8361

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Mail to: Perth BC  
PO Box 8489  
PERTH WA 6849  
Tel: 08 6557 7500  
Email: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Dear Mr Whiteaker

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2022**

We have completed the interim audit for the year ending 30 June 2022. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

**Management Control Issues**

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government Shire of Northam and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7543 if you would like to discuss these matters further.

Yours faithfully



Indika Dias  
Acting Director  
Financial Audit  
1 July 2022

Attach

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Attachment 2: Shire of Northam Interim Management Letter

ATTACHMENT

SHIRE OF NORTHAM

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Authority for authorising payments		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



ATTACHMENT

SHIRE OF NORTHAM

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Authority for authorising payments

**Finding:**

We note that the Accountant has authority as an approver in the online banking system however the delegated authority only delegates Executive Managers and the CEO to authorise payments. We understand that in terms of the Shire's policy and payment practices two signatories are required to authorise payments in the online banking system and one must be an Executive Manager, however the Accountant does have authority as an approver, therefore the delegated authority should include this role as a payment authoriser.

**Rating: Moderate**

**Implication:**

Authorities given is inconsistent with Council's approved delegation of authority.

**Recommendation:**

We recommend that the Delegation Register is updated to include the Accountant Role as a delegated authority to authorise payments in the online banking system.

**Management Comments:**

*Delegation Register updated as of the 01/07/2022 to include the Senior Accountant*

**Responsible person:**

Executive Manager Corporate Services

**Completion date:**

01/07/2022

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



#### 6.4 MONTHLY COMPLIANCE REPORT

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

#### BRIEF

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

#### ATTACHMENTS

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

Theme Area 6: Governance & Leadership.

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

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

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

N/A.

##### B.3 Legislative Compliance

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

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



- 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		

**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  
25 August 2022



2022 Compliance Calendar

Month	Item	% Compliance	Non-Compliance
May	Internal Compliance Audit	100%	Compliant.
	Random Creditor check	90%	Of the 10 payments reviewed, one purchase order was raised after the invoice date.
June	Internal Compliance Audit	100%	Compliant.  There is a councillor impartiality interest highlighted as potentially being required to be declared as a proximity interest. This however is not required as the works were not adjoining the Councillors land.
	Random Creditor Check	100%	Compliant.
July	Internal Compliance Audit		91% compliant.  Disposal process not followed for the lease of the Pop Up Shop for the current tenant. Recommend this premise be disposed of via a licence which does not allow for exclusive use. This would make the disposal exempt from the requirements under the Local Government Act 1995.  DA register not updated for 2 delegations (crossovers and disposal of property for a lease to the swimming club)  Financial Statements not presented to Council in July however this is due to the budget not being adopted.
	Random Creditor Check	80%	Of the 10 payments reviewed, two purchase orders were raised after the date of the invoice.

**RECOMMENDATION/COUNCIL DECISION**

**Minute No: AU.227**

**Moved: Cr Ryan**

**Seconded: Cr Appleton**

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

**CARRIED 3/0**

Clarification was sought in relation to:

- Why purchase orders are being raised after invoice dates and how can the process be fixed to ensure this stops happening. The Executive Manager Corporate Services advised that some of these instances occur due to it being a trade service being provided and an invoice being issued on the spot. However, the general majority occur due to human error. It should be noted that a degree of accountability is still being taken by the staff in that the purchase orders are being entered into the system, but after the fact. It was suggested that staff provide a requisition after the fact where a purchase order was not provided in advance. The Executive Manager Corporate Services also noted the need to continue prompting and reminding staff of the need for purchase orders prior to invoices.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



May 2022 Creditor Check

CREDITOR CHECK MAY 2022									
EFT #	Creditor	Order #	Order Amount	Order date	Invoice Date	Invoice Amount	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
43545	Fire and Safety WA	65512	2,400	17/02/2022	17/02/2022	2,300	CESM	Yes	Yes
43558	Vincelec	66205	323.78	13/04/2022	14/04/2022	324	Building Super	Yes	Yes
43580	Frontline Fire & Rescue	65729	2,718.66	08/03/2022	30/04/2022	2,719	CESM	Yes	Yes
43592	Northam Tyrepower & Suspension Centre	66110	2,540	06/04/2022	14/04/2022	2,540	CESM	Yes	Yes
43611	Vernice P/L	65596	23,760.00	23/02/2022	30/03/2022	14,424	Manager Planning	Yes	yes
43629	Draco Air P/L	66299	2,913	27/04/2022	11/11/2021	2,913	Rec Services Co-ord	Yes	No
43654	Alchemy Technology	64243	3,000.00	05/11/2021	4/05/2022	2,334	Purchasing Officer	Yes	Yes
43668	Charles Service Company	62742	104580.22	20/07/2021		8,704.11	EMES		
		65998	2,600	29/03/2022	20/04/2022	843.45	Building Super	Yes	Yes
43782	DCM Carpentry & Maintenance	65383	13,695	07/02/2022	16/05/2022	13,695	EMES	Yes	Yes
43719	Beazley Fencing	66113	4,400	06/04/2022	3/05/2022	4,400	Building Super	Yes	yes

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



June 2022 Creditors Check

CREDITOR CHECKS JUNE 2022

EFT #	Creditor	Invoice Date	Invoice Amount	Order #	Purchase Order Written	Order Amount	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
43827	Blackwells plumbing	24/05/2022	453	66474	12/05/2022	453.2	Building Super	N/A	Yes
43841	DCM Carpentry & Maintenance	4/05/2022	17,039	65780	14/03/2022	17,039	EMES	Yes	Yes
43895	Abel Concepts	20/05/2022	5,658	66300	27/04/2022	5,658	EMCORPS	Yes	Yes
43911	Eureka 4WD Training	11/05/2022	1,150	66070	4/04/2022	1,150	Works Manager	N/A	Yes
43944	Bow Steel P/L	7/06/2022	715	66585	25/05/2022	715	Building Super	N/A	Yes
43954	DMC Cleaning Kalamunda	31/05/2022	8,694	62820	26/07/2021	108,333	EMES	Ongoing	Yes
44015	Booth Print	22/04/2022	358	66197	13/04/2022	357.5	Senior Ranger	N/A	Yes
44036	Host Auto Repairs	15/06/2022	412	66749	8/06/2022	411.64	Procurement	N/A	yes
44074	Abbotts Forge	16/06/2022	500	66529	19/05/2022	500	Engineering Admin	N/A	Yes
44084	Charles Service Company	20/06/2022	8,625	62742	20/07/2021	104,580.22	EMES	Ongoing	Yes

Audit & Risk Management Committee Meeting Minutes  
25 August 2022












July 2022 Creditor Check

	EFT #	Creditor	Order #	Order Amount	Purchase Order Date	Signing Officer Name	Invoice Amount	Invoice Date	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
Purchasing Review of 10 randomly selected payments each month:										
Purchase of various irrigation supplies	EFT44143	B101 - Bunnings	66942	80.00	23/06/2022	H Singh	48.50	23/06/2022	N/A	Yes
Purchase of animal cages	EFT44243	N214 - Northam Feed & Hire	66767	1,380.00	9/06/2022	K Walters	1,380.00	23/05/2022	N/A	No
Supply of tip signs	EFT44261	W52 - Way Signs	65553	1,188.00	21/02/2022	J Jurmann	1,188.00	24/04/2022	N/A	Yes
Remove and replace ponds perimeter fence	EFT44233	B112 - Glen Beveridge	66503	3,850.00	17/05/2022	J Jurmann	3,850.00	9/06/2022	N/A	Yes
Design fees for civil & dump point design	EFT44161	M37 - McDowall Affleck	64117	10,450.00	28/10/2021	J Whiteaker	7,315.00	22/06/2022	N/A	Yes
Footpath program - Bernard Park, East St, Gordon St, Mudalla Rd, Perina Way	EFT44170	O65 - Oasis Outdoor Structures	65863	239,547.00	17/03/2022	J Whiteaker	239,547.00	20/06/2022	Yes	Yes
Bookmarks for Visitor Centre	EFT44181	C264 - Thea Commins	66858	100.10	16/06/2022	V Williams	100.10	15/02/2022	N/A	No
Beavis Place mural	EFT44234	Jackson Harvey	64752	12,490.00	9/12/2021	J Metcalf	10,990.00	17/06/2022	Yes	Yes
Catering for staff training	EFT44294	L53 - Lucy's Tearooms	66590	425.00	20/05/2022	B Jones	425.00	8/06/2022	N/A	Yes
Dozer hire	EFT44296	M22 - Mayday Earthmoving	66919	11,946.00	22/06/2022	S Patterson	9,548.00	30/06/2022	Yes	Yes

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



MAY 2022 COMPLIANCE CALENDAR

SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
LG 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	
LG Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	It is not more than 12 months old.	
LG 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	One financial interest was disclosed in item 13.3.2 and the member left the room.	
LG Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes all fifteen (15) known disclosures were made.	
LG Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes	
LG Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A	
LG Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes	
LG Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	No members or staff resigned in May	
LG Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	No gifts have been registered for May	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022




LG Act 1995	S3.58 - Disposal of Property	CEO	Did Council vote at the Ordinary Council meeting to sell property	Monthly	Not at the May meeting	
LG 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	Two properties were sold	
LG Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date	Monthly	No reportable complaints have been made	
LG Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$150k	Monthly	Yes	
LG Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded	Monthly	No, RFQ 03 was opened by one person	
LG Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	RFQ 03 was awarded 4/5/22 to WA Stabilising	
LG Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office	Monthly	Yes	
LG Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	Yes	
LG Act 1995		EMCS	Were Tenders presented to Council for approval	Monthly	No, done under delegated authority on E-Quotes	
LG Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	RFT 01 was registered and available for viewing	
LG Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	All three were notified	
LG Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	N/A	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



LG 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	N/A	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register compelled?	Monthly	None registered for May	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	None registered for May	
	Delegation - E04	EMES	Crossover Approvals	Monthly	One registered for Burnside Place	
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Yes, the inkpen loader and old fuso. Two properties were sold, 1 lease	
	Delegation - F04	EMCS	Inviting Tenders/Quotes	Monthly	RFQ 06, RFQ 08, RFT 01	
		EMCS	Accounts presented to Council	Monthly	Yes Item 13.4.1	
LG Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGC	Annually		
		EMCS	Financial Report to Council	Monthly	Yes Item 13.4.2	
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	Yes	

Audit & Risk Management Committee Meeting Minutes  
25 August 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	There was no BCITF payable for May	
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UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



















JUNE 2022 COMPLIANCE CALENDAR

SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION & COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
L G 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	
L G Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)	Monthly	It is not more than 12 months old	
L G Act 1995	S5.46	CEO	Review Delegations Register	Annually - June	Adopted 15/6/22 by Absolute majority	
L G 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	There were no financial declarations	
L G Act 1995	S5.65 & S5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting	Monthly	Yes, the Councillor declared impartiality, however this may be a proximity	
L G Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes	Monthly	yes	
L G Act 1995	S5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'	Annually - January	N/A	
L G Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement	Monthly	N/A	
L G Act 1995	S5.76 & S5.77	CEO	Have all Elected Member Annual Returns been lodged and acknowledged in writing	Annually - August	Due in two months	
L G Act 1995	S5.76 & S5.77	CEO	Have all Designated Staff Annual Returns been lodged and acknowledged in writing	Annually - August	Due in two months	
L G Act 1995	S5.88	CEO	Is the register of financial interests up to date	Monthly	Yes	
L G Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register	Monthly	N/A	
L G Act 1995	S103	CEO	Is the gift register up to date and on the Council website	Monthly	No Gifts have been registered this month	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



L G 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 three properties were offered by private treaty after being passed in at Auction	
L G Act 1995	s6.16	EMCS	Has a report to Council been done for a review of fees and charges	Annually	Yes adopted 15/6/22	
L G Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date	Monthly	No breaches have been reported	
L G Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$150k	Monthly	All done through E-Quotes	
L G Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders	Monthly	N/A	
L G Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded	Monthly	N/A	
L G Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	N/A	
L G Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office	Monthly	N/A	
L G Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	N/A	
L G Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	Yes	
L G Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	N/A	
L G Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	N/A	
L G 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	N/A	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	None listed	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	None listed	
	Delegation - E04	EMES	Crossover Approvals	Monthly	None listed	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022

























	Delegation - F02	EMCS	Disposal of Council property	Monthly	None under Delegated authority	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	RFT 01 extension of 1 week	
	Delegation - F05	EMCS	Write Off/Waive Small Fees or Debts	Monthly	2x debts were waived	
		EMCS	Fees and Charges approved by Absolute Majority	Annually	15/6/22 Carried by Absolute Majority 9/-	
		EMCS	Interim Audit	Annually	July going to Council	
		EMCS	Accounts presented to Council	Monthly	15/6/22 adopted	
L G Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGSC	June - August	July going to Council	
		EMCS	Financial Report to Council	Monthly	15/6/22 adopted	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Done	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



JULY COMPLIANCE CALENDAR

SOURCE	Section	S	OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
LG 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.	
LG Act 1995	S5.16	CEO		Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes.	
LG 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.	
LG Act 1995	S5.65 & s5.73	CEO		Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes.	
LG Act 1995	S5.73 & S103	CEO		Were ALL disclosures recorded in the minutes		Monthly	Yes.	
LG Act 1995	S5.75	CEO		Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	Not applicable.	
LG Act 1995	S5.76	CEO		Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Yes. One new employee, Kudzai Matanga.	
LG Act 1995	S5.76 & S5.77	CEO		Have all Elected Member Annual Returns been lodged and acknowledged in writing		Annually - August	Yes for those submitted. Annual returns not due until 31 August 2022.	
LG Act 1995	S5.76 & S5.77	CEO		Have all Designated Staff Annual Returns been lodged and acknowledged in writing		Annually - August	Yes for those submitted. Annual returns not due until 31 August 2022.	
LG Act 1995	S5.88	CEO		Is the register of financial interests up to date		Monthly	Yes.	
LG Act 1995	S5.89	CEO		Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes.	
LG Act 1995	S103	CEO		Is the gift register up to date and on the Council website		Monthly	Yes.	
LG 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. Pop Up Shop was disposed of on 14/07/2022 and did not follow disposal process.	
LG Act 1995	s6.16	EMCS		Has a report to Council been done for a review of fees and charges		Annually	Yes, adopted on 15/06/2022.	
LG Act 1995	S5.121	EMCS		Has the complaints officer maintained the complaints register and is the online register		Monthly	Yes. Nil complaints received.	
LG Act 1995	S3.57 & F/G Reg 11	EMCS		Have tenders been called for all good or services in excess of \$250k		Monthly	One purchase in excess of \$250,000 however is from the WALGA Preferred Supplier Program and exempt in accordance with regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996	
LG Act 1995	S3.57 & F/G Reg 14	EMCS		Was state wide public notice given for all tenders		Monthly	No tenders advertised in July.	
LG Act 1995	F/G Reg 16	EMCS		Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	Nil tenders opened in July.	
LG Act 1995	F/G Reg 18	EMCS		Rejecting and accepting Tenders		Monthly	Acceptance and rejection letters for RFT 01 of 2022 sent on 26 July 2022.	
LG Act 1995	F/G Reg 18 (1)	EMCS		Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	Yes.	
LG Act 1995	F/G Reg 18 (4)	EMCS		Written evaluation of each Tenderer's criteria		Monthly	Yes. Refer to evaluation report & matrix.	
LG Act 1995	F/G Reg 17	EMCS		Tender Register to be maintained and available for inspection		Monthly	Yes. Available on Shire website.	

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



LG Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	Acceptance and rejection letters for RFT 01 of 2022 sent on 26 July 2022.	Not applicable
LG 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.	Not applicable
LG 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.	Not applicable
LG Act 1995		EMCS	Solicitor Representation letters	Annually	Request sent on 8 August 2022.	Not applicable
Finance	Department of Finance	Gov	Annual Land Tax Revenue	31/07/2022	completed 28/7/22	Not applicable
FOI Act	Office of the Information Commissioner	Gov	FOI Statistical Data (information Statement) to the Commissioner	22/07/2022	Completed 13/7/22	Not applicable
LG Act 1995		Gov	Send out adverts for Webinar for potential election candidates	Bi-annually	Not applicable.	Not applicable
LG Act 1995		Gov	By 26/7/19 have the owners & occupiers roll format sent to WAEC to be checked	Bi-annually	Not applicable.	Not applicable
LG Act 1995		Gov	31 July Last day to declare Commissioner to conduct a postal election	Bi-annually	Not applicable.	Not applicable
PSM Act 1994 PID Act 2003		Gov	Public Sector Commission Integrity and Conduct annual collection	31/07/2022	Completed 13/7/22	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	Several determinations not reported on the Delegated Authority Register.	Not applicable
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Lease agreement for a portion of 55 Mitchell Avenue which was executed on 11 July 2022 was not added to the register.	Not applicable
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Yes.	Not applicable
	Delegation - F05	EMCS	Write Off/Waive Small Fees or Debts	Monthly	Nil approved in July.	Not applicable
		EMCS	Interim Audit	Annually	Yes.	Not applicable
		EMCS	Accounts presented to Council	Monthly	Yes.	Not applicable
LG Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGC	Annually	Adopted by Council 16 March 2022.	Not applicable
		EMCS	Financial Report to Council	Monthly	No due to budget not being adopted.	Not applicable
	LGIS		Insurance renewals	Annual July	Yes.	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	Yes. Completed 04/08/2022.	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	Yes. Completed 04/08/2022.	Not applicable

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



## 6.5 RISK REGISTER

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

### BRIEF

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

### ATTACHMENTS

- Attachment 1: Overdue/Non-compliant Risks.  
Attachment 2: 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 under developed within the Shire of Northam and an area which was receiving a focus to ensure the Elected Council was aware of the identified risks and treatments strategies in place.

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

### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

#### B.2 Financial / Resource Implications

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



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

**C. OFFICER'S COMMENT**

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

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

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



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 0.77%)**.

- MC00035 - Annual Budget adopted and aligned with long term financial plan.

Comment – At the time of writing this report, the budget is proposed to be adopted on 24 August 2022.

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.228**

**Moved: Cr Ryan**

**Seconded: Cr Appleton**

**That Council receives the July 2022 Shire of Northam Risk Register update.**

**CARRIED 3/0**

Clarification was sought in relation to:

- The break down of the risk register to be reviewed at each future committee meeting. The CEO confirmed that the committee will review approx. 10 risks per meeting.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



## Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

<div>RESIDUAL</div> <div>6.0</div> <div>MODERATE</div> <div>INHERENT</div> <div>20.0</div> <div>R00021</div>	CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC	TREATMENT MC00034	SIGNOFF(S):	Colin Young
	<b>Inadequate Financial, Accounting or Business Acumen</b> 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.	Long Term Financial Plan in Place	DUE DATE:	01 Jul 2023
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00035	OVERDUE	
		Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S):	Colin Young
		DUE DATE:	31 Jul 2022	
		FREQUENCY:	The last Day of every 12 months	
		TREATMENT MC00036	SIGNOFF(S):	Colin Young
		Investment strategy / policy in place	DUE DATE:	01 Jul 2023
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00037	CHANGE(S) PENDING	
		Manage Debtors - Identify Debtor	SIGNOFF(S):	Colin Young Kristy Hopkins
		Process to manage general debtors	DUE DATE:	01 Jul 2023
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00038	SIGNOFF(S):	Colin Young Anastasia Williams
		Arrange payment plans for Rates - Setup payment arrangement with Rate payer	DUE DATE:	
		Process which ensures rate debts are collected / managed effectively	FREQUENCY:	Once
		TREATMENT MC00039	CHANGE(S) PENDING	
		Develop Annual Budgets - Send Email	SIGNOFF(S):	Colin Young Kristy Hopkins
		Ensure budget process is managed effectively	DUE DATE:	28 Feb 2023
			FREQUENCY:	The last Day of every 12 months
		TREATMENT MC00040	SIGNOFF(S):	Anastasia Williams
		Manage Rate Recovery - Confirm rates outstanding	DUE DATE:	01 Jul 2023
		Manage recovery of rated	FREQUENCY:	The first Day of every 12 months
	OWNER Colin Young			
	CREATED 01/07/2019 06:34:50			
	LIKELIHOOD Likely			
	SEVERITY Extreme			
	CONTROL EFFECTIVENESS Strong			

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00042	AMP - BUILDINGS, FINANCIAL - OPERATIONAL  <b>Future financial requirements for buildings unknown</b> Council fails to understand and plan for future building maintenance / expansion requirements  OWNER Jason Whiteaker CREATED 16/07/2019 03:28:36  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00019 Up to date and accurate building asset management plan in place  TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans  TREATMENT MC00034 Long Term Financial Plan in Place  TREATMENT MC00035 Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S): DUE DATE: FREQUENCY:  SIGNOFF(S): DUE DATE: FREQUENCY:  SIGNOFF(S): DUE DATE: FREQUENCY:  <b>OVERDUE</b> SIGNOFF(S): DUE DATE: FREQUENCY:	Scott Patterson Colin Young 01 Jun 2023 The first Day of every 24 months  Colin Young 01 Dec 2022 The first Day of every 12 months  Colin Young 01 Jul 2023 The first Day of every 12 months  Colin Young 31 Jul 2022 The last Day of every 12 months
	AMP - BUILDINGS, FINANCIAL - OPERATIONAL  <b>Maintenance not planned</b> Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration  OWNER Shane Moorhead CREATED 16/07/2019 03:38:36  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00019 Up to date and accurate building asset management plan in place  TREATMENT MC00035 Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S): DUE DATE: FREQUENCY:  <b>OVERDUE</b> SIGNOFF(S): DUE DATE: FREQUENCY:	Scott Patterson Colin Young 01 Jun 2023 The first Day of every 24 months  Colin Young 31 Jul 2022 The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Attachment 2 - Complete Risk Register

Risk Register



<b>RESIDUAL</b> 9.6 HIGH  <b>INHERENT</b> 12.0  R00023	CORPORATE SERVICES, SERVICE INTERRUPTION		TREATMENT MC00047	SIGNOFF(S):	Colin Young
	<b>Failure of IT &amp;/or Communications Systems and Infrastructure</b> Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by: • Hardware &/or Software • IT Network • Failures of IT Vendors This also includes where poor governance results in the breakdown of IT maintenance such as: • 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		Data Back-up Systems in place and documented	DUE DATE:	30 Sep 2022
			TREATMENT MC00048	SIGNOFF(S):	Colin Young
			Disaster Recovery Plan in place	DUE DATE:	01 Sep 2022
				FREQUENCY:	The last Day of every 12 months
				FREQUENCY:	The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p><b>RESIDUAL</b> 9.6 HIGH</p> <p><b>INHERENT</b> 12.0</p> <p>R00040</p>	<p>AMP - BUILDINGS, SERVICE INTERRUPTION</p> <p><b>AM Service Levels not met</b> Asset Management Plan identifies need to establish and monitor a range of service levels to ensure Council and community expectations are met</p> <p>OWNER: Shane Moorhead CREATED: 10/07/2019 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): Scott Patterson Colin Young</p> <p>DUE DATE: 01 Jun 2023</p> <p>FREQUENCY: The first Day of every 24 months</p>
<p><b>RESIDUAL</b> 9.6 HIGH</p> <p><b>INHERENT</b> 12.0</p> <p>R00055</p>	<p>ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH &amp; SAFETY - PUBLIC, REPUTATION - COMMUNITY</p> <p><b>Inadequate Cleaning of Shire Facilities</b> 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><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Colin Young Kristy Hopkins</p> <p>DUE DATE:</p> <p>FREQUENCY: Once</p> <p>SIGNOFF(S): Shane Moorhead</p> <p>DUE DATE: 01 Jul 2023</p> <p>FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 7.5 MODERATE  <b>INHERENT</b> 25.0 R00047	GENERAL, COMPLIANCE - LEGISLATIVE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC, HEALTH & SAFETY, HEALTH & SAFETY - OCCUPATIONAL, HEALTH & SAFETY - PUBLIC, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY, SERVICE INTERRUPTION, STRATEGIC - COMMUNITY, STRATEGIC - ORGANISATIONAL  <b>Covid-19 Pandemic</b> Australia & Western Australia are in a declared state of emergency as a result of the Covid-19 pandemic.	TREATMENT MOD0098 Implementation of the Shire of Northam Business Continuity Plan	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
	OWNER Jason Whiteaker CREATED 22/04/2020 18:25:59 LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong	TREATMENT MOD0099 Council to issue press release to community outlining initial response to Covid-19 pandemic	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
		TREATMENT MOD0100 Council to monitor cashflow - monthly	SIGNOFF(S): Colin Young Jason Whiteaker DUE DATE: 01 Sep 2022 FREQUENCY: The first Day of every month
		TREATMENT MOD0101 Council to establish and review quarterly a Covid-19 Strategic Response	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 7.5 MODERATE</p> <p>INHERENT 25.0</p> <p>R00004</p>	<p>CORPORATE SERVICES, STRATEGIC - ORGANISATIONAL</p> <p><b>Inadequate Insurance</b> Organisation is exposed to financial loss due to failure to renew public indemnity insurance or renew it with adequate cover</p> <p>OWNER: Colin Young CREATED: 05/05/2019 13:42:09</p> <p>LIKELIHOOD: Almost Certain SEVERITY: Extreme CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT M000061 Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off</p> <p>TREATMENT M000062 Insurance coverage assessed independently for adequacy</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 01 Jul 2023 FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Colin Young DUE DATE: 01 May 2024 FREQUENCY: The first Day of every 48 months</p>
		<p>TREATMENT M000097 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:</p> <p>-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)</p> <p>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.</p> <p>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.</p> <p>Policy Limits review against maximum foreseeable losses. (this can be undertaken on the Brokered policies outside of the mutual policies).</p>	<p>SIGNOFF(S): Colin Young Jason Whiteaker DUE DATE: 31 May 2024 FREQUENCY: The last Day of every 36 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 7.5 MODERATE  <b>INHERENT</b> 25.0 R00011	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL  <b>Inadequate procurement / tender process</b> 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 MOD0008 Manage Procurement - Identify need for procurement Establish and comply with a purchasing policy.	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Colin Young Kristy Hopkins 01 May 2023 DUE DATE: FREQUENCY: The first Day of every 24 months
		TREATMENT MOD0009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	SIGNOFF(S): Alysha McCall DUE DATE: 14 Sep 2022 FREQUENCY: 14th day of every month
		TREATMENT MOD0010 Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes	SIGNOFF(S): Alysha McCall DUE DATE: 14 Sep 2022 FREQUENCY: 14th day of every month
		TREATMENT MOD0012 Review Procurement Policy	SIGNOFF(S): Kristy Hopkins Colin Young 01 Oct 2022 DUE DATE: FREQUENCY: 1st day of every 12 months
<b>RESIDUAL</b> 7.2 MODERATE  <b>INHERENT</b> 9.0 R00015	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION  <b>Records Management</b> 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 MOD0023 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 MOD0024 Current Records Management Plan in place	SIGNOFF(S): Alysha McCall Colin Young 01 May 2024 DUE DATE: FREQUENCY: The first Day of every 48 months
		TREATMENT MOD0025 Manage Document Control - Identify Document Need Have an effective document control system in place	SIGNOFF(S): Colin Young Kristy Hopkins 01 May 2023 DUE DATE: FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>REGIONAL 7.2 MODERATE</p> <p>INHERENT 9.0</p> <p>R00018</p>	<p>CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY</p> <p><b>Inadequate engagement with Community / Stakeholders / Elected Members</b></p> <p>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.</p> <p>OWNER Jason Whiteaker CREATED 19/08/2019 09:07:22 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT M000022</p> <p>Current Community Engagement Plan in Place</p> <p>TREATMENT M000033</p> <p>Biennial Customer Satisfaction &amp; Community Needs Survey</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 01 Jan 2029 FREQUENCY: The first Day of every 112 months</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 24 months</p>
<p>REGIONAL 7.2 MODERATE</p> <p>INHERENT 9.0</p> <p>R00019</p>	<p>DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL</p> <p><b>Inadequate environmental management</b></p> <p>adequate prevention, identification, enforcement and management of environmental issues. The scope includes:</p> <ul style="list-style-type: none"> <li>Contaminated sites. / Coastal issues</li> <li>Waste facilities (landfill / transfer stations). / Groundwater</li> <li>Weed control. / Water Quality</li> <li>Illegal dumping.</li> <li>Illegal clearing / land use.</li> </ul> <p>OWNER Carmen Sadleir CREATED 01/07/2019 14:28:54 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT M000081</p> <p>Up to Date and endorsed Strategic Waste Management Plan</p> <p>TREATMENT M000082</p> <p>Have climate change policy in place</p>	<p>SIGNOFF(S): Chadd Hunt DUE DATE: 31 Aug 2022 FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Jennifer Abbott Chadd Hunt DUE DATE: 01 Mar 2024 FREQUENCY: The first Day of every 24 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL 5.0 MODERATE</b>  <b>INHERENT 20.0</b>  R00021	CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC  <b>Inadequate Financial, Accounting or Business Acumen</b> 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 MCD0024 Long Term Financial Plan in Place	SIGNOFF(S): Colin Young DUE DATE: 01 Jul 2023 FREQUENCY: The first Day of every 12 months
		TREATMENT MCD0025 Annual Budget adopted and aligned with long term financial plan	<b>OVERDUE</b> SIGNOFF(S): Colin Young DUE DATE: 31 Jul 2022 FREQUENCY: The last Day of every 12 months
		TREATMENT MCD0026 Investment strategy / policy in place	SIGNOFF(S): Colin Young DUE DATE: 01 Jul 2023 FREQUENCY: The first Day of every 12 months
		TREATMENT MCD0027 Manage Debtors - Identify Debtor Process to manage general debtors	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Colin Young, Kristy Hopkins DUE DATE: 01 Jul 2023 FREQUENCY: The first Day of every 12 months
		TREATMENT MCD0038 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: Once FREQUENCY: Once
		TREATMENT MCD0039 Develop Annual Budgets - Send Email Ensure budget process is managed effectively	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Colin Young, Kristy Hopkins DUE DATE: 28 Feb 2023 FREQUENCY: The last Day of every 12 months
		TREATMENT MCD0040 Manage Rate Recovery - Confirm rates outstanding Manage recovery of rated	SIGNOFF(S): Anastasia Williams DUE DATE: 01 Jul 2023 FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 8.0 MODERATE</p> <p>INHERENT 20.0</p> <p>R00032</p>	<p>DEVELOPMENT SERVICES, HEALTH &amp; SAFETY</p> <p><b>Inadequate Organisation and Community Emergency Management</b></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"> <li>- Lack of (or inadequate) emergency response plans.</li> <li>- Lack of training to specific individuals or availability of appropriate emergency response.</li> <li>- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.</li> <li>- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc</li> </ul> <p>(References: AS 3745; AS 1851; AILMS 4 Management Principles)</p> <p>OWNER Chadd Hunt</p> <p>CREATED C2/07/2019 13:42:30</p> <p>LIKELIHOOD Likely</p> <p>SEVERITY Extreme</p> <p>CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MOD0077</p> <p>Functioning Local Emergency Management Committee, which meets quarterly</p> <p>TREATMENT MOD0078</p> <p>Conduct at least 1 Emergency Management training exercise per year</p> <p>TREATMENT MOD0079</p> <p>Conduct Inductions for Bush Fire Brigade Volunteer Members Annually</p> <p>TREATMENT MOD0080</p> <p>Review Risk to Resources Document</p>	<p>SIGNOFF(S): Brendon Rutter, Chadd Hunt</p> <p>DUE DATE: 31 Oct 2022</p> <p>FREQUENCY: The last Day of every 3 months</p> <p>SIGNOFF(S): Brendon Rutter, Chadd Hunt</p> <p>DUE DATE: 30 Sep 2022</p> <p>FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Brendon Rutter, Chadd Hunt</p> <p>DUE DATE: 31 Oct 2022</p> <p>FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Brendon Rutter, Chadd Hunt</p> <p>DUE DATE: 30 Sep 2023</p> <p>FREQUENCY: The last Day of every 24 months</p>
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Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 5.0 MODERATE  <b>INHERENT</b> 20.0  R00001	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE		TREATMENT MCD0002	SIGNOFF(S):	Alysha McCall
	<b>Failure to fulfil statutory, regulatory or compliance requirements</b>		Audit of monthly compliance calendar	DUE DATE:	14 Sep 2022
	Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements			FREQUENCY:	14th day of every month
	OWNER	Colin Young	TREATMENT MCD0007	CHANGE(S) PENDING	
	CREATED	03/04/2019 14:40:49	Manage Inductions - Conduct New Employee Induction	SIGNOFF(S):	Beverley Jones
	LIKELIHOOD	Almost Certain	All new employees are provided with adequate inductions	DUE DATE:	26 Aug 2022
	SEVERITY	Major		FREQUENCY:	Fri every week
	CONTROL EFFECTIVENESS	Strong	TREATMENT MCD0008	SIGNOFF(S):	Alysha McCall
			Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	DUE DATE:	14 Sep 2022
				FREQUENCY:	14th day of every month
			TREATMENT MCD0055	SIGNOFF(S):	Alysha McCall
			Organisational Compliance Calendar in place and reviewed by Executive Management Group	DUE DATE:	01 Mar 2023
				FREQUENCY:	The first Day of every 12 months
			TREATMENT MCD0059	SIGNOFF(S):	Alysha McCall
			Induction & Training provided to elected members	DUE DATE:	30 Nov 2023
				FREQUENCY:	The last Day of every 24 months
			TREATMENT MCD0060	SIGNOFF(S):	Alysha McCall
			Complete Annual Compliance Return (Dept Local Government)	DUE DATE:	28 Feb 2023
				FREQUENCY:	The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>RD0008</p>	<p>CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY</p> <p><b>Not meeting community expectations</b> Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.</p> <p>OWNER Jason Whiteaker CREATED 08/05/2019 13:58:25</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00004 Review Corporate Business Plan annually to ensure reflects strategic community plan</p> <p>TREATMENT MC00012 Undertake community surveying every two years focusing on community perception of service delivery</p> <p>TREATMENT MC00013 Manage Customer Requests - Reactive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Jun 2023 FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Aug 2023 FREQUENCY: The last Day of every 24 months</p> <p>CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker Aiysha McCall DUE DATE: Once FREQUENCY: Once</p>
<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>RD0013</p>	<p>CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILD, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION</p> <p><b>Inadequate Asset Management Practices</b> Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas included in the scope are: • Inadequate design (not fit for purpose). • Ineffective usage (down time) • Outputs not meeting expectations • Inadequate maintenance activities. • Inadequate or unsafe modifications. It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</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 Up to date and accurate transport management plan in place</p> <p>TREATMENT MC00019 Up to date and accurate building asset management plan in place</p> <p>TREATMENT MC00020 Up to date and accurate parks &amp; reserves asset management plan in place</p> <p>TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans</p>	<p>SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Feb 2023 FREQUENCY: The first Day of every 24 months</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): Scott Patterson Colin Young DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Colin Young DUE DATE: 01 Dec 2022 FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 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 14:40:30

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT M000041

Undertake OHS Audit

SIGNOFF(S):

Beverley Jones

DUE DATE:

01 Sep 2023

FREQUENCY:

The first Day of every 24 months

TREATMENT M000042

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

SIGNOFF(S):

Beverley Jones

DUE DATE:

30 Sep 2022

FREQUENCY:

The last Day of every 4 months

TREATMENT M000043

OHS Committee Meeting Regularly

SIGNOFF(S):

Beverley Jones

DUE DATE:

30 Sep 2022

FREQUENCY:

The last Day of every 3 months

TREATMENT M000044

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

SIGNOFF(S):

Scott Patterson

DUE DATE:

30 Sep 2022

FREQUENCY:

The last Day of every month

TREATMENT M000045

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

SIGNOFF(S):

Jason Whiteaker

DUE DATE:

30 Sep 2022

FREQUENCY:

The last Day of every 6 months

TREATMENT M000046

OHS Policy Framework in place and reviewed

SIGNOFF(S):

Beverley Jones

DUE DATE:

31 Aug 2022

FREQUENCY:

The last Day of every 12 months

TREATMENT M000045

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 Aug 2022

FREQUENCY:

The last Day of every month

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00020</p>	<p>CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC</p> <p><b>External Theft &amp; Fraud (inc. Cyber Crime)</b> Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of:</p> <ul style="list-style-type: none"> <li>• Fraud – benefit or gain by deceit</li> <li>• Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems</li> <li>• Theft – stealing of data, assets or information (no deceit)</li> </ul> <p>OWNER: Colin Young CREATED: 01/07/2019 14:32:52</p> <p>LIKELIHOOD: Likely SEVERITY: Major CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT MOD0111 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 &amp; SAFETY - PUBLIC</p> <p><b>Unsafe Playground equipment</b> Shire playgrounds are not to a an acceptable standard causing the following issues:</p> <ul style="list-style-type: none"> <li>- Play Equipment is unsafe, there is a chance of injuring users</li> <li>- Play Equipment may not be open to public if it is unsafe and require repairs</li> <li>- Community and visitors unsatisfied</li> </ul> <p>OWNER: Scott Patterson CREATED: 05/07/2022 16:11:10</p> <p>LIKELIHOOD: Likely SEVERITY: Major CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT MOD0113 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 Aug 2022 FREQUENCY: The last Day of every month</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>REGIONAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00043</p>	<p>AMP - BUILDINGS, FINANCIAL - STRATEGIC</p> <p><b>Capital projects can not be prioritised against the strategic community plan</b> Council is unable to assess projects and make determinations around priorities, based on any framework or decision criteria.</p> <p>OWNER Jason Whittaker CREATED 10/07/2019 11:33:15 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>REGIONAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00039</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p><b>Lack of capital project evaluation procedure</b> Shire does not have a capital project evaluation procedure aligned to the Community Strategic Plan</p> <p>OWNER Jason Whittaker CREATED 10/07/2019 18:54:13 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>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>REGIONAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00036</p>	<p>AMP - TRANSPORT, HEALTH &amp; SAFETY</p> <p><b>Transport Assets not routinely inspected</b> No formal safety &amp; maintenance inspection procedures exist</p> <p>OWNER: Michael Newton CREATED: 15/07/2019 18:35:25</p> <p>LIKELIHOOD: Likely SEVERITY: Major CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT M000088</p> <p>Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network)</p> <p>TREATMENT M000096</p> <p>Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.</p>	<p>SIGNOFF(S): Michael Newton Scott Patterson 31 Jan 2024</p> <p>DUE DATE:</p> <p>FREQUENCY: The last Day of every 36 months</p> <p>SIGNOFF(S): Michael Newton Scott Patterson 31 Aug 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The last Day of every 3 months</p>
<p>REGIONAL 4.5 MODERATE</p> <p>INHERENT 15.0</p> <p>R00017</p>	<p>DEVELOPMENT SERVICES, HEALTH &amp; SAFETY - PUBLIC</p> <p><b>Inadequate Organisation and Community Emergency Management</b> 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"> <li>- Lack of (or inadequate) emergency response plans.</li> <li>- Lack of training to specific individuals or availability of appropriate emergency response.</li> <li>- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.</li> <li>- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc</li> </ul> <p>(References: AS 3745; AS 1851; AILMS 4 Management Principles)</p> <p>OWNER: Chadd Hunt CREATED: 19/06/2019 08:51:12</p> <p>LIKELIHOOD: Possible SEVERITY: Extreme CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT M000027</p> <p>Establishment of a "functional" Local Emergency Management Committee, which meets six monthly</p> <p>TREATMENT M000028</p> <p>Current Local Emergency Management Arrangements &amp; Recovery Plan</p> <p>TREATMENT M000029</p> <p>Run annual emergency management exercise</p> <p>TREATMENT M000030</p> <p>Bush fire Risk Management Plan in Place</p> <p>TREATMENT M000031</p> <p>Fuel Loads risk register in place</p>	<p>SIGNOFF(S): Brendon Rutter 30 Sep 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The last Day of every 6 months</p> <p>SIGNOFF(S): Brendon Rutter Chadd Hunt 01 Nov 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Brendon Rutter Chadd Hunt 01 Nov 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Brendon Rutter Chadd Hunt 01 Sep 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Brendon Rutter Chadd Hunt 30 Sep 2022</p> <p>DUE DATE:</p> <p>FREQUENCY: The last Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00002	CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL  <b>Inappropriate Organisational Structure</b> Unable to achieve organisational objectives as the Organisation is not structured appropriately  OWNER Jason Whiteaker CREATED 03/04/2019 11:32:51  LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	<b>TREATMENT M000003</b> Review Strategic Community Plan every two years (desktop) and four years (major). Reviews to coincide with new Council being elected  <b>TREATMENT M000004</b> Review Corporate Business Plan annually to ensure reflects strategic community plan  <b>TREATMENT M000005</b> Review Human Resource Plan to ensure it is reflective of strategic community plan  <b>TREATMENT M000006</b> Corporate Business Plan clearly articulates how organisational objectives will be achieved	<b>SIGNOFF(S):</b> Jason Whiteaker <b>DUE DATE:</b> 31 Dec 2023 <b>FREQUENCY:</b> The last Day of every 24 months  <b>SIGNOFF(S):</b> Jason Whiteaker <b>DUE DATE:</b> 30 Jun 2023 <b>FREQUENCY:</b> The last Day of every 12 months  <b>SIGNOFF(S):</b> Beverley Jones <b>DUE DATE:</b> 31 May 2023 <b>FREQUENCY:</b> The last Day of every 12 months  <b>SIGNOFF(S):</b> Jason Whiteaker <b>DUE DATE:</b> 30 Jun 2023 <b>FREQUENCY:</b> The last Day of every 12 months
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Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00033	GENERAL, REPUTATION - COMMUNITY	TREATMENT MCD0002	SIGNOFF(S):	Aysha McCall
	<b>Errors, Omissions &amp; Delays</b> Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of: • 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".	Audit of monthly compliance calendar	DUE DATE:	14 Sep 2022
			FREQUENCY:	14th day of every month
		TREATMENT MCD0007	CHANGE(S) PENDING	
		Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions	SIGNOFF(S):	Beverley Jones
			DUE DATE:	26 Aug 2022
			FREQUENCY:	Fri every week
		TREATMENT MCD0009	SIGNOFF(S):	Aysha McCall
		Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	DUE DATE:	14 Sep 2022
			FREQUENCY:	14th day of every month
		TREATMENT MCD0083	CHANGE(S) PENDING	
		Manage Inductions - Conduct New Employee Induction Ensure staff are included into the organisation	SIGNOFF(S):	Beverley Jones
			DUE DATE:	01 Oct 2022
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MCD0084	SIGNOFF(S):	Aysha McCall
		Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)	DUE DATE:	01 Dec 2022
			FREQUENCY:	The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00034</p>	<p>COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY</p> <p><b>Ineffective Management of Facilities / Venues / Events</b></p> <p>Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;</p> <ul style="list-style-type: none"> <li>• Inadequate procedures in place to manage the quality or availability</li> <li>• Ineffective signage</li> <li>• Booking issues</li> <li>• Financial interactions with hirers / users</li> <li>• Oversight / provision of peripheral services (eg. cleaning / maintenance)</li> </ul> <p>OWNER Jason Whisaker CREATED 02/07/2019 14:05:05</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M000085</p> <p>Manage Facilities &amp; Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication</p>	<p>CHANGE(S) PENDING</p> <p>SIGNOFF(S): David Emery DUE DATE: 01 Sep 2022 FREQUENCY: The first Day of every 12 months</p>
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Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00035</p>	<p>CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY</p> <p><b>Misconduct/Fraud</b> 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:</p> <ul style="list-style-type: none"> <li>• Relevant authorisations not obtained.</li> <li>• Distributing confidential information.</li> <li>• Accessing systems and / or applications without correct authority to do so.</li> <li>• Misrepresenting data in reports.</li> <li>• Theft by an employee.</li> <li>• Collusion between Internal &amp; External parties.</li> </ul> <p>This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.</p> <p>OWNER Jason Whiteaker CREATED 02/07/2019 14:59:25</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M000007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>TREATMENT M000009 Induction &amp; Training provided to elected members</p> <p>TREATMENT M000006 Manage Inductions - Conduct New Employee Induction Induction of new employees into the organisation assists in creating an expectation in terms of what is required</p> <p>TREATMENT M000007 Manage Procurement - Identify need for procurement Process minimises opportunity for misconduct</p> <p>TREATMENT M000102 Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)</p>	<p>CHANGE(S) PENDING SIGNOFF(S): Beverley Jones DUE DATE: 26 Aug 2022 FREQUENCY: Fri every week</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 30 Nov 2023 FREQUENCY: The last Day of every 24 months</p> <p>CHANGE(S) PENDING SIGNOFF(S): Beverley Jones DUE DATE: 01 Sep 2022 FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Colin Young, Kristy Hopkins DUE DATE: 01 Oct 2022 FREQUENCY: The first Day of every 12 months</p> <p>SIGNOFF(S): Tamika Van Beek, Colin Young DUE DATE: 28 Feb 2023 FREQUENCY: The last Day of every 24 months</p>
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Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00037	AMP - TRANSPORT, ENVIRONMENTAL - BUILT  <b>Asset Inventories inaccurate</b> Asset inventories are not up to date and therefore inaccurate resulting in poor decision making  OWNER Michael Newton CREATED 15/07/2019 16:40:29  LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT M000018 Up to date and accurate transport management plan in place	SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Feb 2023 FREQUENCY: The first Day of every 24 months
		TREATMENT M000019 Up to date and accurate building asset management plan in place	SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months
		TREATMENT M000020 Up to date and accurate parks & reserves asset management plan in place	SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 24 months
<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00038	AMP - TRANSPORT, ENVIRONMENTAL - BUILT  <b>Inaccurate Asset Valuations</b> Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios  OWNER Colin Young CREATED 15/07/2019 16:47:14  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT M000000 Revaluations of Council Building Assets (Fair Value)	SIGNOFF(S): Colin Young DUE DATE: 01 Feb 2027 FREQUENCY: The first Day of every 60 months
		TREATMENT M000001 Revaluations of Council Transport Infrastructure Assets (Fair Value)	SIGNOFF(S): Colin Young DUE DATE: 03 Oct 2022 FREQUENCY: The first Day of every 60 months
		TREATMENT M000002 Revaluation of Council Plant & Equipment	SIGNOFF(S): Colin Young DUE DATE: 01 Oct 2025 FREQUENCY: The first Day of every 60 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00031</p>	<p>GENERAL, REPUTATION - COMMUNITY</p> <p><b>Providing inaccurate advice / information to stakeholders</b> 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"> <li>• incorrect planning, development or building advice,</li> <li>• incorrect health or environmental advice</li> <li>• inconsistent messages or responses from Customer Service Staff</li> <li>• any advice that is not consistent with legislative requirements, local laws or policies.</li> </ul> <p>OWNER Jason Whiteaker CREATED 02/07/2019 13:27:54 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M000007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>TREATMENT M000013 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 M000051 Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met</p>	<p>CHANGE(S) PENDING SIGNOFF(S): Beverley Jones DUE DATE: 26 Aug 2022 FREQUENCY: Fri every week</p> <p>CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker Alysha McCall DUE DATE: Once FREQUENCY: Once</p> <p>CHANGE(S) PENDING SIGNOFF(S): Beverley Jones 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 &amp; SAFETY</p> <p><b>Condition of buildings is unknown</b> Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns</p> <p>OWNER Shane Moorhead CREATED 06/07/2019 11:28:43 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M000019 Up to date and accurate building asset management plan in place</p> <p>TREATMENT M000090 Revaluations of Council Building Assets (Fair Value)</p> <p>TREATMENT M000093 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 2022 FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00042	AMP - BUILDINGS, FINANCIAL - OPERATIONAL  <b>Future financial requirements for buildings unknown</b> Council fails to understand and plan for future building maintenance / expansion requirements  OWNER Jason Whittaker CREATED 16/07/2019 11:28:36  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MCD0019	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 MCD0021	SIGNOFF(S):	Colin Young
		Long Term Financial Plan aligned to asset management plans	DUE DATE:	01 Dec 2022
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MCD0024	SIGNOFF(S):	Colin Young
		Long Term Financial Plan in Place	DUE DATE:	01 Jul 2023
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MCD0025	OVERDUE SIGNOFF(S):	Colin Young
		Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2022
			FREQUENCY:	The last Day of every 12 months
<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00044	AMP - BUILDINGS, FINANCIAL - OPERATIONAL  <b>Maintenance not planned</b> Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration  OWNER Shane Moorhead CREATED 16/07/2019 11:30:36  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MCD0019	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 MCD0025	OVERDUE SIGNOFF(S):	Colin Young
		Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2022
			FREQUENCY:	The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00045	AMP - BUILDINGS, FINANCIAL - STRATEGIC  <b>Financial performance indicators not met</b> The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability  OWNER Jason Whiteaker CREATED 10/07/2019 11:38:59  LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT MCD0019 Up to date and accurate building asset management plan in place  TREATMENT MCD0021 Long Term Financial Plan aligned to asset management plans  TREATMENT MCD0020 Revaluations of Council Building Assets (Fair Value)  TREATMENT MCD0021 Revaluations of Council Transport Infrastructure Assets (Fair Value)	SIGNOFF(S): Scott Patterson Colin Young DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months  SIGNOFF(S): Colin Young DUE DATE: 01 Dec 2022 FREQUENCY: The first Day of every 12 months  SIGNOFF(S): Colin Young DUE DATE: 01 Feb 2027 FREQUENCY: The first Day of every 60 months  SIGNOFF(S): Colin Young DUE DATE: 03 Oct 2022 FREQUENCY: The first Day of every 60 months
	MAJOR PROJECTS, FINANCIAL - OPERATIONAL HEALTH & SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY  <b>Aquatic Facility - Ineffective Project Management</b> Aquatic Facility Project not managed effectively  OWNER Jason Whiteaker CREATED 16/09/2020 14:23:26  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MCD0053 Project management framework in place, providing parameters for staff to operate within  TREATMENT MCD0054 Prepare Elected Members Monthly Report - Publish Monthly Report Major Project status reporting to Council (through monthly elected member report)  TREATMENT MCD0064 Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project  TREATMENT MCD0067 Construction project progress reports to be provided	SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Jul 2023 FREQUENCY: The last Day of every 12 months  CHANGE(S) PENDING SIGNOFF(S): Tamika Van Beek DUE DATE: 15 Sep 2022 FREQUENCY: 15th day of every month  SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once  SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



RESIDUAL

3.6

LOW

INHERENT

12.0

R00049

MAJOR PROJECTS, HEALTH & SAFETY - OCCUPATIONAL

**Aquatic Facility - Insufficient OHS in place for project**

Contractor has insufficient systems, processes and practices in place to manage site OHS effectively for the Aquatic Facility Project

OWNER Jason Whiteaker

CREATED 14/09/2020 14:28:32

LIKELIHOOD Possible

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MCD0068

Project Superintendent (Donovan Payne) reports to be provided monthly

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

TREATMENT MCD0069

Financial variations to be signed off by Project Manager

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

TREATMENT MCD0070

All request for information and clarification to be signed off / filled by Council Project Manager

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

TREATMENT MCD0071

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

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

TREATMENT MCD0074

Project time delays to be signed off in accordance with contract

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

TREATMENT MCD0085

OHS report required from contractor, including details of site their own OHS site inspections

SIGNOFF(S):

DUE DATE:

FREQUENCY:

Jason Whiteaker

Once

Printed: 19 Aug 2022 16:52:29 by Alysha McCall for Shire of Northam

Page 29

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00050	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE	
	<b>Aquatic Facility - Inadequate Construction Contract</b> Aquatic Facility Project construction contract not adequate which exposes Council to contract risk through the construction phase  OWNER Jason Whiteaker CREATED 14/09/2020 14:27:38  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	

<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00051	MAJOR PROJECTS, FINANCIAL - OPERATIONAL		TREATMENT M000072	SIGNOFF(S):	Jason Whiteaker
	<b>Aquatic Facility - Grant partners milestones not met</b> Aquatic Facility Project funding organisations require regular reporting, failure to do so may result in withdrawal of funds  OWNER Jason Whiteaker CREATED 14/09/2020 14:30:08  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong		Department of Sport & Recreation milestone reports provided	DUE DATE:	
			TREATMENT M000073	FREQUENCY:	Once
			Federal Building Better Regions Fund milestone reporting	SIGNOFF(S):	Jason Whiteaker
				DUE DATE:	
				FREQUENCY:	Once

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00052</p>	<p>MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC</p> <p><b>Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied</b> 239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements</p> <p>OWNER Jason Whiteaker CREATED 14/09/2020 14:31:42</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00054</p> <p>The Buyer shall submit a Development Application within six calendar months of the contract date</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>
<p>RESIDUAL 3.0 LOW</p> <p>INHERENT 10.0</p> <p>R00054</p>	<p>ENGINEERING SERVICES, SERVICE INTERRUPTION</p> <p><b>PPOSAMP Service Levels Interruption</b> Identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.</p> <p>OWNER Keith Boase CREATED 02/12/2020 09:37:11</p> <p>LIKELIHOOD Almost Certain SEVERITY Minor CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00106</p> <p>Review Asset Management plan every two years.</p> <p>TREATMENT MC00107</p> <p>Ensure asset management plan financial requirements are included in long term financial plan</p> <p>TREATMENT MC00108</p> <p>Ensure asset management plan financial requirements are included in annual budget</p>	<p>SIGNOFF(S): Keith Boase DUE DATE: 01 Oct 2022 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Keith Boase DUE DATE: 31 Jan 2023 FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Keith Boase DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 12 months</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



<b>RESIDUAL</b> 2.7 LOW  <b>INHERENT</b> 9.0  R00024	CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL  <b>Inadequate Project Management</b> 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.	TREATMENT M00053 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 M00054 Prepare Elected Members Monthly Report - Publish Monthly Report Major Project status reporting to Council (through monthly elected member report)	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Tamika Van Beek DUE DATE: 15 Sep 2022 FREQUENCY: 15th day of every month
		TREATMENT M00055 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 M00056 Identification of project classification in accordance with corporate business plan. Each Executive Manager to review their budget and identify which submit list of projects and their classification (not required for anything identified as works in accordance with corporate business plan)	SIGNOFF(S): Jason Whiteaker Chadd Hunt Colin Young DUE DATE: 31 Aug 2022 FREQUENCY: The last Day of every 12 months
		TREATMENT M00057 Manage Major Projects - Project Performance and Control Provides process for managing projects	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Neville Binning Scott Patterson Jason Whiteaker DUE DATE: 30 Sep 2022 FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



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  
25 August 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 08/05/2019 13:23:01

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MCD0007

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

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones

DUE DATE: 26 Aug 2022

FREQUENCY: Fri every week

TREATMENT MCD0049

100% of annual performance reviews undertaken

SIGNOFF(S): Beverley Jones

DUE DATE: 31 Dec 2022

FREQUENCY: The last Day of every 12 months

TREATMENT MCD0050

Manage Employee Termination - Receive notification  
Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action

SIGNOFF(S): Beverley Jones

DUE DATE: 01 Oct 2022

FREQUENCY: The first Day of every 3 months

TREATMENT MCD0051

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

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones

DUE DATE: 31 Oct 2022

FREQUENCY: The last Day of every 12 months

TREATMENT MCD0052

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

Chadd Hunt

Jo Metcalf

Colin Young

Scott Patterson

DUE DATE: 01 Oct 2022

FREQUENCY: The first Day of every 3 months

Audit & Risk Management Committee Meeting Minutes  
25 August 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 Whitaker (Portfolio Manager)

CREATED 24/05/2019 14:43:58

LIKELIHOOD Unlikely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MOD0022

Business Continuity Plan in place and up to date

SIGNOFF(S):

Aysha McCall  
Jason Whitaker

DUE DATE:

01 Nov 2024

FREQUENCY:

The first Day of every 48 months

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Audit & Risk Management Committee Meeting Minutes  
25 August 2022



**6.6 PROGRESS TOWARDS THE ICT STRATEGY PLAN**

<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	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

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



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 OSH/WSH ideal ICT hardware, RF and prolonged machine noise exposure	Possible (3) x Medium (3) = Moderate (9)	EOL hardware replacement decisions to consider OSH/WSH requirements. Suitable placement or enclosures for noisy ICT gear such as servers and switches.
Reputation	Slow take up of new technologies	Likely (4) x Minor (2) = Moderate (8)	ICT Team continuing to engage with Shire stakeholders, 3 <sup>rd</sup> party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



**C. OFFICER'S COMMENT**

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

**Table Legend:**

Completed
No Action
Underway

**RECOMMENDATION/COUNCIL DECISION**

Minute No: AU.229

Moved: Cr Ryan

Seconded: Cr Appleton

That Council receives the update as provided in Attachment 1.

**CARRIED 3/0**

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Attachment 1: ICT Strategic Plan Action Plan

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	Draft strategic and operations plans developed. SLAs to be determined. February 2022 Update: In early discussions with external provider regarding SLAs August 2022 Update: No progress
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.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Business Systems and Applications	3. Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021/2026	Corporate Services / ICT	<p>Inventory Register established. RFQ re: potential CRM/RMS upgrade/migration from Synergysoft occurring.</p> <p>February 2022 Update: Tenders have been received and staff will be evaluation and expecting to present to the next Audit Committee meeting.</p> <p>May 2022 Update: No progress.</p> <p>August: Staff are expecting to receive an overview of the Altus System within the month, this will then determine the best way forward.</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Infrastructure Technology and	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.
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
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.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Project Management	7. The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / 2021	<p>Project Management ICT Procedure to be developed</p> <p>February 2022 Update: No progress.</p> <p>August 2022 Update: No progress.</p>

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



**6.7 OCCUPATION HEALTH & SAFETY COMMITTEE MINUTES**

<b>File Reference:</b>	1.1.9.17
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the committee to receive the OSH Committee Minutes from the meeting held on 17 March 2022.

**ATTACHMENTS**

Attachment 1: OSH Committee Minutes 17 March 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 OSH Committee meeting minutes.

The OSH 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  
25 August 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 OSH Audit</p> <p>Implement recommendations from OHS Audit &amp; Report to Audit &amp; Risk Committee</p> <p>OSH Committee Meeting Regularly</p> <p>Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)</p> <p>Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)</p> <p>OHS Policy Framework in place and reviewed</p> <p>Undertake Workplace Safety Inspections - Undertake Inspection. OSH inspections undertaken for each site.</p>

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



Reputation	Nil.		
Service Interruption	Nil		
Compliance	Nil.		
Property	Nil		
Environment	Nil		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

As OSH is one of Council's biggest risk areas, Officers believe it is prudent for Council to review and receive the minutes from the OSH Committee meetings.

**RECOMMENDATION/COUNCIL DECISION**

**Minute No: AU.230**

**Moved: Cr Appleton**

**Seconded: Cr Ryan**

**That Council receive the minutes from the Occupation Safety & Health Committee meeting held on 06 July 2022.**

**CARRIED 3/0**

Clarification was sought in relation to:

- Incidents between March and June displaying red – These incidents being a wastewater treatment plant mainline valve failure and a cut Telstra line. The CEO advised that these items were in red due to being a overdue however have since been actioned.
- What was done regarding the cut Telstra line. The CEO advised that Telstra was contacted and advised of the incident.
- No WHS Inspection had occurred for the Admin or BKB buildings. The CEO advised that a comment regarding this was provided in the minute document, reiterating that Executive Managers were responsible for ensuring that they are carried out regularly.
- Confirmation on the process regarding break ins and ensuring police attend before managers. The CEO confirmed that this requirement has now been added into the related Policy.

**Attachment 1: OSH Committee Minutes 06 July 2022.**



**Shire of Northam**

**Work Health and Safety  
Committee Minutes  
6<sup>th</sup> July 2022**

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. 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 or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a 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 or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should 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.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



### Contents

1.	DECLARATION OF OPENING .....	4
2.	ATTENDANCE .....	4
2.1	Apologies.....	4
2.2	Approved Leave of Absence .....	4
3.	DISCLOSURES OF INTEREST .....	4
4.	CONFIRMATION OF MINUTES .....	5
5.	COMMITTEE REPORTS .....	6
5.1	LGIS Audit – 3 Steps to Safety program .....	6
5.2	Lost Time Injury Frequency Rate.....	7
5.3	Hazard, Incident and Near Miss Reporting .....	10
5.4	Workplace WHS Inspections.....	14
5.5	WHS Representatives .....	16
5.6	Active Actions .....	17
5.7	COVID-19 Pandemic .....	19
5.8	Cultural Change Working Group.....	20
5.9	Out of Hours Emergency Response for Remote Facilities .....	22
6.	ANY OTHER URGENT BUSINESS .....	23
7.	DATE OF NEXT MEETING .....	23
8.	DECLARATION OF CLOSURE .....	23

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



**1. DECLARATION OF OPENING**

The meeting was declared open at 11.01am.

**2. ATTENDANCE**

**Committee:**

Chief Executive Office  
Executive Managers

HR Manager  
Safety Representatives  
Staff Representatives

LGIS Regional Risk Coordinator

**2.1 Apologies**

Executive Manager  
Safety Representative

Staff Representative

**2.2 Approved Leave of Absence**

Nil.

**3. DISCLOSURES OF INTEREST**

Nil.

Jason Whiteaker  
Scott Patterson  
Chadd Hunt  
Colin Young  
Bev Jones  
Anastasia Williams  
Santo Leotta  
Keith Boase  
Nicole Hampton  
Louisa Dyer  
David Emery  
Helen Singh  
Lindy Lock

Jo Metcalf  
Kim Murcutt  
Clare Murray  
Victoria Williams  
Brendon Rutter

Audit & Risk Management Committee Meeting Minutes  
**25 August 2022**



WHS Committee Meeting Minutes  
**6th July 2022**



**4. CONFIRMATION OF MINUTES**

**RECOMMENDATION**

Minute No: WHS.110

Moved: Santo Leotta

Seconded: Nicole Hampton

That the minutes of the Work Health and Safety meeting held 17th March 2022 be confirmed as a true and correct record of that meeting.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



**5. COMMITTEE REPORTS**

**5.1 LGIS Audit - 3 Steps to Safety program**

**PURPOSE**

The safety assessment was carried out from 1<sup>st</sup> to 3<sup>rd</sup> May 2019 as part of the 3 steps to safety program. Upon receipt of the final report both an OSH Management Plan and OSH Action Plan were developed to address any elements identified as insufficient, ad hoc or unsatisfactory.

Now created and published, the committee has reviewed tasks within the organisation and assigned each task to the relevant staff member/s with a suitable timeframe. The progress of these tasks will be monitored on a regular basis by the committee.

**BACKGROUND**

The Committee received the results and recommendations of the LGIS audit conducted on 1-3<sup>rd</sup> May 2019 with HR Manager Beverley Jones. The Shire of Northam scored an average of 72%. This is an indication that SON is heading in the right direction with the previous audit in August 2016 scoring an average of 67% and 28% in 2014.

**UPDATE**

The WHS Audit is scheduled to be undertaken by LGIS in October 2022. Regional Risk Coordinator Lindy Lock will be undertaking a desktop review with HR Manager Bev Jones in the coming months in preparation for the audit.

CEO Jason Whiteaker informed the Committee that the WHS Committee Minutes were included in the Agenda for the June 2022 Audit & Risk Committee and would continue to be included moving forward.

**RECOMMENDATION**

**Minute No: WHS.111**

**That this report be provided to the WHS Committee as information only  
– no motions/actions are required.**

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



## 5.2 Lost Time Injury Frequency Rate

### PURPOSE

For the Committee to note the lost time injury frequency rates for the current financial year to date.

### BACKGROUND

A lost-time injury is defined as an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.

Lost-time injury frequency rates are the number of lost-time injuries within a given accounting period relative to the total number of hours worked in the same accounting period. The number of lost-time injuries per hour worked is always a very small number, therefore for ease of interpretation, a multiplier of 1 million is used and LTIFRs are reported as the number of lost-time injuries per million hours worked. This is calculated as follows:

$$\frac{\text{Number of lost time injuries in accounting period (1)} \times 1000}{000 \text{ Total hours worked in accounting period (139500)}}$$

In the past our insurers Local Government Insurance Services provided us with monthly statistics providing us with our lost time injury rate in addition to a comparison to those of other Local Governments. However, it was noticed that the figures for this financial year were incorrect. On further investigation it was discovered that LGIS were providing us with the figures for the Shire of Northampton as opposed to Northam. This was reported to LGIS and the error was rectified. They then advised us to calculate our own TIFR which, moving forward we are doing on a monthly basis. Unfortunately we no longer have a comparison with other Local Governments of a similar size.

### UPDATE

The Committee acknowledged the increase in muscle injuries and explored the possible methods to reduce the risk of further injury to staff. Aging workforce and lack of warm up exercises before starting work were considered in addition to the proposal to roll out manual handling training on 12<sup>th</sup> July 2022. The effectiveness of Take 5's was discussed with a determination that they should continue to be used.

**RECOMMENDATION**

Minute No: WHS.112

That this report be provided to the WHS Committee as information only  
– no motions/actions are required.

UNCONFIRMED

**Attachment 1 – Northam LTI Claims and Frequency Rate**

Year	LTI Claims	Northam LTI Frequency Rate
2013/14	4	21.8
2014/15	0	0.0
2015/16	4	20.3
2016/17	6	31.0
2017/18	1	5.2
2018/19	5	25.6
2019/20	6	30.7
2020/21	6	30.7
2021/22	6	30.6

**2021/22 Lost Time Injuries**

Department	Type of Injury
Engineering Services	Muscle Injury
Community Services	Soft Tissue Injury
Office of the CEO	Stress
Engineering Services	Muscle Injury
Engineering Services	Muscle Injury
Engineering Services	Muscle Injury

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



### 5.3 Hazard, Incident and Near Miss Reporting

#### PURPOSE

For the committee to review the nature and management of incidents, injuries, and hazards.

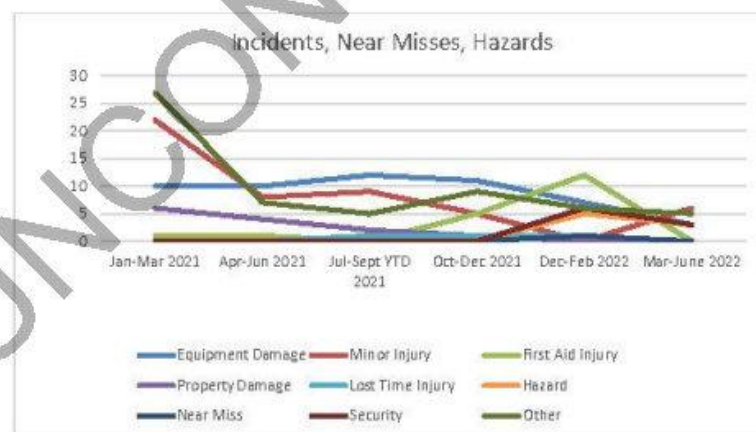
#### BACKGROUND

Since the introduction of the Promapp system Managers and Safety Representatives should be encouraging staff to utilise the system when reporting incidents, injuries, hazards and near misses. It is imperative that all instances are reported, in an effort to avoid future accidents.

Incidents reported from March 2022 to June 2022 inclusive are listed below.

#### UPDATE

HR Manager Beverley Jones asked the Committee to provide feedback in relation to what contents would be preferred in the Agenda moving forward and suggested a dashboard format in which to present the information. It was suggested that trends should be highlighted and that the number of incidents in each category per area should be provided.



**RECOMMENDATION**

Minute No: WHS. 113

Moved: David Emery

Seconded: Shane Moorhead

That trends should be highlighted in future Committee Agendas in the form of a dashboard.

UNCONFIRMED

# Ordinary Council Meeting Minutes 21 September 2022

## Audit & Risk Management Committee Meeting Minutes 25 August 2022

### WHS Committee Meeting Minutes 6th July 2022

#### Attachment 1 – Incident Register March 2022 to June 2022

Filter: Priority: All; Portfolio: Incident, Hazard, Near Miss

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DATE	STATUS	OWNER
LOW	#1015: Jacob Hayward	Incident	Patsy Repec	Security	Northam Pool	02 Mar 2022	09 Mar 2022	Closed	David Emery
LOW	#1016: Jacob Hayward	Incident	Patsy Repec	Security	Northam Pool	02 Mar 2022	09 Mar 2022	Closed	David Emery
LOW	#1021: Theft	Incident	Patsy Repec	Other	Visitor Centre	11 Mar 2022	18 Mar 2022	Closed	Victoria Williams
LOW	#1027: Disturbance and Police Called	Incident	Patsy Repec	Security	Visitor Centre	15 Mar 2022	16 Mar 2022	Closed	Victoria Williams
LOW	#1044: Allergic reaction	Incident	Patsy Repec	Injury	Northam Pool	24 Mar 2022	29 Mar 2022	Closed	David Emery
MED	#1047: Car accident	Incident	Patsy Repec	Equipment	Administration Centre	28 Mar 2022	13 Apr 2022	Closed	Scott Patterson
LOW	#1051: Incident Report - Scare right shoulder	Incident	Patsy Repec	Injury	External (Engineering Services)	23 Mar 2022	10 May 2022	Closed	Santo Leotta
LOW	#1052: Youth Disturbance	Incident	Patsy Repec	Other	Northam Pool	29 Mar 2022	05 Apr 2022	Closed	David Emery
LOW	#1054: Breathing difficulty	Incident	Patsy Repec	Other	Recreation Centre	01 Apr 2022	14 Apr 2022	Closed	David Emery
LOW	#1056: Incident Report - Groin Injury	Incident	Patsy Repec	Injury	External (Engineering Services)	17 May 2022	23 May 2022	Closed	Santo Leotta
MED	#1057: Cut Telstra line	Incident	Patsy Repec	Other	External (Engineering Services)	11 May 2022	06 Jun 2022	Under Investigation	Santo Leotta
MED	#1115: Equipment failure - PN1802	Incident	Patsy Repec	Equipment	External (Engineering Services)	23 May 2022	08 Jun 2022	Ready to Close	Keith Boase
MED	#1116: Trespassers on property	Incident	Patsy Repec	Security	Northam Depot	24 May 2022	08 Jun 2022	Ready to Close	Nicole Hampton
LOW	#1117: drug effected person wanting to enter Kilara	Incident	Patsy Repec	Security	Kilara	25 May 2022	27 May 2022	Closed	Nicole Hampton
MED	#1122: Laceration to RH little finger	Incident	Patsy Repec	Injury	External (Engineering Services)	03 Jun 2022	17 Jun 2022	Under Investigation	Keith Boase
HIGH	#1126: Waste Water Treatment Plant - Mainline Valve failed	Incident	Patsy Repec	Other	External (Engineering Services)	07 Jun 2022	10 Jun 2022	Under Investigation	Keith Boase
LOW	#1127: Bending of Spreader Thrower	Incident	Patsy Repec	Equipment	External (Engineering Services)	07 Jun 2022	08 Jul 2022	Under Investigation	Keith Boase
LOW	#1008: Wundowie Depot - gates/padlocks	Incident	Patsy Repec	Security	Wundowie Depot	26 Apr 2022	26 May 2022	Closed	Santo Leotta

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Page 1 of 2

Page 12 of 25

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022

Incident Register

Filter: Priority: All; Portfolio: Incident, Hazard, Near Miss

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUE DATE	STATUS	OWNER
LOW	101089: Staff member was bitten by a bee and suffered a mild allergic reaction	Incident	Patsy Repac	Injury	Administration Centre	28 Apr 2022	16 May 2022	Under Action	Beverley Jones
LOW	101093: Left shoulder injury	Incident	Patsy Repac	Injury	External (Engineering Services)	04 May 2022	04 Jun 2022	Under Investigation	Santo Leotta
LOW	101098: Cut Finger Right Hand	Incident	Patsy Repac	Injury	Wandooke Depot	06 May 2022	23 May 2022	Closed	Santo Leotta
MED	101101: Sign leg carrier on PN1804 loose	Hazard	Patsy Repac	Equipment	External Site (Engineering Services)	10 May 2022	24 May 2022	Under Action	Santo Leotta
MED	101094: Secure Skido Fire extinguisher	Hazard	Patsy Repac	Equipment	Wandooke Depot	06 May 2022	13 May 2022	Closed	Santo Leotta
MED	101064: Unstable Displays at Visitor Centre	Hazard	Patsy Repac	Other	Visitor Centre	08 Apr 2022	13 Apr 2022	Closed	Victoria Williams

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6<sup>th</sup> July 2022



**5.4 Workplace WHS Inspections**

**PURPOSE**

For the Committee to review recent WHS inspections and to note any subsequent high risk actions arising from the exercise.

**BACKGROUND**

The Shire of Northam has a duty to provide a safe working environment for staff, volunteers and contractors. Regular inspections, maintenance, testing and repairs of the workplace, plant and equipment are to take place, and should be documented accordingly. Once the inspections are carried out they are entered into the Promapp system together with supporting photographic and documentary evidence. Actions created as a result of the inspections are then assigned to the appropriate staff member. Safety Officer Patsy Repec will present details of any outstanding high risk actions identified during inspections to the committee.

Below is a detailed list of which safety inspections took place during the period 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022 inclusive.

**UPDATE**

The committee acknowledged that the Water Park inspections had not been carried out as the facility had not been open. CEO Jason Whiteaker reinforced the importance of completing regular safety inspections & reiterated that the Executive Managers were responsible for ensuring that they were carried out regularly.

**RECOMMENDATION**

Minute No: WHS.114

Moved: Nicole Hampton

Seconded: Anastasia Williams

That Managers/Executive Managers should ensure that regular workplace inspections should be carried out in all areas & the findings entered into Promapp.

Attachment 1 - WHS INSPECTIONS April 2022 to June 2022

Work Area	April 2022	May 2022	June 2022
Administration	Y	Y	X
Killara	Y	Y	Y
Rec Centre	Y	Y	Y
Northam Pool	Y	Y	X
Wundowie Pool	Y	X	X
Northam Library	Y	Y	Y
Wundowie Library	Y	Y	Y
Northam Depot	Y	N	Y
Wundowie Depot	Y	N	Y
Visitor Centre	Y	Y	Y
Create 298	Y	Y	Y
Water Park	Y	X	X
BKB	Y	X	X

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6th July 2022



5.5 WHS Representatives

**PURPOSE**

To provide an update to the committee details of recent changes of Occupational Safety & Health Representatives

**BACKGROUND**

WHS Representatives are appropriately trained employees who voluntarily elect to assist in promoting safe work practices and advise staff on workplace WHS issues, concerns and updates. Training for the role of Safety Representative is a legislative requirement and all Representatives should receive either the compulsory 5 day training or the 2 day refresher.

**WHS Representatives:**

Killara  
Library Services  
Administration  
Northam Depot

Kim Murcutt  
Clare Murray  
Anastasia Williams  
Charles Carr

**UPDATE**

Charles Carr of Engineering Services nominated himself (in line with legislative requirements) for the role of Safety Representative. Charles was welcomed to the safety team and HR Manager Beverley Jones confirmed that Charles would be registered with Worksafe and would be booked in to attend the required accredited training.

Executive Manager Scott Patterson expressed his desire to recruit an additional Safety Representative for Engineering Services.

**RECOMMENDATION**

Minute No: WHS.115

Moved: Santo Leotta

Seconded: Scott Patterson

That Engineering Services staff should be invited to self-nominate for the role of Safety Representative.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



WHS Committee Meeting Minutes  
6th July 2022



5.6 Active Actions

**PURPOSE**

For the committee to review the active and overdue actions.

**BACKGROUND**

The purpose of this item is to provide the OSH committee with the details of all current outstanding actions to ensure that all specified deadlines have been met. The list of all outstanding actions are attached.

**Update**

The list below contains both incidents Under Action and incidents Under Investigation and Under Action. This list attached shows Overdue Actions to be addressed.

It was determined by the committee that actions should not be closed off until they are fully completed.

**RECOMMENDATION**

Minute No: WHS.116

Moved: Keith Boase

Seconded: Nicole Hampton

That actions within Promapp should not be closed until they are fully completed.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



OSH Committee Meeting Minutes  
6<sup>th</sup> July 2022



Attachment 1 – Incident Register-Outstanding Actions

Filter: Open; Priority: All; Portfolio: Incident, Hazard, Workplace Safety Inspections, Systems Observations, Near Miss, Hazard/Incident/Near Miss (NON-SHIRE RELATED)

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUE DATE	STATUS	OWNER
MED	#00737: Dog Bite	Incident	Patsy Repac	Injury	External (Development Services)	17 Aug 2021	09 Mar 2022	Ready to Close	Kellie Walters
LOW	#00824: Damage to 2 Track PVI305	Incident	Patsy Repac	Equipment	External (Engineering Services)	18 Oct 2021	02 Feb 2022	Under Action	Jason Lindner
LOW	#00891: Banned Patron	Incident	Patsy Repac	Other	Northam Pool	30 Nov 2021	28 Feb 2022	Under Action	David Emery
LOW	#00903: Damage to long jump mat	Incident	Patsy Repac	Equipment	External (Engineering Services)	01 Dec 2021	20 Dec 2021	Under Action	Santo Leotta
LOW	#00996: Gates left open at Dam	Incident	Patsy Repac	Security	Wundowie Depot	18 Feb 2022	16 Mar 2022	Under Investigation	Jason Lindner
LOW	#10002: Hurt Shoulder	Incident	Patsy Repac	Injury	External (Engineering Services)	16 Feb 2022	19 Mar 2022	Under Investigation	Santo Leotta
LOW	#10113: Jaws Removed from facility	Incident	Patsy Repac	Other	Northam Pool	25 Feb 2022	09 Mar 2022	Under Action	David Emery
LOW	#10114: Unacceptable behaviour	Incident	Patsy Repac	Equipment	Northam Pool	25 Feb 2022	27 Mar 2022	Under Investigation	David Emery
HIGH	#00982: Kate Burton - Faulty Power point	Hazard	Patsy Repac	Equipment	Visitor Centre	04 Feb 2022	31 Mar 2022	Under Action	Victoria Williams
LOW	#00986: Wundowie Depot Workplace Inspection February 2022	Workplace Safety Inspections	Patsy Repac		Wundowie Depot	01 Feb 2022	18 Feb 2022	Under Investigation	Santo Leotta
MED	#00987: Northam Depot Workplace Inspection - February 2022	Workplace Safety Inspections	Patsy Repac		Northam Depot	03 Feb 2022	13 Feb 2022	Under Investigation	Santo Leotta
LOW	#00947: Create 208 Workplace Safety Inspection	Workplace Safety Inspections	Patsy Repac		Create 208	21 Jan 2022	29 Jan 2022	Under Action	Jaime Hawkins
LOW	#00884: Northam Depot - Workplace Safety Inspection - November 2021	Workplace Safety Inspections	Patsy Repac		Northam Depot	30 Nov 2021	04 Jan 2022	Under Action	Santo Leotta
LOW	#00775: Killara OSH Inspection	Workplace Safety Inspections	Patsy Repac		Killara	21 Sep 2021	25 Nov 2021	Under Action	Nicole Hampton
LOW	#10006: Workplace Inspection BRB	Workplace Safety Inspections	Patsy Repac		BRB Centre	21 Feb 2022	26 Feb 2022	Under Action	Roslyn Davis
HIGH	#00778: Waste Water Treatment Plant	Systems Observations	Patsy Repac		External (Engineering Services)	24 Sep 2021	21 Feb 2022	Under Action	Chadd Hunt
LOW	#00954: Grading Crew Meenal	Systems Observations	Patsy Repac		External (Engineering Services)	25 Jan 2022	09 Mar 2022	Ready to Close	Santo Leotta

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Page 1 of 1

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



OSH Committee Meeting Minutes  
6th July 2022



**5.7 COVID-19 Pandemic**

**PURPOSE**

To provide the committee with a brief update on the current strategies in place to ensure that the safety of staff during the COVID19 pandemic is maintained.

**BACKGROUND**

The Shire of Northam is taking expert advice from the Western Australian and Federal Governments, which are guiding the decision making of Council.

The Shire of Northam has activated its Pandemic Response Plan 2022 (PRP), to ensure that we are able to provide the required services and facilities to our community. The coordination of the PRP is being undertaken by our Chief Executive Officer, who has established COVID-19 response team.

Executive Manager Chadd Hunt provided a brief overview of the latest State Directives. The committee were informed that the only department requiring vaccination was Killara. Committee members were reminded of the importance of social distancing, and whilst mask wearing is not mandatory, it should be encouraged particularly in vehicles and meetings.

**RECOMMENDATION**

Minute No: WHS.117

Moved: Lindy Lock

Seconded: Keith Boase

That social distancing and good hygiene should continue to be practiced and that mask wearing should be encouraged particularly in vehicles and meetings.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



OSH Committee Meeting Minutes  
6th July 2022



### 5.8 Cultural Change Working Group

#### PURPOSE

To provide the committee with a draft strategy to improve safety culture throughout the organisation.

#### BACKGROUND

At the previous committee meeting a working group was created to look at improving safety culture throughout the organisation. It was determined that a holistic approach would be preferred, and a draft strategy was created for review by the committee.

The working group consists of:

- Scott Patterson
- Bev Jones
- David Emery
- Santo Leotta

Nine years ago the Shire launched the Corporate Values and were proactive in raising staff awareness about the new strategy, but as these employees have been replaced the impact of the original launch has slowly faded. The values sit within the Code of Conduct and are included in induction, however this initiative would provide an excellent opportunity to relaunch the values as they would provide a logical focus for the framework.

Below is the proposed incentive program framework:

Suggested Categories:

#### SAFE

Recognising your duty of care in relation to yourself and others with regards to physical, mental and emotional safety in the workplace

#### OPEN

Transparency creates a workplace that is a compliant, collaborative and inclusive

#### ACCOUNTABLE

Taking responsibility for your duties and actions in all aspects of your role including the maintenance of plant and equipment

#### RESPECTFUL

Consideration and appreciation of the cultural background, knowledge, experience and personal values of each other will ensure a happier workplace where staff feel appreciated and respected with a sense of belonging. Such consideration also applies to the community and the environment

Recognition for excellence/improved behaviours/effort beyond expectation could be in the form of:

- Recognition via the Intranet, staff meetings, Shire web site and Facebook

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



OSH Committee Meeting Minutes  
6th July 2022



• Certificate of recognition

Any staff member can nominate.

A committee comprising of a combination of managers and staff from all areas to consider all nominations on a quarterly basis, with a winner recommendation forwarded to the Executive team for approval.

Suggested Name for the program:

Positive Pulse (previously used for a Shire fitness program) as there is already a logo in existence:



UPDATE

The Committee requested that the working group continue to work on the proposed strategy and to report back to the committee at the next committee meeting with various options for the proposed incentive scheme.

RECOMMENDATION

Minute No: WHS.118

Moved: Shane Moorhead

Seconded: Chadd Hunt

That the working group should report back to the committee with various options for the proposed incentive scheme.

Audit & Risk Management Committee Meeting Minutes  
25 August 2022



OSH Committee Meeting Minutes  
6th July 2022



**5.9 Out of Hours Emergency Response for Remote Facilities**

**PURPOSE**

To determine the allocation of responsibility for attendance in the event of alarm activation at remote facilities out of hours.

**BACKGROUND**

Recent events at Killara involving a break in highlighted the absence of an effective system whereby a respondent is nominated to attend. Under the present system nobody formally holds the responsibility for visiting and assessing the situation.

Previously local security companies were responsible for attending the scene, however they were not willing to obtain the aged care checks and were therefore not eligible to enter the building.

**UPDATE**

Shane Moorhead informed the committee that there was currently no business in town who could provide the call out service. HR Manager Beverley Jones expressed concern that currently a manager attending before the police arrive is at risk of injury.

The committee determined that in the event of an alarm being raised out of hours that the Police should be called and that the Manager should only attend if required once the Police are present.

**RECOMMENDATION**

Minute No: WHS.119

Moved: Nicole Hampton

Seconded: Anastasia Williams

That in the event of an alarm out of office hours managers should only attend if required once the Police are in attendance.

Audit & Risk Management Committee Meeting Minutes  
**25 August 2022**



OSH Committee Meeting Minutes  
**6th July 2022**



**6. ANY OTHER URGENT BUSINESS**

Nil.

**7. DATE OF NEXT MEETING**

Thursday 20<sup>th</sup> October 2022

**8. DECLARATION OF CLOSURE**

The meeting was declared closed at 12.17pm.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
**25 August 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 24 November 2022 at 5:00pm.

**9. DECLARATION OF CLOSURE**

There being no further business, the Shire president, Cr C R Antonio declared the meeting closed at 5:52pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 25 August 2022 have been confirmed as a true and correct record."

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## 13. OFFICER REPORTS

### 13.1 CEO'S Office

*Cr M I Girak declared an "Impartiality" interest in item 13.1.1 – Lease of a portion of 139 Fitzgerald Street, Northam - Northam Town Teams Project Rediscovering the 'Old Railway Line' History of Northam as the owner of the property and some members of the Northam Town Teams Project are known to Cr Girak.*

#### 13.1.1 Lease of a portion of 139 Fitzgerald Street, Northam - Northam Town Teams Project Rediscovering the 'Old Railway Line' History of Northam

<b>File Reference:</b>	A13196
<b>Reporting Officer:</b>	Alysha McCall, Acting Governance Coordinator Jaime Hawkins, Acting Manager Community Development, Activation & Events
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

### BRIEF

For Council to consider entering into a peppercorn lease agreement to lease a portion of 139 Fitzgerald Street, Northam to facilitate the Northam Town Teams Project Rediscovering the 'Old Railway Line' History of Northam.

### ATTACHMENTS

- Attachment 1: Proposed lease area.  
Attachment 2: Northam Town Teams RAC Grant Application - Rediscovering the 'Old Railway Line' History of Northam.

### A. BACKGROUND / DETAILS

The Northam Town Teams group was founded in June 2019 and is made up of Northam focused individuals, businesses, community groups and not-for-profits creating community-led activities, place activation and improvements whilst being positive and pro-active.

Northam Town Teams have been successful in obtaining a \$7,000 grant from RAC to install a mural on the rear wall facing Elizabeth Place and provide

seating at 139 Fitzgerald Street, Northam. The area is situated along the old railway line and the project proposes to recognise and preserve this history whilst enhancing the Northam CBD.

There is a vacant portion at the rear of the building which adjoins Reserve 32052 which is vested to the Shire of Northam for the purpose of access and parking. As the area is proposed to be accessed by members of the public to view the mural, the property owner has raised concerns around public liability insurance. The Northam Town Teams are requesting that the Shire of Northam enter into a peppercorn lease agreement with the property owner so that the public liability insurance can be included in the Shire of Northam insurance policy.

## B. CONSIDERATIONS

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

#### Strategic Community Plan

- Outcome 3: A happy, healthy, and connected community.
- Objective 3.3: Grow participation in arts, culture and community activities.
- Objective 3.4: Grow community capacity by supporting community groups and volunteers.
- 
- Outcome 8: Attractive and welcoming places.
- Objective 8.1: Have neat and attractive business precincts.
- Objective 8.3: Enhance public open space, parks and playgrounds.
- 
- Outcome 10: An attractive destination for investors, business and visitors; helping to grow the economy and local jobs.
- Objective 10.3: Revitalise and activate town centres.
- Objective 10.4: Identify, develop and promote tourism experiences and supporting services.

#### Northam Town Centre Development and Connectivity Strategy

- Strategy 2: A Town of Destinations.
- Sub-strategy 4: Develop a detailed wayfinding strategy to connect primary and secondary destinations, including:
- d. Development / enhancement of the Town Centre Heritage Walk as a complementary way-finding experience.
- 
- Strategy 3: Streets as Places.
- Sub-strategy 1: Establish a street hierarchy and upgrade streets to support economic performance.
- 1.1 Formalise a Town Centre street hierarchy comprising:

1.1.2 Across-Link Streets: Where these streets provide the primary function of intersecting large street blocks, and connecting the longer streets and the Avon. The materiality and design of these streets helps to facilitate pedestrian movement by creating shaded, comfortable walking environments, interesting lighting, and interesting public art or active facades. This includes: Gordon Place, Grey Street, Ensign Dale Place, Nind Street, Beavis Place and the new pedestrian connections identified in this strategy.

1.2 Prioritise and deliver street upgrades and improvements in line with Figure 5 and the broader street hierarchy, with a focus on:

1.2.3 Priority 2 Upgrades (Pink)

- Footpaths – ensure consistent paving treatment and materials;
- Introducing public art / activation on blank facades;
- Increase tree canopy and landscaping; and
- Improve street lighting (including feature lighting).

Sub-strategy 4: Improve comfort, amenity and connectivity between local destinations to:

- Support the local economy through improved amenity to encourage pedestrian access and extend dwell time.
- Prioritise pedestrians over vehicles and facilitate pedestrian movement.
- Boost image and identity of the Town Centre.
- Create a fine grain movement pattern between large street blocks to increase ease of access and permeability between destinations.

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

There will be no financial impact to Council's insurance.

## **B.3 Legislative Compliance**

Nil.

## **B.4 Policy Implications**

Nil.

### B.5 Stakeholder Engagement / Consultation

Northam Town Teams have liaised with the owner of the building who supports the proposal subject to the issue around public liability insurance being resolved.

Northam Town Teams have facilitated a meeting at the proposed site to start exploring and discussing ideas for the area. A meeting was also facilitated at the Old Railway Museum to learn about the local rail history and to gather inspiration for the project.

Consultation has been undertaken with the Northam Heritage Forum and the Northam Historical Society on the proposal who have indicated their support to the group. Northam Town Teams have also engaged with Avon Valley Arts Society who will assist with running workshops to develop designs and ideas for the mural.

Should Council support the project, additional engagement will be undertaken with the community to identify and document historical stories.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Financial loss from to public liability claim.	Major (4) x Rare (1) = Low (4)	Adequate insurance in place.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

In order for the project to proceed, the matter around insurance needs to be resolved. Officers believe this is an excellent opportunity to beautify a section within the CBD whilst recognising the heritage and helping to build a stronger community through the town team movement. The project also aligns with Council's existing plans and therefore Officers are recommending that Council enter into a short term lease agreement so this project can progress.

## RECOMMENDATION / COUNCIL DECISION

**Minute No: C.4560**

**Moved: Cr Hughes**

**Seconded: Cr Mencshelyi**

**That Council lease a portion of 139 Fitzgerald Street, Northam from Danjan Pty Ltd comprising of 55m<sup>2</sup> for \$1 per annum for a period of 2 years at which time it will be reviewed.**

**CARRIED 8/0**

Juana Paynter left the meeting at 5:50pm.

### Attachment 1: Map of proposed lease area





## Attachment 2 – Northam Town Teams RAC Grant Application - Rediscovering the 'Old Railway Line' History of Northam.

### NORTHAM TOWN TEAM

#### PART ONE

1. **NAME OF TOWN TEAM** - Northam Town Team (NTT)
2. **PROJECT NAME** - Rediscovering the 'Old Railway Line' History of Northam
3. **KEY CONTACTS** - Juana Paynter, 0488345620, [zigokids@bigpond.com](mailto:zigokids@bigpond.com)
4. **PROJECT LOCATION** - Cnr Grey Street and Elizabeth Place, Northam WA 6401



#### 5. PROJECT DESCRIPTION

*This project aims to beautify a very plain section of the town centre, and at the same time rediscover and highlight the history of the old railway line and where it ran through the centre of town. We would like to showcase this history to Northam folk and visitors in the CBD, adding value to our well-known old railway station museum, the Northam Heritage Forum.*

In 1966, the main railway line that ran alongside Fitzgerald Street (the main street) of Northam was decommissioned. The new standard gauge railway was introduced along a different path with a new station positioned in East Northam. The old route was dismantled, the land cleaned up, and reallocated for various purposes. The land now houses a mixture of commercial buildings, car parks and roads in the Northam CBD. There are a few spots where the railway reserve remains and lies vacant.

The chosen site (focal point) is 100m from the Northam Boulevard Shopping Centre and 200m from the Visitor's Centre and Bernard Park on the Avon River. The space is very bland and uninteresting. This project will provide a large pop of colour to the area, create a visually pleasing historical experience, and revitalise a space and walking route taken by locals each day. It will involve many locals, including local artists and historians, finding the stories and images, creating the project detail and design, and implementation.

Importantly, the project links into our well-known railway museum, and will also connect into the existing historical walking tour around the town centre, which visitors either do independently or as a guided tour run through the Northam Visitors Centre (Shire of Northam).

#### 6. HOW WILL YOUR COMMUNITY BENEFIT AND/OR BE ENGAGED IN THIS PROJECT?

Northam has a newly established Town Team (Northam Town Team) which will drive this project, engage key stakeholders, and actively engage community members interested in the creation and roll-out of this project.

As time goes by, we are losing many fascinating stories about our local history. It is 50+ years since the old railway line was decommissioned so this is a timely project to speak with those who were in Northam at the time or have had the stories passed on to them by their ancestors. We will capture, store, and share these memories, and hopefully some can be recorded and shared via an auditory experience which can be listened to onsite (best method to be researched e.g. QR code link to video / recording?).

Many people in Northam are not aware that the railway line used to dissect the town centre and that this influences the way the town centre is mapped out and 'filled in' (or not) so to speak. This project will help educate the community on this history, expose hidden memories and treasures in the process, and improve community understanding about how the town centre has evolved.

Northam will benefit as we add value to the overall 'tourism package' on offer to visitors. This is highly valued by our businesses and broader community as well. This project will add value to the experience

for visitors in our town. The beautiful old railway museum which is full of original trains, carriages, information, and other historical paraphernalia is about 1km away from the town CBD, so this project will help link and direct people to one of our major tourism features.

Many tourists come to Northam to explore settlement history and admire our abundant wealth of historical buildings and railway history / museum. It will also appeal to those who seek to discover Northam as a historical gateway to the agricultural region (Wheatbelt) and Goldfields or those familiar with stories such as "Albert Facey - A Fortunate Life".

#### 7. HOW WILL YOUR PROJECT BE PROMOTED?

The project will be promoted locally by the NTT and other stakeholders via social media including:

The **Northam Visitors Centre** (Shire of Northam) – Insta <https://www.instagram.com/visitsnortham/> and Facebook <https://www.facebook.com/search/top/?q=northam%20Visitors%20Centre>

The **Northam Heritage Forum** (NHF) - Facebook <https://www.facebook.com/Northam-Heritage-Forum-1685492621668227> and Website <https://www.northamheritageforum.org.au/>

The **Avon Valley Arts Society** (AVAS) - Facebook - <https://www.facebook.com/AVASinc>

The 'historical site' will be included in the local historical walking tour guide / booklet and is available 24/7 to anyone walking past (everyday movement).

The community will be engaged to seek and collect stories relating to the old railway line. This dialogue will encourage and support local awareness and promotion.

Signage from the river / Visitor's Centre can direct people to this new 'old railway line' historical site.

There will be an 'opening' celebration when it is ready to be showcased.

It would be wonderful for RAC to be involved in promotion to a wider audience.

#### 8. DO YOU HAVE A WEBSITE OR SOCIAL MEDIA ACCOUNTS?

The **Northam Town Team** (NTT) has a Facebook Page - <https://www.facebook.com/northamtownteam>

#### 9. PROJECT TIMELINE (LIST KEY MILESTONES)

##### JUNE 2021

Develop initial concept and submit funding proposal to RAC Connecting Communities Fund (done)

##### JULY 2021

2<sup>ND</sup> July – Next scheduled NTT meeting.

- Identify how many attendees at meeting are current RAC members.
- Present and discuss project proposal and appoint a 'historical sub-working group' to lead project. Leader of sub-group to organise a meeting with key stakeholders to discuss project.

##### JULY / AUGUST 2021

- Contact the Shire to go over the proposal, seek input and support, including any approvals.
- Historical sub-working group to hold a meeting with key stakeholders (NTT, NHF, NVC / Shire, AVAS, NCC / NWIB, and local businesses in the vicinity) to discuss the project. The meeting will lay the project concept on the table, encourage discussion, diverse input, new thoughts, and buy-in for an improved plan and project. This community consultation will guide the work.
- Flesh out Project Scope (Stage One) including a detailed budget.

- Provide more detail to RAC Connecting Communities Fund as required.
- Celebrate success of funding proposal (if successful)

#### OCTOBER 2021 – MAY 2022

- Flesh out detailed plan, focus areas, responsibilities, timeline, and implement.
- Develop work teams for each focus area and implement actions as required, encouraging community involvement wherever possible.
- Record and promote each stage of planning and implementation.
- Celebrate completion of project with key stakeholders and community.

#### MAY / JUNE 2022

- Project acquittal and final report.

#### 10. FUNDING REQUEST

We request \$7000 to implement the project scope (Stage One). This will allow significant works and action which will achieve high visual impact and quality historical content to be displayed.

We will be seeking donations, and in-kind contributions (beyond the main working group) from the community and local businesses to compliment and extend aspects of the project.

#### BUDGET

##### Stage One: \$7000

- **Community event (\$500):** to encourage community engagement in project, seek out those with historical stories connected to project, to help visualisation of the history, encourage storytelling, project ideas and feedback.
- **Story documentation (\$500):** engage key people identified as having relevant stories, interview them, document, and store their stories in accessible format, including auditory / video recordings.
- **Signage (\$1500):** Information board depicting and documenting key stories, a visual representation of the old railway line, and linkage to the old railway station museum. Includes a directional sign from Visitors Centre / river walk.
- **Artwork (\$4500):** Mural by local artists with community involvement on building wall. Community members to weed, clear area, donate bricks / paving, and laying of materials.
- **Seat:** Community member/s to donate or sponsor seating for the area.

##### Stage Two Ideas:

- **Mural:** Covering the brickwork of the Power Box site across the road.
- **Mural:** at Boulevard Shopping Centre, of train going through the building (in one side and out the other)
- **Ground markings:** bricks or paint markings outlining the path of the railway line through the town centre.

Thank you for considering our request.

#### PROJECT IDEAS (Notes)

- Mural on building wall depicting an 'industrial' scene:
  - railway 'action' on the tracks, or workshop 'action' in the old Holtfreeters building.

NOTE: the building was an industrial / boiler-maker workshop, thus an industrial scene would be authentic. It is believed that the train used to stop here, and stores were off-loaded / up-loaded.

Collecting stories will help fill in the picture about what actually happened along the trainline, through the town centre. The old, corrugated iron section of the wall (see photos) will be replaced with new sheeting before any artwork is painted.

- Paving, seating, and feature signage next to the building. Signage will describe (words / photos) a story of the railway line along that section.
- Interview and record history from locals which ideally will be recorded and shared via auditory technology / QR code to story.
- Mural on the Power Box 'structure' on the other side of Elizabeth Place. This could showcase a different but complimentary visual of the train tracks... maybe a 'passenger' scene of travellers / shoppers getting on and off at the station? Or could continue the 'working' theme.
- Train track line painted or bricked into the road / paving which can be a trail from new to old railway station? Could be a walking trail?
- Could add mini-murals onto existing shops (e.g. Boulevard Shopping Centre) where the train would have gone through – mural of rear end of the train going through the building? And another mural of it coming out the other side?

#### PART TWO

##### DESCRIBE YOUR PROJECT IN 20-30 WORDS?

Rediscovering the 'Old Railway Line' – our community will transform this space to highlight local history. Connecting people with the track that dissected and defined the Northam town centre until 1966.

##### PHOTO

See attached photo (first photo with RED ASTERIX) showing a bland, empty site in the town centre, shouting out for a job to do. The job – to showcase local railway history using local art and stories, to engage locals and tourist alike.

#### PART THREE

1. We have strong interest in the Northam Town Team group, shown by attracting 40 people to the first meeting held on June 10<sup>th</sup>, 2021. Our next meeting is scheduled for 2<sup>nd</sup> July. We currently have a survey in circulation which has already identified nine people interested in being on the committee, and many others are offering their skills to help research, market, manage finances, write applications, do hands on work, and offering their enthusiasm for community activation projects.
2. We are unsure how many of these people are members of the RAC. We will ask those who attend the meeting this Friday to see who a current member. We can relay this back to you next week.
3. We don't have public liability insurance. Over-arching support from the Northam Chamber of Commerce (NCC) who do have PLI.
4. No ABN.
5. The Northam Chamber of Commerce. They have a discrete bank account we can use for sponsorship funds.
6. Yes, we will consult with the Shire of Northam and seek approval for works to be carried out.
7. No, we don't require RAC volunteering support. Thanks for the offer.
8. Yes, that would be wonderful for RAC to assist with generating media.

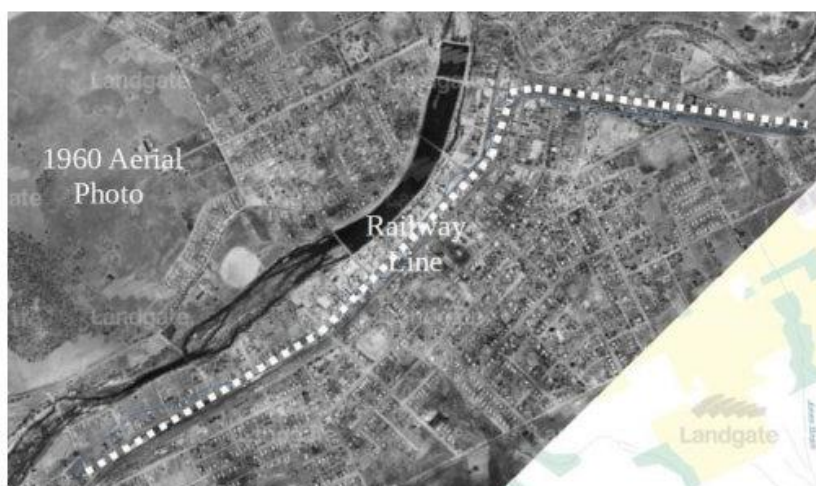
## PHOTOS

### SERIES ONE - Project site (Elizabeth Place, Northam)

*Note that the inside of this building is currently being renovated. Potential events space, warehouse style. Think inner Melbourne.*



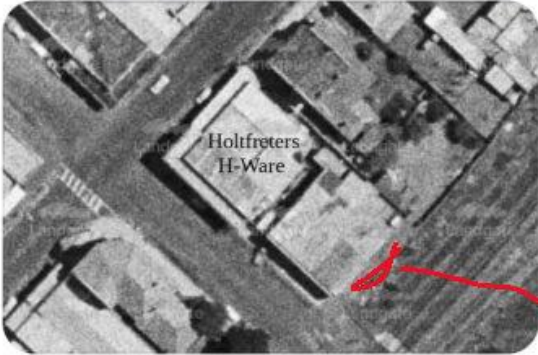
### SERIES TWO: Aerial photos of the site, comparing old to new.



**Comment**

**Robert Jamieson**  
Author


**Juana Paynter** Holtfreters old hardware shop .. 1960 aerial photo.



2 h Like Reply

**Robert Jamieson**  
Author

Photo .. 2020. Holtfreters old Hardware shop site today..



1 h Like Reply

STAGE ONE: Mural on this wall and the space improved with paving, seating and signage - using art, photos and stories to connect the Northam community and tourists with the railway line history that dissected and defined the Northam town centre until 1966.

STAGE TWO (ideas): Mural on the Power Box, providing more visual images of the stories related to the old railway line running through town. Possible markings on the footpath guiding people to the Shopping Centre with two extra murals showing the train moving 'through' the shops - in one side and out the other side.



Cr D J Galloway declared an "Impartiality" interest in item 13.1.2 – Lease of Wundowie Hall to Wundowie Progress Association as Cr Galloway is the president of the Wundowie Progress Association which is mentioned in the item.

Cr M I Girak declared an "Impartiality" interest in item 13.1.2 – Lease of Wundowie Hall to Wundowie Progress Association as fellow councillor, David Galloway is the president of the Wundowie Progress Association.

### 13.1.2 Lease of Wundowie Hall to Wundowie Progress Association

<b>File Reference:</b>	A322
<b>Reporting Officer:</b>	Alysha McCall, Acting Governance Coordinator
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No.

#### BRIEF

For Council to consider a lease for the Wundowie Hall to the Wundowie Progress Association.

#### ATTACHMENTS

Attachment 1: Map of leased area.

#### A. BACKGROUND / DETAILS

A request has been received from the Wundowie Progress Association to lease the Wundowie Hall on the same arrangement as to what is currently in place for the other progress associations and halls within the Shire.

#### B. CONSIDERATIONS

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

Performance Area: Performance.

Outcome 12: Effectively manage the Shire's assets.

Objective 12.3.3: Provide well maintained Shire buildings.

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

Over the past 12 months, the Shire of Northam has received approximately \$2,000 in revenue for bookings. If Council approved a lease to the

Wundowie Progress Association, this would result in a budget deficit of approximately \$2,000 each year.

In the 2022/23 Annual Budget, Council has allocated \$36,007 for maintenance of the Wundowie Hall gardens and \$21,007 for general maintenance and utilities.

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

Section 3.58 of the *Local Government Act 1995* (the Act) prescribes the requirements for disposing of property including land. Regulation 30 of the *Local Government (Functions and General) Regulations 1996* details dispositions of property which are excluded from the Act. As this lease is for a recreational and sporting like nature where there is no profit provided to the Wundowie Progress Association, it is excluded from the application of section 3.58 of the Act. This excludes the requirement to obtain a market valuation and give local public notice of the disposal.

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

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

Council Policy A 8.5 Management of Council Property Leases details the parameters for leases between community groups and Council for its community halls. The Wundowie Hall is currently excluded from this policy and should Council resolve to lease the Wundowie Hall to the Wundowie Progress Association it will require this policy to be amended.

*As a general principle, a new lease will be limited to a maximum of a five year term and any option to renew will be limited to no more than a five year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.*

1.0 Community Groups managing the following Community Halls will be subject to a lease between the Community Group and Council:-

Bakers Hill Recreation Centre  
Clackline Hall  
Grass Valley Hall  
Southern Brook Hall  
Quellington Hall

Council recognises the importance of a Community Hall to the general community and understands that the 'Hall' use is unlikely to result in full cost recovery, therefore:-

- 1.1 Council will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;
- 1.2 The basic principles considered in establishing a standard lease fee reflects the community contribution of the group resulting in a levy of a peppercorn (\$1 per annum payable on demand) rental to community groups managing the nominated Community Halls;
- 1.3 The Shire will cover the cost of building insurance and the lease preparation fee for the above community halls managed by community groups.
- 1.4 The Shire through the Council's annual budget process will provide a maximum amount of \$1000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre;
- 1.5 All other conditions as described under 2.0, excluding 2.1 (rent) and 2.2 (lease preparation fee) will apply; and
- 1.6 The **Northam Memorial Hall** is to be treated as a special case with specific requirements as it is managed under a Deed.

2.0 Community Based Not-for-profit Lease: Reg 30(2)(b)

The basic principles considered in establishing a standard lease fee reflects a fair and equitable contribution of provision of a facility, the venue's pattern of use, location and the potential to obtain Community Grants assistance, as follows:-

- 2.1 The Shire levy an annual administration rent equivalent to the cost of building insurance, to all community, sport and recreation groups, not including the abovementioned Community Halls, and is reviewed annually.
- 2.2 Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.
- 2.3 Lessees or Licensees must agree with Council to manage the "Demised Premises" on behalf of the community and to offer a service to the community that provides a net benefit.
- 2.4 The Lessee or Licensee will be responsible for the payment of outgoings, operating costs, and minor maintenance obligations.
- 2.5 The Lessee or Licensee will not be responsible for Shire land rates, but will be responsible for rubbish service rates.
- 2.6 The Shire will insure the "Demised Premises" at replacement value and pass on the cost to the Lessee as per 2.1. The Shire will perform any structural repairs, improvements and maintenance in accordance with levels determined within its budget forecast.
- 2.7 In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or

- additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 2.8 The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable) to the value stipulated in the agreement.
  - 2.9 The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
  - 2.10 The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.
  - 2.11 The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.
  - 2.12 On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.

## B.5 Stakeholder Engagement / Consultation

No consultation has been undertaken to date. Officers are of the view that this should be undertaken prior to Council approving a lease agreement for the hall. Should Council resolve to approve the lease, local user groups will need to be advised of the transition to allow for bookings to be made through the Wundowie Progress Association. Additionally, existing bookings will be communicated to the Wundowie Progress Association.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Future financial requirements for building unknown.		Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and

			aligned with long term financial plan.
Health & Safety	Nil.		
Reputation	Community dissatisfaction with respect to the change in management for the Hall	Medium (3) x Possible (3) = Moderate (9)	Undertake community consultation to obtain community views prior to making a determination on the lease for the hall.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

#### B.7 Natural Environment Considerations

Nil.

#### C. OFFICER'S COMMENT

As this is a community facility, Officers are recommending that Council undertake community consultation prior to considering a lease for the Wundowie Hall to the Wundowie Progress Association. Once completed a further report can be presented to Council on the matter.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4561

Moved: Cr Hughes

Seconded: Cr Appleton

That Council request the Chief Executive Officer to

1. undertake community consultation with respect to the potential leasing of the Wundowie Hall.
2. present the findings from the community consultation to Council prior to making a determination on the leasing of the Wundowie Hall to the Wundowie Progress Association.

**CARRIED 8/0**

Attachment 1 – Map of leased area



### 13.1.3 WALGA Annual General Meeting

<b>File Reference:</b>	1.6.5.5
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the Council to provide direction to the Shire President and Deputy Shire President (as Councils nominated voting delegates) in relation to matters for consideration at the WALGA AGM.

#### ATTACHMENTS

Attachment 1: Extract from WALGA AGM Agenda

#### A. BACKGROUND / DETAILS

The following items are for consideration at the upcoming WALGA Annual General Meeting:

- 3.1. Road Traffic Issues
- 3.2. Car Parking and Traffic Congestion Around Schools
- 3.3. Proposal for Regional Road Maintenance Contracts with Main Roads WA
- 3.4. Northern Australia Beef Roads Program
- 3.5. 3D House Printing Building Compliance
- 3.6. South West Native Title Settlement
- 3.7. Land Offset Compensation to Local Governments
- 3.8. Review of the Rating Methodology used by the Valuer-General
- 3.9. WA Local Government Rating Model
- 3.10. Reform of the Cat Act 2011
- 3.11. WALGA Best Practice Governance Review – Principles

#### 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**

Nil.

**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	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**

Section 4 of the WALGA AGM agenda has been included in Attachment 1, the complete agenda is available for Elected Members to view as a separate attachment to this agenda.

3.1. Road Traffic Issues

- Request for WALGA to advocate for greater local input into road and intersection treatments.

Comment: Support
------------------

3.2. Car Parking and Traffic Congestion Around Schools

- Car parking and traffic congestion around school sites has been and continues to be problematic.
- Causes arise from lack of parking, lack of adequate drop-off and pick-up areas and driver behaviour.

- Issues include illegal parking and traffic movements leading to conflict and potentially dangerous situations.
- Issues are not exclusive to City of Wanneroo.
- Requires a wide-ranging review of standards and school location.
- Requires better management of traffic by schools and development of driver education programs.
- Requires development of options and programs to alternative modes of travel to and from school.

Comment: This has certainly been a concern within the Shire of Northam from time to time and obtaining a greater level of certainty and consistency around school parking would be beneficial

### 3.3. Proposal for Regional Road Maintenance Contracts with Main Roads WA

- \$29.7 billion total investment through QTRIP 2022-23 to 2025-26.
- 25,200 jobs supported over the life of program in Local Governments in Queensland.
- Main Roads WA Projects can be viewed [here](#).

Comment: Support

### 3.4. Northern Australia Beef Roads Program

- At the 2022-23 Budget, the Australian Government extended the Northern Australia Roads Program by committing a further \$380 million to road projects in Northern Australia over four years from 2022-23 to 2025-26.
- Projects to be funded from this new \$380 million commitment will be determined following engagement with stakeholders and project delivery partners.
- This extension builds on the Australian Government's initial \$600 million investment, which is nearing completion. Roads identified in Infrastructure Australia's Northern Australia Audit, along with other roads identified as priorities by the states and territories, such as those connecting communities, or regional towns to ports, were considered for funding.

Comment: Support

### 3.5. 3D House Printing Building Compliance

- The section of the National Building Code that would need to change is National Construction Code, Building Code of Australia 2019 Volume 1 Amendment 1
- Australian Standards Adopted by Reference
- The Building Act 2011

- Building Regulations 2012

Comment: Support

### 3.6. South West Native Title Settlement

- WALGA to advocate for a review into how Local Governments are requested to consider land to potentially be transferred as part of the South West Native Title Settlement.

Comment: Support

### 3.7. Land Offset Compensation to Local Governments

- State Government to legislate that Developers requiring Land Offsets within another Local Government pay for the loss of that rateable land to the Local Government whose land is being used as the offset.

Comment: Support

### 3.8. Review of the Rating Methodology used by the Valuer-General

- Landgate conducts valuations of property based on the GRV and UV of a property.
- In Victoria valuations are conducted using the capital improved value of a property. This method should be explored.

Comment: The current method of rating can be inconsistent and challenging.  
A review would be supported

### 3.9. WA Local Government Rating Model

- WALGA to advocate for a full rating process review with potential of removing all UV rates and only rating GRV.

Comment: The current method of rating can be inconsistent and challenging.  
A review would be supported, although whether that involves the removal of unimproved valuation rating has not been considered by the Shire of Northam at this point.

### 3.10. Reform of the Cat Act 2011

- Statutory review into the Cat Act 2011 was undertaken in 2019.
- No reforms or amendments to the Cat Act have resulted from the review.

- Request that WALGA advocate for the reforms to be undertaken.

Comment: Support

### 3.11. WALGA Best Practice Governance Review – Principles

- State Council commissioned a Best Practice Governance Review to consider and engage with members on alternative governance models.
- The Steering Committee, appointed by State Council to oversee the project, has put forward principles to the 2022 Annual General Meeting for member consideration.
- The principles have been endorsed by State Council at their 22 August 2022 Special Meeting.
- Following consideration of the principles, a thorough consultation and engagement process will be undertaken with members on potential future models.

Comment: Support

## **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4562**

**Moved: Cr Williams**

**Seconded: Cr Tinetti**

**That Council:**

- 1. Nominates the Shire President and Deputy Shire President as voting delegates at the 2022 WA Local Government Association Annual General Meeting;**
- 2. Nominates Cr Williams and Cr Mencshelyi as Proxy voting delegates at the 2022 WA Local Government Association Annual General Meeting; and**
- 3. Supports items 3.1 – 3.11 as presented in the WALGA Annual General Meeting Agenda;**
- 4. Authorises the Council voting delegates to vote in accordance with the Council position on these matters, unless additional information is presented at the AGM which the voting delegates consider warrants a change in the position of Council; and**
- 5. In the event the voting delegates do not vote in accordance with the stated Council position this is to be reported back to the next meeting of Council, along with the reasons for altering the Council position.**
- 6. Authorise the Council voting delegates to make a determination on voting for any late items presented to the WALGA AGM, in the context of the Councils adopted Strategic Community Plan and other guiding plans or policies.**

**CARRIED 8/0**

## Attachment 1: Extract from WALGA AGM Agenda

### 3. Consideration of Executive and Member Motions

#### 3.1. Road Traffic Issues

*Shire of Dardanup to move:*

##### MOTION

**That WALGA Advocate on behalf of the local government sector to the State Government and in particular, Main Roads, to increase importance and weight given to local knowledge and input regarding road traffic issues including requests for speed reduction, intersection treatments and overall preventative and traffic safety measures.**

##### **IN BRIEF**

- Request for WALGA to advocate for greater local input into road and intersection treatments.

##### MEMBER COMMENT

The Shire of Dardanup and its community have experienced a number of instances where preventative action was only taken after fatalities occurred on roads and intersections, despite pleas and requests from the local government, community and stakeholders.

Recent examples include the following intersections:

- Hynes Road on Forrest highway, fatalities occurred before safety concerns were addressed and speed limit reduced;
- Hynes Road on South Western Highway, fatalities occurred before safety concerns were addressed and speed limit reduced;
- South Western Highway section from Hynes Road westbound to Picton, high number of fatalities occurred before safety concerns were addressed and speed limit reduced;
- Eaton Drive numerous intersection designs, almost 10 years of traffic studies paid for by the local government as requested by Main Roads which eventually culminated in a treatment plan for all intersection that was agreed to by Main Roads South West, but rejected by Main Roads Perth request further traffic studies delaying action and deferring addressing community and safety concerns.

##### SECRETARIAT COMMENT

The Commissioner for Main Roads has the authority to erect, alter or take down any road sign or traffic control signal under the provisions of Regulation 297 of the *Road Traffic Code 2000*. This authority has not been delegated to Local Governments, except under very limited conditions. To effectively manage the local road network Local Governments need to work with Main Roads WA Traffic Management Services. The issues identified in the motion are consistent with the experience of other Local Governments.

In response to advocacy from WALGA and Local Governments, Main Roads WA undertook a review of the Speed Zoning Policy and Application Guidelines in 2020. Following adoption of the new policy, 52 Local Governments that had applied one or more times to amend a speed zone completed a survey undertaken by WALGA in 2021 which found that a higher proportion of applications to reduce speed limits on local roads were rejected under the new policy than was previously the case. Local Governments highlighted that the process was slow, somewhat unpredictable and lacked feedback indicating changes are required.

The proposed motion is broadly consistent with the WALGA State Council advocacy position in relation to travel speed management;

1. That the Road Safety Council initiate the development of a comprehensive speed reform plan. That the speed reform plan be designed, to meet the various needs of metropolitan, rural and remote Western Australian communities, with the aim of improving liveability, amenity and safety.
2. That a speed reform plan incorporates:
  - a. measures to ensure that Local Governments are consulted in the process of changing speed limits on the local road network, and
  - b. processes to reduce the barriers and red tape for Local Governments seeking lower speed limits in targeted locations on local urban roads.

[September 2019 – 99.6/2019]

Main Roads WA has evolved its policy position in relation to intersection treatments in the past three years such that "roundabouts or other treatments will be preferred over traffic signalisation, unless evaluation clearly demonstrates those other solutions are unsuitable"<sup>1</sup>. There have also been significant technical changes in the modelling required, including the type of software to be used to demonstrate the effectiveness of the proposed intersection treatment<sup>2</sup>. These new policies and operational requirements were introduced without adequate consideration of the long planning timeframes associated with road network development.

<sup>1</sup> Main Roads WA 2021 p13 [Traffic Signals Approval Policy](#)

<sup>2</sup> Main Roads WA 2021 [Operational Modelling Guidelines](#)

### 3.2. Car Parking and Traffic Congestion Around Schools

*City of Wanneroo to move:*

#### MOTION

That WALGA engages with the State Government on behalf of Local Government to review issues associated with car parking and traffic congestion around school sites including but not limited to:

1. Reviewing car parking standards for schools;
2. Ensuring sufficient land is set aside for the provision of parking on school sites;
3. Reviewing the co-location of schools to avoid issues being exacerbated;
4. Restricting school access from major roads;
5. Developing plans to enable schools to manage school traffic;
6. Develop programs to educate drivers; and
7. Develop options and implement initiatives to encourage alternative modes of transport to school.

#### IN BRIEF

- Car parking and traffic congestion around school sites has been and continues to be problematic.
- Causes arise from lack of parking, lack of adequate drop-off and pick-up areas and driver behaviour.
- Issues include illegal parking and traffic movements leading to conflict and potentially dangerous situations.
- Issues are not exclusive to City of Wanneroo.
- Requires a wide-ranging review of standards and school location.
- Requires better management of traffic by schools and development of driver education programs.
- Requires development of options and programs to alternative modes of travel to and from school.

#### MEMBER COMMENT

##### Background

The City of Wanneroo has for some time been concerned about traffic congestion and car parking in and around school sites. In particular, the City is concerned about the car parking and congestion issues that occur over the morning drop-off and afternoon pick-up times due to the high demand and intensity of activity over relatively short periods of time. Causes seem to range from a lack of parking availability, lack of adequate drop-off and pick-up areas and driver behaviour. The results observed by the City include illegal parking and traffic movements leading to conflict and potentially dangerous situations.

As an outer metropolitan growth council, the City of Wanneroo will continue to face the issue of car parking and traffic congestion unless measures are taken to address the increasing challenges and issues associated with schools throughout the City.

It is apparent that the issue of car parking and traffic congestion around schools is not exclusive to the City of Wanneroo. It follows that a comprehensive and coordinated approach to the problem is called for. This motion is submitted to request that WALGA take a lead role in helping bring about such a solution on behalf of all member councils.

##### Comment

There is a need to approach the State Government to identify and implement new approaches that can contribute to a comprehensive solution. These include:

- Reviewing parking standards for educational establishments;
- Ensuring sufficient land is set aside for the provision of parking on school sites;
- Reviewing the co-location of schools to avoid issues being exacerbated;
- Restricting school access from major arterial roads;
- Developing plans to enable schools to manage school traffic;
- Develop programs to educate drivers; and
- Develop options and implement initiatives to encourage alternative modes of transport for travel to and from school.

The City's Councillors are very concerned about the issues and are supportive of the City pursuing options to reduce the problems at existing schools and prevent them from occurring where new schools are developed. An example of the problem faced in relation to traffic and congestion has been highlighted by a Councillor. Mercy College in Koondoola is located at the intersection of two major roads (Beach Road and Mirrabooka Avenue) where it has been observed that:

- At school pick-up times, cars stop along Mirrabooka Avenue, approximately 200m before the intersection of Beach Road / Mirrabooka Avenue.
- The gate at Mercy College doesn't open until about 2:45pm. Cars are banked up from 2:30, causing significant congestion issues.
- A drop off / pick up entrance along Beach Road appears to be well managed, unlike the one on Mirrabooka Avenue.

The City has operated a school parking program to provide education, manage parking and where necessary take compliance/enforcement action. The City has also worked with the Department of Transport (DOT) *Your Move* team to help in the development of safe routes to school. Despite these efforts, issues of congestion and parking problems persist.

The City acknowledges the Department of Transport (DOT) report *"The declining rate of walking and cycling to school in Perth"* issued in November 2021. The City generally supports the conclusions and recommendations of the report and looks forward to the implementation of the actions proposed.

The City is also aware of the Department of Planning, Lands and Heritage Development Control Policy 2.4: School Sites and the draft operational Policy 2.4: Planning for School Sites. The former policy has been in place since 1998 and the issues of parking and traffic congestion have continued throughout its duration. While the draft policy discusses sufficient parking and embayments and facilities for drop-off and pick-up it does not appear to have measures in place to deal with the high demand and intensity of activity over short periods of time that deal with the resultant congestion and potentially dangerous situations. There is no requirement for schools to manage the traffic they generate.

The City of Wanneroo's observations are that the issue of car parking and traffic congestion occurs at schools in the entire Local Government area regardless of the type (public or private), age and location. That is to say that the issue has been occurring for many years and according to the DOT report has become more of an issue as the rate of walking and cycling to school has declined over the past 40 years.

There is a need for WALGA, as representative of Local Government, to lead discussions with the State Government to find a solution to the issue of parking and traffic congestion around schools.

Addressing car parking provision, driver behaviour and mode of transport can help reduce the issues occurring at schools.

The City's view is that addressing school location, improving safe pedestrian and cycle access routes, provision of safe bicycle storage facilities, ensuring sufficient car parking provision and drop-off/pick-up areas are provided, improving driver behaviour through education and mode of transport can help reduce the issues occurring in and around schools. Improved and safe pedestrian and cycle routes can lead to healthier outcomes for users and can contribute to stronger connected communities.

## SECRETARIAT COMMENT

This motion outlines three key requests:

### 1. ***A wide-ranging review of standards and school location***

There are two main types of schools: Public schools and private schools.

Land for public schools is required to be identified and set aside as part of the structure planning and subdivision process. Public schools are considered as public works, are not controlled by local planning schemes and are exempt from the requirement to obtain development approval. Consequently, Local Governments have limited direct control over the concerns raised in the motion for new public schools. Private schools, the demand for which usually materialises after neighbourhoods are well established, are controlled by local planning schemes and the parking standards and other requirements set out in these schemes.

*Draft Operational Policy 2.4* (Western Australian Planning Commission 2020) is the primary planning policy that sets standards for new schools. This draft policy "is intended to assist in addressing issues that may arise in residential areas between schools and their surroundings particularly in respect of traffic and noise generating activities, and mitigation of impacts on existing transport network and services." The policy sets standards related to minimum number of road frontages and road types, access to active and public transport connections, and requirements to provide traffic impact assessments. The policy was drafted in 2020 and will be finalised following the review of Liveable Neighbourhoods.

Liveable Neighbourhoods is the Western Australian Planning Commission's primary policy for the design and assessment of structure plans (regional, district and local) and subdivision for new urban (predominantly residential) areas. This policy includes a component on education facilities, including particular design requirements for schools.

The finalisation of Draft Operational Policy 2.4 and current revision of Liveable Neighbourhoods provide opportunities for Local Governments and WALGA to seek amendments to these documents in accordance with member concerns.

## **2 Better management of traffic by schools and development of driver education programs**

Driver behaviour, as well as transport mode choice, contributes to reducing the impact of traffic congestion and safety around schools.

## **3 Development of options and programs to alternative modes of travel to and from school**

In May 2022 WALGA State Council endorsed the Draft Active Travel to School Roadmap, subject to amending Urban Environment Initiative No 1 to "Consult local governments to identify sub-regional school transport challenges and amend existing planning guidelines and develop new guidelines where gaps exist (RESOLUTION 337.4/2022).

State Council also resolved that WALGA:

- Works with the Department of Transport to finalise the Roadmap and encourage Local Government participation in the initiatives identified where these offer solutions to the local issues encountered in each area; and
- Uses the Draft Active Travel to School Roadmap to strengthen advocacy for increased funding for walking and cycling infrastructure in Western Australia by the State and Federal Government.

WALGA has some involvement with the Active Transport to School Working Group, which is led by the Department of Transport and includes representation from the Department of Education. The Department of Transport has developed a new category within the next round of WA Bicycle Network Grants to co-fund Active Transport Officers with Local Governments. This is an evolution of the former Travel Smart Officers with the new officers having a greater role in working with schools.

### 3.3. Proposal for Regional Road Maintenance Contracts with Main Roads WA

*Shire of Dundas to move:*

#### MOTION

**That WALGA assist Local Governments and work with the Hon Minister Rita Saffioti to introduce a similar program that is currently in play in Queensland and introduce a sole invitee Program for Local Governments to engage in a Road Maintenance Performance Contract with Main Roads WA.**

#### IN BRIEF

- \$29.7 billion total investment through QTRIP 2022-23 to 2025-26.
- 25,200 jobs supported over the life of program in Local Governments in Queensland.
- Main Roads WA Projects can be viewed [here](#).

#### MEMBER COMMENT

On 1 April 2022, the McGowan Labour Government [announced](#) it was returning up to 660 maintenance road workers back in-house to Main Roads.

An interactive Q-Trip Funding Tool ([here](#)) provided by the Queensland Government, details the next four years of State Government and Local Government Partnership providing safer roads and sustainability to regional and remote Shires.

To enable the Shire of Dundas to be involved in the direction of WALGA to assist with issues impacting us directly, and other regional resource communities impacted by the related Acts and Regulations.

Given the recent State Government announcement, there is an opportunity for all Local Governments to look at this proposal from WA State Government on how this proposal to keep jobs in house within Main Roads WA and the possibility to work with local governments when contracting the required road maintenance to Local Governments (see [here](#)).

It is suggested that the Queensland Government model, which can be viewed [here](#), works well and allows Councils to recover costs for usage of plant and equipment and recoup plant costs as hire charges against activities to cover all maintenance, depreciation and operating costs for Local Governments as agreed when undertaking joint routine maintenance on State controlled roads.

It is important that when developing this type of model and contract terms to get the document standards and the WHS and the Main Roads Preferred Suppliers correct. In Queensland, Main Roads assisted with these requirements in a partnership arrangement.

If Local Governments across WA are allowed into this space and work for the State Government on a contractual basis, it could be an opportunity to increase revenue significantly, especially in remote rural areas across WA. This would help Council cover cost relating to new imposed WHS Reforms, Local Government Reforms, Auditing Requirements, and associated costs.

#### SECRETARIAT COMMENT

The decision by the State Government to move to in-sourcing road maintenance delivery and management provides new opportunities for Local Governments to participate in delivering maintenance and minor capital work on the State road network. Local Governments and Regional Organisations of Council have previously contracted to Main Roads WA to deliver road maintenance services. There were several reasons that Councils and Main Roads WA decided not to continue with these arrangements. The Association will need to understand the interest and capacity of Local

Governments to undertake road maintenance work on the State road network, to inform engagement with the State Government.

The extent and type of road works that Main Roads WA will deliver using staff and those operations that will be delivered by contract are likely to vary in different parts of the State.

### 3.4. Northern Australia Beef Roads Program

*Shire of Dundas to move:*

#### MOTION

**That WALGA work with the Hon Madeleine King MP Minister for Resources and Minister for Northern Australia to make Beef Road Funding available to all Australian Local Governments north and south, or establish a Southern Australia Beef Road Funding Program to allow for equitable support across Australia's beef and agriculture industries.**

#### MEMBER COMMENT

The extension to the south of the country of Roads and Beef Road Funding will be vital to get cattle to the saleyards and be competitive with their counterparts from the North who receive [Federal Funding](#) to assist them in their efforts to transport cattle.

Reliable access has always been the most significant issue facing the community and businesses operating in the remote Northern Nullarbor region and is a serious concern for those emergency service personnel who are called upon in times of crisis. The 2019-2020 bushfires which closed the Eyre Highway (effectively the gateway into WA) is an example of inaccessibility. The Trans Access Road is the only road servicing this area and has in the past been impassable for months due to flooding. This project would deliver transport efficiencies, stimulate and support economic activity, and provide a safer access road for regular users, tourists, and emergency service personnel. The Eyre highway is the number one strategic link into Western Australia. The Trans-Access Road is the only road East linking the Aboriginal Communities, remote roadhouses, and pastoral stations. Linking the two roads increases accessibility, safety, and improves the social service access between the communities on both roads. Cattle and sheep movements can be hampered when the Trans Access Road is closed, and WA freight movements (in and out) are hampered when the Eyre highway is closed, as per the bushfire season of 2020.

This road improvement will shorten the distance from 1,041 to 91.7km (within our Shire), making traffic movements more efficient, as well as safer with a better-quality formed road. The Commodities can get to market with increased certainty, safety, and more efficiently.

This is only the situation with one road and their numerous pastoral leaseholders having the same issues in Western Australia and all the southern pastoral leaseholders across Southern Australia.

See [here](#) a map showing Northern Australia Local Government Roads receiving Funding.

#### SECRETARIAT COMMENT

The Northern Australia Beef Roads Program was a \$100 million Federal Government investment within the \$980 million Northern Australia Roads Program, which is delivering upgrades to high priority roads in northern Australia essential to the movement of people and freight to support the North's economic development. The Northern Australia Beef Roads Program is making targeted upgrades to key roads necessary for transporting cattle to improve the reliability, productivity and resilience of cattle supply chains in northern Australia, thereby reducing freight costs and strengthening links to markets. The

#### IN BRIEF

- At the 2022-23 Budget, the Australian Government extended the Northern Australia Roads Program by committing a further \$380 million to road projects in Northern Australia over four years from 2022-23 to 2025-26.
- Projects to be funded from this new \$380 million commitment will be determined following engagement with stakeholders and project delivery partners.
- This extension builds on the Australian Government's initial \$600 million investment, which is nearing completion. Roads identified in Infrastructure Australia's Northern Australia Audit, along with other roads identified as priorities by the states and territories, such as those connecting communities, or regional towns to ports, were considered for funding.

Federal Government announced projects to be funded in October 2016, and the program is now nearing completion.

A key feature of the Northern Australia Beef Roads Program was the active engagement with the beef industry and transport sector to identify potential projects and modelling of different scenarios by the CSIRO using the Transport Network Strategic Investment Tool (TraNSIT) to determine the benefits and assist in prioritising projects. Success in establishing a new Beef Roads Program in Southern Australia would likely require similar support and evidence. Northern Australia provides 90% of Australia's live cattle exports<sup>3</sup>.

The Northern Australia Program is framed around the [Our North, Our Future: White Paper](#) on Developing Northern Australia, with annual statements to Parliament on progress. It is outside of the Minister for Northern Australia responsibilities to establish funding programs in other parts of Australia.

Depending on the scale of investment required, a business case detailing the costs and benefits of the proposed upgrades will be required to underpin advocacy to State and Federal Ministers. The Hon Catherine King, Minister for Infrastructure, Transport and Regional Development of Australia is a primary decision-maker when seeking funding to respond to the identified needs.

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<sup>3</sup>Office of Northern Australia 2022 ([Office of Northern Australia | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)).

### 3.5. 3D House Printing Building Compliance

*Shire of Dundas to move:*

#### MOTION

That WALGA requests:

1. Assistance from Minister for Industry and Science The Hon Ed Husic MP, Minister for Housing and Homelessness, Small Business The Hon Julie Collins MP, Minister for Infrastructure, Transport, Regional Development and Local Government The Hon Catherine King MP to work with Ministers from all State and Territory Governments who have Building and Construction in their portfolios, to collaborate and to consider removing impediments within the National Construction Code Series and associated Australian Standards, that dissuade industry from adopting 3D printing as a building method.
2. That the Government provide instruments to incentivise private industry to develop 3D printing and include this as an acceptable building practice.

#### IN BRIEF

- The section of the National Building Code that would need to change is National Construction Code, Building Code of Australia 2019 Volume 1 Amendment 1
- Australian Standards Adopted by Reference
- The *Building Act 2011*
- Building Regulations 2012

#### MEMBER COMMENT

Australia's construction industry may be in for a shake-up, with the arrival of commercial 3D house-printing technology capable of slashing build times and costs.

On the heels of the country's first 3D-printed house – erected in three days Melbourne in January – COBOD, an international leader in the disruptive field, has partnered with Australian company Fortex to distribute its equipment.

COBOD has spearheaded the development of 3D house-printing, having sold about 50 systems featuring multifunctional construction robots across the globe since 2019. They were used to help build the first single-, two- and three-storey 3D-printed dwellings in Europe, the first 3D-printed house and school in Africa, and first wind turbine tower base.

Unfortunately, laws, codes and regulations rarely keep pace with technology. This is the case for using 3D printing to construct houses.

The Shire of Dundas Elected Members supported this motion at the [Ordinary Council Meeting on 28 July 2022](#) (item 10.1.2 WALGA AGM item – 3D Building Compliance).

Australia is currently experiencing an unprecedented housing crisis. Staff and material shortages are now affecting all industries and especially impacting critical industries like housing construction. The construction of buildings in Australia is controlled through a legislative framework that includes reference to the need to comply with the National Construction Code (NCC) and the Building Code Australia (BCA). The NCC is a uniform set of technical provisions for the design and construction of buildings and other structures, including building systems throughout Australia. In WA the NCC/BCA is called up in the *Building Act 2011* and the Building Regulations 2012. It is a statutory requirement that a building or system must be demonstrated to achieve NCC/BCA compliance. The NCC is a performance-based code, containing all performance requirements for the construction of buildings. It's built around a hierarchy of guidance and code compliance levels, with the performance requirements being the minimum level that buildings, building elements, and systems must meet. A building will comply with the NCC if it satisfies the performance requirements, which are the mandatory requirements of the NCC. The performance

requirements are also supported by general requirements. These cover other aspects of applying the NCC including its' interpretation, reference documents, the acceptance of design and construction, including related evidence of suitability/documentation, and the classification of buildings within the NCC. The key to the performance-based NCC is that there is no obligation to adopt any particular material, component, design factor or construction method. This provides for a choice of compliance pathways.

At the [National General Assembly on 19-22 June 2022](#), Motion number 100 was presented by Murray River Council NSW.

#### **Motion number 100 Murray River Council NSW**

This National General Assembly calls on the Australian Government to collaborate with local government to remove impediments within the National Construction Code Series (BCA) and associated Australian Standards, that dissuade industry from adopting 3D printing, and the Government provide instruments to incentivise private industry to develop 3D printing.

#### **OBJECTIVE**

There is mounting financial pressure on governments, with limited fiscal levers available, to slow the price trajectory of housing. Major change across any industry is difficult for profit-driven entities, especially smaller players, to orchestrate, as simply the risk is high, the financial capacity is limited, and the reward will soon be diluted across their competitors. There are investigations into housing affordability occurring in NSW already, which is commendable. Further opportunities can be harvested if the state partners with local government to review the building codes (which by default do not currently reflect the new technology).

#### **KEY ARGUMENTS**

Often the scale of the research and development required is beyond even the most affluent or well-resourced. The longer an industry has been in existence, the harder it is to change, amplified by the educational institutions and financial commitments that both have long lead times and future commitments. Furthermore, regulations (in this instance building codes and standards) are always slow to change and are often an even bigger impediment. In August 2021, the first 3D printed houses were sold in the USA. The investment in research and development in 3D printed structures over the next few years in many counties, largely driven by price pressures, government policies, international treaty obligations, but also because of the frailty of global supply chains, is profound.

Housing affordability is now becoming critical, yet the policy levers appear to be slow moving. Although it will take some time to achieve, the initial indicators are that 3D Printed houses will lower prices. Therefore, it would be prudent to adapt our rules to facilitate.

#### **References**

- <https://www.idsupra.com/legalnews/not-your-average-desktop-printer-how-3d-3943618/>
- <https://www.canberratimes.com.au/story/7785621/3d-printers-set-to-disrupt-building-sector/>
- <https://www.dezeen.com/2021/08/31/east-17th-street-residences-3d-printed-homes-icon-austin/>
- <https://www.procore.com/jobsite/6-of-the-worlds-most-impressive-3d-printed-buildings/https://all3dp.com/2/best-companies-building-3d-printed-houses/>

#### **Statutory Environment**

- [National Construction Code \(NCC\)](#)

#### SECRETARIAT COMMENT

Changes to the National Construction Code – All components used for building work in Australia must meet certain performance and legal requirements. These requirements help ensure that buildings are safe, healthy for occupants and maintain performance over the expected life of a building. Following a building fire in Melbourne Docklands in 2014, and the cladding fire at Grenfell Tower in London in 2017 which killed 72 people, all State and Territory Building Ministers agreed to an assessment of the effectiveness of building compliance systems across Australia. The resulting Building Confidence Report, released in 2018, identified that problems exist with building product safety in Australia. Subsequently, all Building Ministers agreed to the development of a National Product Assurance Framework to strengthen building product performance requirements. A discussion paper outlining the proposed framework was released by the Australian Building Codes Board in 2021 and can be found [here](#). Any change allowing new forms of construction would require substantial evidence to be presented by industry to the Australian Building Codes Board.

Alternative construction methods such as modular buildings, buildings with pre-engineered components and Structural Insulated Panels (SIPS panels) have risen in popularity in Western Australia in recent years, partly in response to supply chain issues and labour shortages. For example, a display home was built in Mandurah from SIPS panels that was supplied and installed in 16 weeks. Strategies that seek to promote diverse housing options, supply and sustainability should consider the suite of alternative construction methods.

### 3.6. South West Native Title Settlement

*Shire of Gingin to move:*

#### MOTION

**That WALGA advocate to the State Government that Local Governments be provided with the full list of potential land to be requested for transfer as part of the South West Native Title Settlement and that a minimum of three months be provided for Council to provide feedback.**

#### IN BRIEF

- WALGA to advocate for a review into how Local Governments are requested to consider land to potentially be transferred as part of the South West Native Title Settlement.

#### MEMBER COMMENT

The Shire of Gingin and many other Local Governments are being requested to consider parcels of land to be allocated for transfer as part of the South West Native Title Settlement.

The Shire of Gingin has received its third request, totalling approximately 45 parcels of land, for consultation as part of this process and in each instance is provided only 40 days to provide feedback to the Department.

For each land parcel in question, which can be numerous, Council is requested to consider the following:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local Government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The 40-day consultation does not provide any ability for Local Government to consult with the community regarding Council's support for the land transfer and as such is ignorant as to the changes in land management.

Local Governments, as part of this process, are not advised as to any intent for the future purpose of the land and/or how it is proposed to be managed into the future and this is creating angst as part of the consultation with Council. For example, it is difficult for any Local Government to approve the transfer of the land without understanding as to what purpose the land is being requested for and who will manage the area, and will it be freehold transfer? This advice may be as simple as the site is requested for cultural significance or for commercial purposes and will be administered by SWLCC as a reserve vested.

The Shire of Gingin, through consultation with the Department, have been advised that within the Shire there are an additional some 230 more locations identified for potential transfer. The Shire, and all Local Governments, should be provided this full list to be able to undertake early due diligence on the land identified.

Without knowing what other Councils are being requested to consider, the Shire requested the Department to ensure that the Shire of Gingin and other Local Governments are not being targeted due to the commercial potential for land. There should be more clarity surrounding the lands that have been requested and identified across all Local Government and this be publicly accessible.

## SECRETARIAT COMMENT

### **Background on the South West Native Title Settlement (Settlement):**

The Settlement, in the form of six Indigenous Land Use Agreements (ILUAs), is a landmark native title agreement negotiated between the Noongar people and the State Government of Western Australia (State). The Settlement officially commenced on 25 February 2021, followed by the establishment of the Noongar Boodja Trust and the appointment of Perpetual as the initial Noongar Boodja Trustee on 29 March 2021. Following commencement, as prescribed by the ILUAs, native title rights and interests were surrendered on 13 April 2021, in exchange for a negotiated package of benefits that the State is delivering.

The Noongar Land Estate is a key benefit under the Settlement and will be comprised of up to 300,000 hectares of land handed over as reserve, and up to 20,000 hectares of land transferred in freehold. The first transfers of land to create the NLE were executed by all parties on 14 July 2021. The Department of Planning, Lands and Heritage (DPLH) is the agency responsible for the delivery of the NLE, on behalf of the Minister for Lands. The NLE is intended to provide significant opportunities for the Noongar people to achieve sustainable economic, social and cultural outcomes. The land to be transferred to the NLE is primarily drawn from unallocated Crown land (UCL), unmanaged reserves (UMR) and Aboriginal Lands Trust (ALT) properties within the Settlement area and will be determined through the ILUA-prescribed land identification, assessment and eventual transfer processes managed by DPLH over the five year ILUA implementation period. This work is undertaken consultatively with the Trustee, SWALSC and a broad range of key stakeholders.

A key component of this process is the Assessment Phase, at which point DPLH consults with stakeholders, including Local Government. Consultation with Local Government in this manner is consistent with general Crown land administration requirements, where tenure matters are referred for comment under section 14 of the *Land Administration Act 1997* (LAA). Referrals to Local Governments under the Settlement request detail (if available) on the following:

- whether there are existing interests in the land parcels under consideration for inclusion in the NLE that cannot be met elsewhere;
- whether there are future proposals for the same land or land within the same general location;
- whether there are planning scheme amendments that could affect future use of the land;
- whether there are other relevant land use, land management or land development issues; and
- any other advice they may wish to provide in relation to the subject land.

**WALGA asked DPLH if it would be possible to advise each Local Government of all of the land under consideration within their area at the same time, and DPLH responded as follows:**

DPLH regularly provides Local Government Authorities (LGAs) with a list of unallocated Crown land (UCL) and unmanaged reserves (UMR) that may be eligible for inclusion in the Noongar Land Estate within the boundaries of the LGA. This information is provided upon the request of the LGA, in the spirit of proactive and transparent engagement with key stakeholders.

Importantly, DPLH advise that the list provided is reflective of land under consideration at a specific point in time and may be subject to change. Further, all LGAs are advised that DPLH are progressing land through the Phases of the Noongar Land Base Strategy (Strategy) at Annexure J to ILUAs for the Settlement. The Strategy provides an agreed process to be followed and includes a five-year timeframe for the staged delivery of the full 320,000 hectare Noongar Land Estate. As a result, DPLH will likely engage with a number of the involved LGAs numerous times during the five-year period.

**WALGA asked DPLH if a 3 month consultation period would be considered, and DPLH responded as follows:**

Consultation with LGAs is consistent with general Crown land administration requirements, where tenure matters are referred for comment under section 14 of the LAA. The 40 day timeframe for consultation is prescribed by the Noongar Land Base Strategy (Strategy) at Annexure J to the ILUAs. The sections of the ILUA (including the Settlement Terms) can only be varied by agreement in writing that is executed by or on behalf of the State, each of the Government parties, each Regional Corporation or the relevant Native Title Agreement Group and the Central Services Corporation.

The timeframe for consultation with LGAs is outlined under the Strategy and is intended to ensure the structured delivery of State Government and Trustee for the Noongar Boodja Trust (Trustee) obligations relating to the handover of land. DPLH would also like to emphasise that the LGAs are asked to consider the change of tenure only, not a proposal for the use / development of the land.

The Strategy and therefore the activities of DPLH are consistent with best practice Crown land administration activities, though with prescribed timeframes to ensure adherence to tight project timeframes. The referral questions posed by DPLH during consultation with LGAs are intended to collect detail on what is known to apply to the land at the time of the referral, noting that detailed due diligence and site-specific investigations would need to be undertaken by the Trustee at the point of land use / land development. In the event that an LGA is unable to provide the detailed information within the 40 day timeframe, DPLH is able to discuss and possibly grant timeframe extensions on a case-by-case basis.

**WALGA asked DPLH if it was possible to advise Local Governments, at the time of request, as to the intended use of each parcel of land eg cultural or economic development, and DPLH responded as follows:**

This information is not provided to DPLH by the representatives of the Noongar people. Instead, the flexible reserve purpose of Noongar Social, Cultural and / or Economic Benefit and the flexibility provided by delivering freehold tenure allows for land to be used by the Trustee in line with the aspirations of the Noongar people – in accordance with the applicable statutory and policy framework. LGAs will retain standard decision-making powers relevant to the use and management of land, under the Local Planning Scheme / Town Planning Scheme and any applicable statute.

The Noongar Land Estate will be a diverse landholding across the six ILUA Areas and approximately 101 involved LGAs. The consultation process undertaken by DPLH is intended

to ensure that LGAs can disclose relevant information to inform the decision-making of the Trustee as to whether or not the land should be included in the Noongar Land Estate. Decisions around whether or not land is Cultural Land, Development Land or a combination of both is for the Trustee to make in consultation with the relevant Noongar Regional Corporation after land is accepted for transfer, and may have relevance to the future management of the land. However, LGAs can safely assume that land included into the Noongar Land Estate will be used and managed in accordance with the applicable zoning.

**WALGA advised DPLH that generally, a Local Government would consult with their local community about changes to the use of Local Government managed land, and that the 40 day consultation timeframe did not allow for this. DPLH responded as follows:**

LGAs may elect to undertake consultation with community regarding tenure change proposals, but it is not a requirement of the Strategy nor of the State Government more broadly. DPLH recommends that the standard approach taken by LGAs for any other Crown land administration matters referred by DPLH is the example to follow.

Community consultation may be more appropriate at the point of a development proposal being submitted to the LGA by the Trustee, as all detail requested above would be known and consultation can be well-informed. It is understood that consultation with community on development proposals is commonly undertaken by LGAs before consideration of a proposal by Council.

Please be advised that UCL and UMR (and Crown land more broadly) are the jurisdiction of the Minister for Lands, and while LGAs may have a role in regulating or to an extent managing UCL and UMR, this role does not form an interest in the land or a veto power for tenure proposals over the land.

**DPLH made the additional further comment:**

DPLH undertakes comprehensive consultation on land under consideration for possible inclusion in the Noongar Land Estate to obtain any and all information that may be relevant to the future use and management of the land by the Trustee. This includes all relevant LGAs and key State Agencies including the Department of Mines, Industry Regulation and Safety, the Department of Biodiversity, Conservation and Attractions and the Department of Water and Environmental Regulation. Service providers are also consulted on each land parcel.

All are provided with a 40 day timeframe for providing a response. At present, DPLH is actively progressing approximately 100,000 hectares of land across the six ILUA Areas through the Phases of the Strategy towards formal offer to the Trustee. The scope of this process is substantial, so the timeframes within the Strategy are critical for ensuring information collection can occur in a timely manner.

### 3.7. Land Offset Compensation to Local Governments

*Shire of Gingin to move:*

#### MOTION

**That WALGA advocate to the State Government that the Developer requiring land offsets within another Local Government be required to pay a fee to the Local Government for the loss of rates and ongoing maintenance of infrastructure to the Land.**

#### IN BRIEF

- State Government to legislate that Developers requiring Land Offsets within another Local Government pay for the loss of that rateable land to the Local Government whose land is being used as the offset.

#### MEMBER COMMENT

It is proposed that Councils similar to the Shire of Gingin who are having large sections of rateable land locked away due to Developer Land Offsets need to be compensated for the loss of revenue.

The Shire of Gingin recently met with the Department of Biodiversity, Conservation and Attractions (DBCA) representatives regarding this matter, and they agreed that the Shire of Gingin is being targeted due to the type of Banksia bush that is within the Shire. The Shire of Gingin is not and will not be the only Local Government targeted through this type of scheme into the future.

The issues for the Shire of Gingin, other Local Governments and future Local Governments are as follows:

- The requirement of land offsets is currently 1/7. Being that for every acre of land required by a developer, seven acres needs to be provided as offset.
- What is currently rateable land for the Shire is being purchased and then handed to DPIRD for management.
- The Shire of Gingin's loss of rates on a once off may seem minimal (last year the reduction was approximately \$10,000) but accumulating every year and then compounding becomes a significant amount of future income.
- Council still needs to maintain the assets surrounding the site, providing access and egress from the blocks for DBCA and other adjoining ratepayers.
- The land within the Shire of Gingin is in high demand due to its proximity to the metropolitan area and intensive agriculture and horticulture is dominant.
- DBCA receives a 7-year management payment from the Developer to manage the newly offset land which is not enough for DBCA to manage the property, yet Council receives nothing other than a negative rates bill and continuous maintenance cost.
- Whilst the metropolitan based Developer is making large amounts of money from the development and the metropolitan Council is receiving an increased rate book, the loser in the equation is the Local Government where the land is being offset and DBCA.
- The current amount of non-Rateable land within the Shire is in excess of 30% and growing each year.

9. The additional land that is added to DBCA requires this Department to be appropriately funded, however advice received is that DBCA is underfunded and this in turn affects Local Government in regard to land management and increased fire risk.

The Shire of Gingin is not unique with this matter, however we are being significantly affected at this current time and will be well into the future and as such, request that WALGA advocate to the State to ensure that Local Governments losing rateable land through offset purchases are properly compensated for the loss of rates and continued maintenance.

#### SECRETARIAT COMMENT

In Western Australia, there are many reasons for land being transferred for public purposes to the Crown. In parts of the State, these lands represent significant portions of the total Local Government area, for example Local Governments with extensive areas of National Parks and State Forest.

The State Government Offsets Register shows offset land acquisitions or land transfers to conservation within these Local Government areas: Shires of Dandaragan, Gingin, Chittering, Waroona, Harvey, Augusta-Margaret River, Cities of Bunbury, Busselton, Mandurah and in the Perth metropolitan region.

Over 50 per cent of new housing construction in the Perth and Peel region is expected to be provided through greenfield development, indicating that the issue identified by the Shire of Gingin is likely to persist.

The requirement to provide environmental offsets is legislated through the Environmental Protection Act 1986 (WA) and under Part 9 of the *Environmental Protection and Biodiversity Conservation Act 1999* (Commonwealth). In Western Australia, offsets are implemented through the WA Environmental Offsets [Framework](#). A [review](#) of this framework was conducted in 2019.

WALGA's comments on the review advocated for adequate resourcing to manage offset lands to address any biosecurity and bush fire risk implications and to require that Local Governments be consulted regarding any proposed offsets in their areas. These points were also raised in WALGA Submissions on the Strategic Assessment for Perth and Peel and the [WA offset metrics guidelines](#).

Under the WA [Environmental Offsets Guidelines](#), it is the responsibility of the proponent to consult all relevant stakeholders regarding offsets, particularly those directly affected, including Local Government. The Guidelines identify the Department of Biodiversity, Conservation and Attractions (DBCA) as the key stakeholder in relation to offset planning due to their role as specialist scientific advisor and manager of the State's conservation lands.

In May 2022, the State Government released the Native Vegetation Policy for Western Australia, with a five year Implementation Roadmap which includes improvements to the environmental offsets framework. This will provide WALGA with the opportunity for continued advocacy on this issue.

### 3.8. Review of the Rating Methodology used by the Valuer-General

*Shire of Serpentine Jarrahdale to move:*

#### MOTION

**Advocate for a full review of the rating methodology used by the Valuer-General to value all land in the State of Western Australia.**

#### IN BRIEF

- Landgate conducts valuations of property based on the GRV and UV of a property.
- In Victoria valuations are conducted using the capital improved value of a property. This method should be explored.

#### MEMBER COMMENT

The Valuer-General is an entity created under the *Valuation of Land Act 1978*. The Valuer-General forms part of Landgate's functions.

Landgate valuers conduct independent valuations of property based on the Gross Rental Values (GRVs) or and Unimproved Values (UVs) of a property.

These valuations are used by local governments, government agencies and emergency services as a basis to determine property rates, service charges and levies as well as land tax.

In Victoria, valuations are conducted using the capital improved value of a property. Capital improved value is based on the value of the land plus the buildings on it and any other capital improvements. This method may provide a more fair and equitable assessment of the value of land across various land uses in Western Australia including agriculture, residential, commercial and mining. This in turn would provide a more fair and equitable basis for local government rating.

A review of rating methodologies set in the *Valuation of Land Act 1978* would ensure that valuation methods relied upon by local government represent the most appropriate method.

#### SECRETARIAT COMMENT

WALGA currently does not have an advocacy position on which is the most appropriate valuation methodology.

### 3.9. WA Local Government Rating Model

*Shire of Gingin to move:*

#### MOTION

**That WALGA advocate to the State Government and the Valuer Generals' Office that a different rating model be trialled across several Councils whereby the Unimproved Value rate is abolished, and all properties are rated for Gross Rental Value or Capital Value.**

#### IN BRIEF

- WALGA to advocate for a full rating process review with potential of removing all UV rates and only rating GRV.

#### MEMBER COMMENT

The Shire of Gingin and many other Local Governments struggle to have appropriate rates raised that are adequate for the correct use of the land within the Shire that addresses the impacts that these ratepayers have on the Shire's Assets.

For example, within the Shire of Gingin, there are large numbers of Unimproved Value (UV) rated properties that have large scale infrastructure servicing significant commercial operations but are captured within the definition as a Rural Pursuit. Some of these properties have tens of millions of dollars of infrastructure but only contribute a UV valuation and an additional differential rate.

If all properties were rated Gross Rental Value (GRV) or the rates based on Capital Value (value that the land would likely sell for on the open market), all rural land would still hold an appropriate GRV/Capital Value that would not be too dissimilar to their current rates, however those that intensify their land would achieve a naturally higher GRV/Capital Value making the rating across a Shire far more equitable, easier to manage and would simplify and reduce the cost of the valuation process.

Whilst not every Council may wish to take this step, it is proposed that the Local Government has the ability to review and decide if it wishes to remove the UV rate. With the Valuer Generals' Office conducting routine valuations for both UV and GRV it would not be out of the question for the valuation to be changed to meet this process.

It is noted that within South Australia and Victoria 89% of the Local Governments use Capital Value, Tasmania is progressing to Capital Value whilst New South Wales is based on Land Value only, Northern Territory is based only on Unimproved Capital Value, Queensland is Site Value and Unimproved Value and the ACT is Unimproved Value only. It is clear that whilst there is a range of valuations across Australia there is a bias growing towards utilising Capital Value of Land.

For example, we have a location within the Shire that has a water license and two bore holes. Whilst this is the extent of the infrastructure, they pump water out 24/7 for bottling in Perth, a GRV/Capital Value would be much higher in value to Council than the minimum rates currently being received. This company has significant heavy vehicles utilising Council roads every day of the week to keep up with the demand and creates significant road maintenance issues for Council.

The impacts of water licenses within the Shire have been dramatic as they are now a strong trading commodity and have doubled the value of land with a water license, yet it is not being considered by the Valuer Generals' Office as part of the overall valuation assessment of the land. Water licenses are incredibly valuable to producers as it increases their productivity and profits from smaller properties and as water licenses are very difficult to access, as allocations are full in most areas, many are trading or selling off portions of licenses clearly showing that water licenses have an inherent value that is increasing rapidly.

Again, the Shire calls on WALGA to advocate to the Minister and Valuer Generals' Office to undertake a review of the rating system to either abolish the UV valuation or provide the ability for the Local Government to choose its rating structure.

#### **SECRETARIAT COMMENT**

WALGA currently does not have an advocacy position on which is the most appropriate valuation methodology.

### 3.10. Reform of the *Cat Act 2011*

*Shire of Capel to move:*

#### MOTION

**That the WA Local Government sector requests the WA State Government prioritise reforms to the *Cat Act 2011*, in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.**

#### IN BRIEF

- Statutory review into the *Cat Act 2011* was undertaken in 2019.
- No reforms or amendments to the *Cat Act* have resulted from the review.
- Request that WALGA advocate for the reforms to be undertaken.

#### MEMBER COMMENT

##### Background

The Western Australian State Government through the (then) Department of Local Government released a Discussion Paper (January 2011) titled *Proposal for Domestic Cat Control Legislation*.

This consultation and proposed reform process ultimately led to the *Cat Act 2011* (*Cat Act*) receiving Royal Assent on 1 November 2012. The *Cat Act* fully commenced in 2013 and was introduced to:

- provide for the control and management of cats; and
- promote and encourage the responsible ownership of cats, and for related matters.

The Department of Local Government, Sport and Cultural Industries (DLGSC) commenced a statutory review of the *Cat Act 2011* and the *Dog Amendment Act 2013* in May 2019. The review undertaken by DLGSC was tabled in the WA Parliament by the Minister for Local Government on 27 November 2019.

Findings of the Review in relation to *Cat Act* included:

2. Registration of cats is strongly supported. The current three options for periods of registration should remain.
3. Registration periods for cats and dogs should be the same.
4. A central registration database for cats should be explored.
5. Feedback indicated that the wearing of collars and tags achieves the purpose of enabling a cat to be identified by rangers — including making it obvious that it is a domestic cat that has an owner. There is strong support for this to continue with no change.
6. Strong support from the public, local governments and industry exists for the practice of microchipping cats to continue.
7. Improvements could be made to the way microchip details are stored — this could be in either a national or State-based database.
8. Feedback indicated that education on the current requirements of microchipping, focusing on obligations of owners/breeders/rescues when a cat is transferred to a new owner and the need to keep information up-to-date, is necessary to achieve the desired outcomes of reuniting pets with their owners and the obligations of being a responsible cat owner.
9. There is strong support for cat numbers and confinement/curfews of cats to be implemented State-wide (in legislation) rather than through individual local laws — to provide consistency among local governments.
10. As a means of controlling cat numbers, there were multiple requests in the feedback received for the *Cat Act* to be brought into alignment with the *Dog Act* by placing greater restrictions on cat owners in relation to the number of cats that people can own.
11. The provisions in the *Cat Act* for cats to be sterilised should remain.
12. Feedback indicated that the age of cat sterilisation should be lowered, although further expert consultation on this will be needed.

Outcomes from the Statutory Review were:

- The *Dog Amendment (Stop Puppy Farming) Act 2021* received Royal Assent on 22 December 2021 with the aim to:
  - to amend the Dog Act 1976 to provide for matters relating to the sterilisation and breeding of dogs and the supply of dogs to and by relevant pet shop businesses;
  - to amend the Dog Act 1976 and the Cat Act 2011 to provide for a centralised registration system; and
  - to make other amendments to the Dog Act 1976

No further amendments, nor reforms of the Cat Act 2011 have occurred since.

#### **Comment**

Any proposed changes to cat control measures should include public consultation.

The Shire of Capel hopes the State Government prioritises reforms of the Cat Act, similar to recent reforms with the Dog Act and Animal Welfare regulations.

The Shire of Capel supports a review of current cat control measures and to look at initiatives to better protect native wildlife, along with an accompanying education campaign.

Many Local Governments throughout the State have looked at similar reforms recently, however the current Act inhibits the control of cats and their impacts on native wildlife.

Shire understands that many people in the community love cats, with reforms looking to find a balance between valued family pets and protecting our unique and in some cases, endangered native animals.

#### **SECRETARIAT COMMENT**

This is a developing issue in the sector. A number of Local Governments have already attempted to make Cat Local Laws that seek to prohibit cats from roaming, require cats to be securely kept on premises of the owner, and prohibited from being in any public place. Parliament's Delegated Legislation Committee has disallowed a number of such attempts on the grounds that the local law-making head of power in the Cat Act does not contemplate local laws to be made for these purposes.

The Committees views are summarised in this excerpt from the Annual Report 2016 (Report 89 at 5.32):

*In each of these cases, the Committee considered that the relevant provisions of the local law were inconsistent with or repugnant to the provisions of the Cat Act 2011 which:*

- *allow for cats to be in public places unless they do not comply with the provisions of the Act requiring registration, microchipping and sterilisation*
- *empower the making of local laws prohibiting cats in certain specified areas.*

WALGA's current advocacy position supports a review of the Cat Act that will introduce broader powers of cat control.

### 3.11. WALGA Best Practice Governance Review – Principles

*Executive Member to move:*

#### MOTION

That:

1. The update on the Best Practice Governance Review project be noted, and
2. The principles to inform WALGA's future governance model, as follows and as per the attached *Principles* document, be endorsed:
  - a. **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.
  - b. **Responsive** – WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders.
  - c. **Results Oriented** – WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.

#### IN BRIEF

- State Council commissioned a Best Practice Governance Review to consider and engage with members on alternative governance models.
- The Steering Committee, appointed by State Council to oversee the project, has put forward principles to the 2022 Annual General Meeting for member consideration.
- The principles have been endorsed by State Council at their 22 August 2022 Special Meeting.
- Following consideration of the principles, a thorough consultation and engagement process will be undertaken with members on potential future models.

#### ATTACHMENT

- *WALGA Best Practice Governance Review: Principles*

#### BACKGROUND

State Council commissioned the WALGA Best Practice Governance Review in March 2022 to ensure that WALGA's governance model is contemporary and agile and maximises engagement with members.

Governance Reviews allow organisations to re-examine their membership structure, constitution, board role, board composition, governance approach and policies.

For WALGA, the Best Practice Governance Review represents an opportunity to review and reshape the governance model to ensure WALGA is well-placed to:

- Deliver strong, clear, focused, and consistent policy positions on strategic matters of the most importance to Local Governments in WA,
- Drive advocacy outcomes and impact on behalf of Local Government in WA, and the communities they serve, and
- Embed agility and responsiveness, ensuring member concerns are heard, respected, and represented in a timely, efficient, and effective manner.

There are several drivers for the review.

WALGA's [Corporate Strategy 2020-2025](#) identifies the governance model as a key enabler of performance, with the following description: *We have contemporary governance and engagement models.*

Member and stakeholder feedback from a range of sources over several years has highlighted dissatisfaction with the governance model. Specifically, feedback relates to:

- **Structure** – WALGA's governance structure is seen by members and stakeholders as creating roadblocks, hindering decision-making, and holding WALGA back.
- **Responsiveness** – there is a perception among members and stakeholders that WALGA's governance model is slow and bureaucratic in an environment that requires agility.
- **Prioritisation and focus** – members and stakeholders acknowledge the challenges of developing unified Local Government policy positions and advocacy priorities given the diversity of Local Government sector interests.
- **Transparency and accountability** – feedback from members and stakeholders suggests that WALGA should be more transparent about its decision-making processes.
- **Zones** – Feedback from members and stakeholders in relation to Zones and Zone meetings is mixed. A proportion of WALGA's membership believes that Zones are not as representative, strategic nor effective as they potentially could be.

Legislative reforms could also impact WALGA's governance arrangements. The Minister for Local Government's reforms to the *Local Government Act 1995* propose to remove WALGA from being constituted under the Local Government Act. Secondly, the Review of WA's *Industrial Relations Act 1979* provides an opportunity for WALGA to be constituted as a registered employer organisation, which would enable WALGA to make applications in its own right on behalf of the sector.

Following several reviews and amendments, the Best Practice Governance Review also represents an opportunity to ensure alignment between WALGA's governance documentation. In addition, State Council resolved in September 2021 for amendments to the Constitution to be developed to deal with matters related to State Councillors' candidature for State or Federal elections.

To undertake the Best Practice Governance Review, State Council appointed a Steering Committee comprising the following members:

President Cr Karen Chappel JP	WALGA President (Chair)
Cr Paul Kelly	WALGA Deputy President
President Cr Phil Blight	Country State Councillor
Mayor Carol Adams OAM	Metropolitan State Councillor
President Cr David Menzel, Shire of Wyndham East Kimberley	Country Elected Member
Mayor Albert Jacob, City of Joondalup	Metropolitan Elected Member
Andrew Sharpe, City of Albany	Country Chief Executive Officer
David MacLennan, City of Vincent	Metropolitan Chief Executive Officer
Nick Sloan	WALGA Chief Executive Officer

The Steering Committee is supported by consultants PwC and WALGA officers, Tony Brown, Executive Director Member Services, Tim Lane, Manager Corporate and Association Governance, and Kathy Robertson, Executive Officer Governance.

The Steering Committee has met five times to late August and has:

- Endorsed terms of reference and an overarching project plan
- Considered the 2019 review including previous deliberations and outcomes
- Commissioned and considered work on comparator membership-based advocacy organisations:
  - Australian Hotels Association (AHA)
  - Australian Medical Association (AMA)
  - Chamber of Minerals and Energy (CME)
  - Chamber of Commerce and Industry (CCI)

- Pharmacy Guild of WA
- Reviewed governance models of Local Government Associations in other States and New Zealand:
  - Local Government New South Wales (LGNSW)
  - Municipal Association of 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 the Northern Territory (LGAT)
  - Local Government New Zealand (LGNZ)
- Adopted a timeline for the way forward including member consultation and engagement, and
- Endorsed principles to be presented to the membership at the 2022 Annual General Meeting as per this agenda item.

### SECRETARIAT COMMENT

Supported by State Council, the Steering Committee is putting forward principles to this Annual General Meeting to gauge member support for progressing the Best Practice Governance Review to the development of potential options for member consultation and engagement.

The principles put forward by the Steering Committee and endorsed by State Council at their 22 August 2022 Special Meeting, will guide the development of potential models for member consultation.

As per the attached Principles document, the three principles – Representative, Responsive and Results Oriented – comprise three or four components, component descriptions and governance implications.

Embedded in the governance implications are considerations for potential changes as well as principles that will be adhered to in the development of model options.

For instance, the principles propose that WALGA's governing body will:

- Maintain equal metropolitan and country representation,
- Continue the practice of electing the President from and by the governing body, and
- Facilitate responsive decision making with clear processes for members to influence policy and advocacy.

Potential models may be considered by the Steering Committee, and subsequently State Council and WALGA members, that could:

- Potentially lead to a reduction in the size of the governing body,
- Consider alternative election arrangements to the governing body, and
- Consider alternative arrangements to the existing Zones.

Following consideration of the principles at the 2022 Annual General Meeting, as per this item, an extensive consultation and engagement process will be undertaken with members on potential governance model options.

The consultation and engagement process will be undertaken during October, November, and December 2022. Feedback from member submissions, workshops, and discussions will inform a final report to be considered at February 2023 Zone meetings and subsequently, the March 2023 State Council meeting.

Constitutional amendments will then be prepared for consideration by State Council followed by the broader membership at the 2023 Annual General Meeting. As per WALGA's Constitution, amendments to the Constitution require endorsement by a 75 percent majority at both State Council and a general meeting of members.

The principles are put forward for member consideration.

**Item 3.11 – Attachment: WALGA Best Practice Governance Review Principles**

Principle	Principle component	Component description	Governance implications
<b>Representative</b>	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of Local Government 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 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
<b>Responsive</b>	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
<b>Results Oriented</b>	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

### 13.1.4 Review of Council Plans

<b>File Reference:</b>	2.3.1.4
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	N/A

#### BRIEF

For Council to assess all current formal 'plans' and make a determination on their applicability moving forward.

#### ATTACHMENTS

Nil.

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#### A. BACKGROUND / DETAILS

As part of the 2022 Strategic Community Plan process an opportunity was identified to review all Council plans to determine which were still applicable with the view of consolidating.

Council currently has 58 plans adopted, which are utilised by staff to help guide work focuses and outcomes. The review undertaken will recommend that 15 of these be archived as they are either completed or no longer relevant.

#### B. CONSIDERATIONS

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

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.4: Maintain a high standard of corporate governance and financial management.

Action 12.1.5: Provide a review of existing plans and strategies to rationalise and retire completed or redundant plans.

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

Nil.

### 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	Nil.		
Health & Safety	Nil.		
Reputation	Old plans being referred to or utilised by Council or public have potential to impact reputation.	Possible (3) X Insignificant (1) = Low (3)	Review plans in accordance with officer recommendation.
	Outdated plans have the potential to impact development within the Shire, which could impact reputation of the Shire	Possible (3) X Minor (2) = Moderate (6)	Review plans in accordance with officer recommendation.
Service Interruption	Nil.		
Compliance	Having outdated plans increases the risk of non-compliance with recommendations due to them being no longer relevant.	Possible (3) X Insignificant (1) = Low (3)	Review plans in accordance with officer recommendation.
Property	Nil.		
Environment	Nil.		

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

The following table details the officer recommend in relation to the various plans adopted by Council.

## CEO Office

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
Avon Sub Regional Economic Strategy	N/A	N/A	ORG-STRAT-1	Plan originally developed in 2013. Identifies agriculture, freight & logistics, aged care, retail, tourism, as competitive advantages. Provides no real strategic actions for Northam	Archive
Northam Regional Centre's Growth Plan.	19 September 2012	2022	ORG-PL-01	Plan originally developed in 2013 as part of the now defunct Regional Centre's (Super towns) Program.  Majority of recommendations implemented	Archive
Safety & Risk Management Audit	2019	2021	CEO-PL-03	100% of Audit outcomes have been implemented as reported to Council Audit & Risk Committee	Archive
Strategic Community Plan -2017 - 2027	16 August 2017	2021/22	ORG-PL-02	Replaced	Archive
Corporate Business Plan	June 2020	Annually	ORG-PL-04	Replaced	Archive
Integrated Workforce Plan 2019	18 December 2019	2021/22	ORG-PL-05	Currently under review	Retain, replace with updated version
Business Continuity Plan	N/A	2022	ORG-PL-06	Requires update	Retain
Occupational Safety and Health (OSH) Action Plan	18 March 2021	2022	CEO-PL-03	100% of Audit outcomes have been implemented as reported to Council Audit & Risk Committee	Archive

## Corporate Services

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
Long Term Financial Plan	27 January 2021	2022	CS-PL-02	Integrated Planning Requirement	Retain
Shire of Northam Records Keeping Plan 2013	2013	2023/24	CS-PL-01	Records Management Act Requirement, requires update	Retain and update
Fraud and Corruption Control Plan	TBC	2023	ORG-PL-07	Endorsed by Council 2021	Retain
Customer Service Charter	17 October 2018	2021/22	ORG-STRAT-03	Updates 2018	Retain
IT Disaster Recovery Plan	18 March 2020	2021/22	CS-PL-03	Endorsed by Council 2020	Retain
Better Practice Review Action Plan	16 November 2016		CS-PL-05	100% actions completed	Archive
Customer Service Audit Action Plan	21 March 2018		CS-PL-06	100% actions completed	Archive
Regulation 17 Action Plan	18 December 2019	2022	CS-PL-04	100% actions completed	Archive

## Development Services

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
COVID-19 Response Strategy-Framework	20 May 2020	Monthly	CEO-STRAT-01	All relevant Actions completed	Archive
Shire of Northam Biodiversity Strategy	19 August 2015	2022/23	ORG-STRAT-02	Utilized strategy	Retain
Local Emergency Management Arrangements	16 November 2016	2021	DS-PL-01	Endorsed by Council 20220 Requirement of Emergency Management Act	Retain
Northam Land Rationalisation Strategy	20 March 2013	2023	DS-STRAT-01	Initially developed in 2013, requires review	Review & retain
Local Planning Scheme 6	21 March 2012	2021/22	DS-PL-02	Currently under review – Planning Act requirement	Review & retain
Local Planning Strategy	21 March 2012	2021/22	DS-STRAT-02	Currently under review – planning Act Requirement	Review & retain
Laneway Strategy	20 March 2013	2022	DS-STRAT-03	Review. This has not been implemented consistently. Requires update and funding to implement	Update
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015	2022	DS-PL-06	Some actions completed. Currently no real traction and is out of date. Suggest management plans are combined into one document	Archive
Inkpen Waste Facility Management Plan	25 January 2017	2022/23	DS-PL-03	2022/23 is the final year of the plan, will be reviewed and updates in 2023	Review & retain
Old Quarry Road Waste Management Plan	17 May 2017	2022/23	DS-PL-04	2022/23 is the final year of the plan, will be	Review & retain

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
				reviewed and updates in 2023	
Northam Airport Master Plan 2015	15 June 2016	2021/22	DS-PL-05	Remains a relevant document, last reviewed in 2017. Requires update	Review in 2023/24 & retain
Bush Fire Manual	19 September 2019	2021	DS-GL-01	Important manual for the operation of bushfire brigades, currently under review	Review & retain
Shire of Northam Bushfire Risk Management Plan 2018-2023	17 April 2019	2024	DS-PL-07	Important plan which is relevant and utilised	Retain
Municipal Heritage Survey	19 September 2012	2022/23	DS-PL-08	Being replaced with Local Heritage Survey document -	Retain until Local Heritage Survey endorsed
Northam Town Centre Parking Strategy	21 December 2011	2022	ES-STRAT-01	Developed in 2011. It is considered this plan is out of doubt and no longer required.	Archive
Minson Avenue Design Guidelines	17 August 2011	2023/24	ES-GL-01	Prepared in 2011, relevance being questioned. In the event it is considered relevant review required. Recommend retain until after Local Planning Strategy review is completed	Retain and review as part of local planning strategy review
Heritage List	19 February 2020	February 2021	DS-GL-05	Current being updated	Update and retain
Shire of Northam Public Health & Wellbeing Plan 2016-2019	15 June 2016	2019/20	COMMS-PL-06	Requirement of WA Health Act, currently being reviewed	Retain

## Engineering Services

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
Northam Railway Station Improvement Plan	December 2014	N/A	ES-PL-03	Sketch plan to undertake limited streetscaping along Peel Terrace. Not considered relevant as designs would change	Archive
DRAFT Drainage Master Plan	June 2014	2021/22	ES-PL-04	Under review	Review & retain as drainage asset management plan
Bakers Hill Hydrological Assessment June 2018 (Koojedda Hills)	N/A	N/A	ES-PL-15	Review recommendation actions against what has been completed. Incorporate any remaining requirements into drainage master plan	Archive, any remaining outcomes to be incorporated into Drainage asset management plan
Bernard Park Masterplan	19 March 2014	N/A	ES-PL-02	Largely completed, some tree planting and entry signage required to complete	Retain & complete
Transport Asset Management Plan	25 January 2017	2021/22	ES-PL-09	Integrated Planning Requirement	Retain
Northam Bike Plan 2020	19 August 2020	2025/26	ES-PL-06	Currently being utilized. Needs to be incorporated into over all footpath management plan, not just focused on bikes	Retain & incorporate into a shared paths plan
Tracks Master Plan	17 February 2010	2021/22	ES-PL-08	Currently under review	Review & retain
Emergency Response Plan – Sewerage Treatment Plant	N/A	2021/22	ES-PL-10	Safety requirement	Review & retain
Street Tree Management Plan	15 June 2011	2021/22	ES-PL-05	Currently under review	Review & retain

Document/Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
Property Asset Management Plan	19 June 2019	2022/23	ES-PL-14	Integrated Planning Requirement	Retain
Parks and Public Open Spaces Asset Management Plan	21 October 2020	2025/26	ES-PL-13	Integrated Planning Requirement	Retain

## Community Services

Document / Plan	Date Adopted	Review Date	Document Control	Comment	Recommendation
Bakers Hill Community Plan 2017-2027	20 September 2017	2027	COMMS-PL-03	Provides valuable direction for community.	Retain
Grass Valley Community Plan 2019-2029	21 August 2019	2029	COMMS-PL-07	Provides valuable direction for community.	Retain
Wundowie Community Plan 2016-2026	15 February 2017	2026	COMMS-PL-02	Provides valuable direction for community.	Retain
Northam Youth & Wellbeing Plan 2018-2020	31 August 2018	2020/21	COMMS-PL-09	Outdated and not utilized.	Develop new Youth Plan - 2023
Community Safety and Crime Prevention Plan 2017-2021	21 March 2018	2020/21	COMMS-PL-08	Required document, reviewed in 2022	Retain
Recreation Facilities Development Plan	21 June 2017	2022/23	COMMS-PL-01	Developed in 2016/17. Majority of large items completed. Requires review	Review in 2023 & retain
Northam Town Centre Development & Connectivity Strategy	17 January 2018	2022/23	COMMS-STRAT-02	Provides valuable direction for CBD.	Retain
AROC Sport & Recreation Facilities Audit	2017	2022	COMMS-STRAT-01	Recently adopted. Currently utilized to attract events	Retain
Communications Plan	18 November 2020	2022/23	COMMS-PL-04	Given outcomes of community survey where communication remains an issue a review is required	Review in 2022/23 & retain
Disability Access & Inclusion Plan 2019-2023	17 July 2019	2023/24	COMMS-PL-05	Remains current	Retain
Disability Action Plan –	23 January 2019	N/A	COMMS-PL-11	Remains current,	Retain and incorporate into

Document Plan /	Date Adopted	Review Date	Document Control	Comment	Recommendation
Northam Library				recommend it is incorporated into Shire of Northam Disability Access & Inclusions plan and / or building asset plan	Shire of Northam Building Asset Management plan
Wayfound Tourism Signage Strategy	23 January 2019	2023	COMMS-STRAT-03	Remains current	Retain
Reconciliation Action Plan	18 March 2020	2022/23	COMMS-PL-10	Review required, prior to decision on future	Review

## RECOMMENDATION / COUNCIL DECISION

Minute No: C.4563

Moved: Cr Hughes

Seconded: Cr Girak

That Council archive the following plans as they are considered to have been completed or no longer relevant'

- Avon Sub Regional Economic Strategy
- Northam Regional Centre's Growth Plan.
- Safety & Risk Management Audit
- Strategic Community Plan –2017 - 2027
- Corporate Business Plan 2022
- Occupational Safety and Health (OSH) Action Plan
- Better Practice Review Action Plan
- Customer Service Audit Action Plan
- Regulation 17 Action Plan
- COVID-19 Response Strategy-Framework
- Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020
- Northam Town Centre Parking Strategy
- Northam (current) Railway Station Improvement Plan
- Bakers Hill Hydrological Assessment June 2018 (Koojedda Hills)

CARRIED 8/0

*Cr M I Girak declared an "Impartiality" interest in item 13.1.5 – Unbudgeted Expenditure – Supply and Install LED Illuminated Wind Indicator and Windsock at the Northam Airport as members of the community using the Northam Airport are known to Cr Girak.*

*Cr J E G Williams declared an "Impartiality" interest in item 13.1.5 – Unbudgeted Expenditure – Supply and Install LED Illuminated Wind Indicator and Windsock at the Northam Airport as Cr Williams sister and brother-in-law have a hangar at the airport.*

### **13.1.5 Unbudgeted Expenditure – Supply and Install LED Illuminated Wind Indicator and Windsock at the Northam Airport**

<b>File Reference:</b>	A12838
<b>Reporting Officer:</b>	Alysha McCall, Acting Governance Coordinator
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### **BRIEF**

For Council to approve an unbudgeted expenditure to undertake upgrade works to the wind indicator and windsock at the Northam Airport.

#### **ATTACHMENTS**

Nil.

#### **A. BACKGROUND / DETAILS**

Airport Alliance Contracting have identified the Northam Airport as a trial site for a Precision Approach Path Indicators (PAPI) system prior to rolling this out at other airports across Australia. The PAPI system is the current standard visual glide slope indicator consisting of four light boxes arranged perpendicular to the edge of the runway. It projects a pattern of red and white lights that provide visual approach slope information. PAPIs provide a definite white and red light projection pattern along the desired descent path to the touchdown point. There is no cost to Council to participate in this trial.

The current wind indicator and sock at the Northam Airport has reached its end of life and does not meet current standards. The current wind indicator

wiring has deteriorated and is intermittently faulting, particularly when there is rainfall.

The wind indicator and sock infrastructure are critical from a safety perspective. The wind indicator will flash when the runway lights have 10 minutes remaining prior to turning off. Should an aircraft begin descent for landing and these lights turn off it may result in an accident should the indicator fail to provide warning. The windsock provides guidance to pilots when landing to assist them in understanding the wind direction prior to determining which runway to use.

On 21 April 2021 Council awarded a tender to Airport Alliance Contracting for the sum of \$249,730 plus GST. As part of this project, conduit was run under the runway for future works including the PAPI system and future wind indicator upgrades.

## **B. CONSIDERATIONS**

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

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

Objective 10.1: Pursue economic growth, innovation and diversification.

Action 10.1.5: Provide upgraded infrastructure at the Northam Airport to provide opportunities for expansion.

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

A quote has been received for the works which totals \$21,860 excluding GST. Job 3507 – Airport Infrastructure Upgrade has a budget of \$14,500 and an additional amount of \$7,360 Excluding GST is to be identified during the 2022/23 mid-year budget review.

The quote provided is for onsite labour and materials only and inherent savings of \$13,630 have been identified to undertake these works as part of the PAPI system trial. These savings relate to mobilisation, demobilisation, accommodations/meal expenses and plant operating expenses.

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

*Local Government Act 1995*, Section 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

#### B.4 Policy Implications

Council's F 4.2 Procurement Policy requires that two written quotations be obtained. Should Council proceed with these upgrades, this will be non-compliant with Council's procurement policy as the works would be undertaken in conjunction with the trial in order to leverage cost savings for the upgrade works.

#### B.5 Stakeholder Engagement / Consultation

The Northam Aero Club as managers of the Northam Airport have raised concerns in relation to the current wind indicator and sock and are supportive of the upgrade works which will provide a benefit to all users of the Airport.

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Additional expenditure required attempting to maintain a system which has reached its end of life and non-compliant.  Additional expenditure of \$13,630 should the works not be undertaken as part of the PAPI system trial.	Possible (3) x Medium (3) = Moderate (6)	Undertake upgrade works as per the Officers recommendation.
Health & Safety	Death or permanent disablement as a result of an aircraft accident due to insufficient warning systems in place.	Possible (3) x Extreme (5) = High (15)	Undertake upgrade works as per the Officers recommendation.
Reputation	Negative media as a result of potential service interruption and/or health and safety incident due to insufficient warning systems in place.	Possible (3) x Extreme (5) = High (15)	Undertake upgrade works as per the Officers recommendation.

Service Interruption	Nil.		
Compliance	Non-compliant with airport standards.	Possible (3) x Minor (2) = Moderate (6)	Undertake upgrade works as per the Officers recommendation.
Property	Nil.		
Environment	Nil.		

## B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

Given the current system presents safety risks, is dated and doesn't comply with current standards, Officers are recommending Council approve and unbudgeted expenditure to allow for the upgrade works to be undertaken.

### 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**

## 13.2 ENGINEERING SERVICES

*Cr H J Appleton declared an "Impartiality" interest in item 13.2.1 – Draft 5-year Path Program as the Path program includes works on East Street and Cr Appleton's primary residence is located on East Street.*

### 13.2.1 Draft 5-year Path Program

<b>File Reference:</b>	6.1.2.210
<b>Reporting Officer:</b>	Scott Patterson, Executive Manager Engineering Services
<b>Responsible Officer:</b>	Scott Patterson, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

## BRIEF

For Council to receive a summary progress review of the Northam Bike Plan 2020 and to consider a 5-year Path Program for endorsement.

## ATTACHMENTS

- Attachment 1: Northam Bike Plan 2020 Progress Review.
- Attachment 2: Draft 5-year Path Program.
- Attachment 3: Reserve Path Projects List.
- Attachment 4: Draft Path Program Map Overview (Northam).
- Attachment 5: Draft Path Program Map Overview (Wundowie/Bakers Hill/Grass Valley).

## A. BACKGROUND / DETAILS

As a part of the recently adopted 2022-2032 Strategic Community Plan (SCP), Council requested to be provided a review of the Northam Bike Plan to identify completed works, and outstanding or new actions to prioritise (Item 9.2.6).

This report tables the results of the review of the current Northam Bike Plan 2020 and provides a draft 5-year Path Program for consideration. The 5-year Program has been formed based on the Northam Bike Plan 2020 and the 2022-2032 Strategic Community Plan priorities as well condition based renewal requirements.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community Plan**

Performance Area: Place

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

Objective 9.2: Encourage more people to use active and shared transport.

Action 9.2.6: Provide a review of the Northam Bike Plan to identify completed works, and outstanding or new actions to prioritise.

Action 9.2.2: Provide a dual use path to Mount Ommanney Road.

Action 9.2.3: Provide a dual use path on Clarke Street: Suburban Road to Inkpen Street.

Action 9.2.4: Provide a dual use path to Katrine Road from Taylor Street to Great Eastern Highway.

Action 9.2.5: Provide investment in our footpath assets.

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

The value of the proposed works aligns with Councils adopted Long Term Financial Plan.

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

Nil.

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

Nil.

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

As a part of the preparation and adoption of both the 2022-2032 Strategic Community Plan and Northam Bike Plan 2020, a significant amount of public consultation took place. It is not proposed to undertake any further consultation in relation to Bike path/footpath projects until the major Bike Plan review/update (approx. 2025).

Once Council adopts a 5-year Path Plan, this will enable Shire Officers to progress consulting the community on planned projects 1-2 years in advance to the proposed year of delivery. This will help ensure smoother delivery of works and less risk when applying for grant funding if the community is already aware and onboard with the project.

In the year of delivery, impacted residents and other stakeholders will be notified of the proposed work via the Shires works notifications process.

### **B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of projects exceed cost estimates allowed for in Long Term Financial Plan	Unlikely (2) x Medium (3) = Moderate (6)	Conservative unit rates based on previously completed projects have been adopted to estimate path project costs.
	Anticipated WA Bike Network funding is not received.	Possible (3) x Major (4) = High (12)	Should anticipated funding not be received, this will be known in advance to annual budget adoption. Council will be able to decide if/how any shortfall in funding is covered or whether the project is deferred until funding is available. An endorsed 5-year works program underpinning the Shire's Bike Plan will strongly support any applications for external funding.
Health & Safety	Nil	-	-
Reputation	By not endorsing a 5-year Path Program, the Shire of Northam may be perceived as not appropriately planning to provide adequate investment in our footpath assets.	Likely (4) x Medium (3) = High (12)	Adopt 5-year path program.
Service Interruption	Nil	-	-
Compliance	Nil	-	-
Property	Nil	-	-
Environment	Nil	-	-

## C. OFFICER'S COMMENT

As per Item 9.2.6 of the 2022-2032 Strategic Community Plan, Attachment 1 provides a tabled summary of the projects identified in the Northam Bike Plan 2020 commenting on what projects have been completed, programmed or whether they remain outstanding. With the Bike Plan being prepared mid-2020 and a two-year footpath program in place at the time, this financial year (2022/23) is the first year concentrating on the inclusion of Bike Plan priority projects moving forward.

A Draft 5-year Path Program (Attachment 2) is being presented for consideration to provide Shire Officers prioritised direction in relation to planning, design, consultation, and grant funding applications for path projects for the next 5 years. The 5-year path program has been developed in line with the Long-Term Financial Plan and takes into consideration identified priority projects from 2022-2032 Strategic Community Plan and Northam Bike Plan 2020. Projects listed in addition to those identified in the previously mentioned plans have been included based on footpath renewal requirements.

As external grant funding opportunities are competitive, there is a risk that anticipated funding is not received, however, this will generally be known prior to adopting a budget for the coming year so Council will be in a position to decide whether a project proceeds without external funding and how the amounts will be covered or whether the project is deferred to a future year being grant funding dependant. However, having a Council adopted 5-year Path Program supporting the Strategic Community Plan and Bike Plan will assist in strengthening any external funding applications.

Council will still be presented an annual draft footpath program for approval leading up to the following financial year's budget adoption which will provide Council the ability to alter the program should funding levels and/or priorities change. As such, a draft list of reserve projects (Attachment 3) is also being presented for consideration. Projects on the reserve list can be brought forward as/when required.

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

**Minute No: C.4565**

**Moved: Cr Mencshelyi**

**Seconded: Cr Galloway**

**That Council:**

- 1. Receive the Northam Bike Plan 2020 Progress Review.**
- 2. Adopt the Draft 5-year Path Program.**
- 3. Adopt the Reserve Paths Projects List.**

**CARRIED 8/0**

## Attachment 1: Northam Bike Plan 2020 Progress Review

### Priority Works

as tabled in Northam Bike Plan 2020 page 52 & 53

Road	Start - End	Side of Road	Length (m)	Existing Width (m)	Cost of Upgrade	Status
Clarke St	Inkpen - Forrest	West	390	1.5	\$97,500	Programmed 2024/25
Clarke St	Suburban - Inkpen	West	640	-	\$160,000	Programmed 2024/25
Fermoy Ave	Gregory - Lance	West	200	1.2	\$50,000	Programmed 2026/27
Forrest St	Hampton - Clarke	South	300	1.0 to 1.4	\$75,000	Budgeted 2022/23
Goomalling Rd	Old York - Wood	South	350	-	\$87,500	Programmed 2026/27
Kennedy St	Hampton - Clarke	North	260	1.5	\$65,000	Programmed 2023/24
Suburban Rd	Rail line - Clarke	South	300	-	\$75,000	Programmed 2024/25
Suburban Rd	Newcastle - Mudalla	South	580	-	\$92,800	Programmed 2028/29
Taylor St	Peel - Old York	South	520	1.5	\$130,000	Programmed 2028/29
Wellington St	Charles - Morrell	East	200	-	\$50,000	Programmed 2027/28
Wellington St	Peel - Grey	East	410	1.5	\$102,500	Programmed 2027/28
Wellington St	Gordon - Gairdner	East	300	-	\$75,000	Programmed 2027/28

### Balance of Works

as tabled in Northam Bike Plan 2020 page 54 & 55

Road	Start - End	Side of Road	Length (m)	Existing Width (m)	Cost of Upgrade	Status
Burgoyne St	Byfield - Throssell	West	380	-	\$95,000	OUTSTANDING
Burgoyne St	Chidlow - Byfield	West	500	-	\$125,000	OUTSTANDING
Chidlow St	Hawes - Grey	North	325	1.5	\$32,500	OUTSTANDING
Chidlow St	Gordon - Gairdner	North	300	-	\$75,000	OUTSTANDING
Fitzgerald St	Charles - Millington	North	350	1.5	\$35,000	OUTSTANDING
Fitzgerald St	Millington - Poole	North	220	-	\$55,000	OUTSTANDING
Habgood St	Wellington - Fitzgerald	West	200	-	\$50,000	OUTSTANDING
Habgood St	Throssell - Rockett	West	90	1.5	\$9,000	OUTSTANDING
Habgood St	Duke - Wellington	West	140	1.5	\$14,000	OUTSTANDING
Hawes St	Duke - Chidlow	South	110	-	\$27,500	OUTSTANDING
Katrine Rd	GEH - Taylor St	Either	3500	-	\$1,050,000	OUTSTANDING
Minson Ave	Peel - visitor centre	South	470	-	\$117,500	OUTSTANDING

Minson Ave	Visitor centre - Fitzgerald	South	400	-	\$100,000	OUTSTANDING
Mitchell Ave	GEH - Poole St bridge	South	3300	-	\$990,000	OUTSTANDING
Mount Ommaney Road	Mitchell Ave - Eco Village	West	300	-	\$75,000	OUTSTANDING
Peel Tce & Yilgarn Ave	East - Yilgarn & Peel - Old York	North; West	550	-	\$137,500	OUTSTANDING
Poole St	Bridge - Fitzgerald	East	150	-	\$37,500	OUTSTANDING
Poole St bridge connection	Bridge - Mitchell	N/A	90	1.5	\$9,000	OUTSTANDING
Rail Line	GEH - Mitchell	East	2800	-	\$840,000	OUTSTANDING
Robinson St	Hospital - Mitchell	West	600	-	\$150,000	OUTSTANDING
Throssell St	Burgoyne - Gordon	North	350	1.5	\$35,000	OUTSTANDING
Throssell St	Gordon - Gairdner	North	320	1.5	\$32,000	OUTSTANDING
Throssell St	Gairdner - Charles	North	320	1.5	\$32,000	OUTSTANDING
Throssell St	Charles - Morrell	North	350	1.2	\$45,500	OUTSTANDING
Throssell St	Morrell - Habgood	North	210	1.5	\$21,000	OUTSTANDING
Wellington St	Haton - Burn	South	430	-	\$107,500	OUTSTANDING
Wellington St	Morrell - Parker	South	420	-	\$105,000	OUTSTANDING
Wood Dr	Goomalling - Bunker	South	450	-	\$112,500	Programmed 2029/30
Yilgarn Ave	Caravan Park - GEH	Either	1900	-	\$570,000	OUTSTANDING

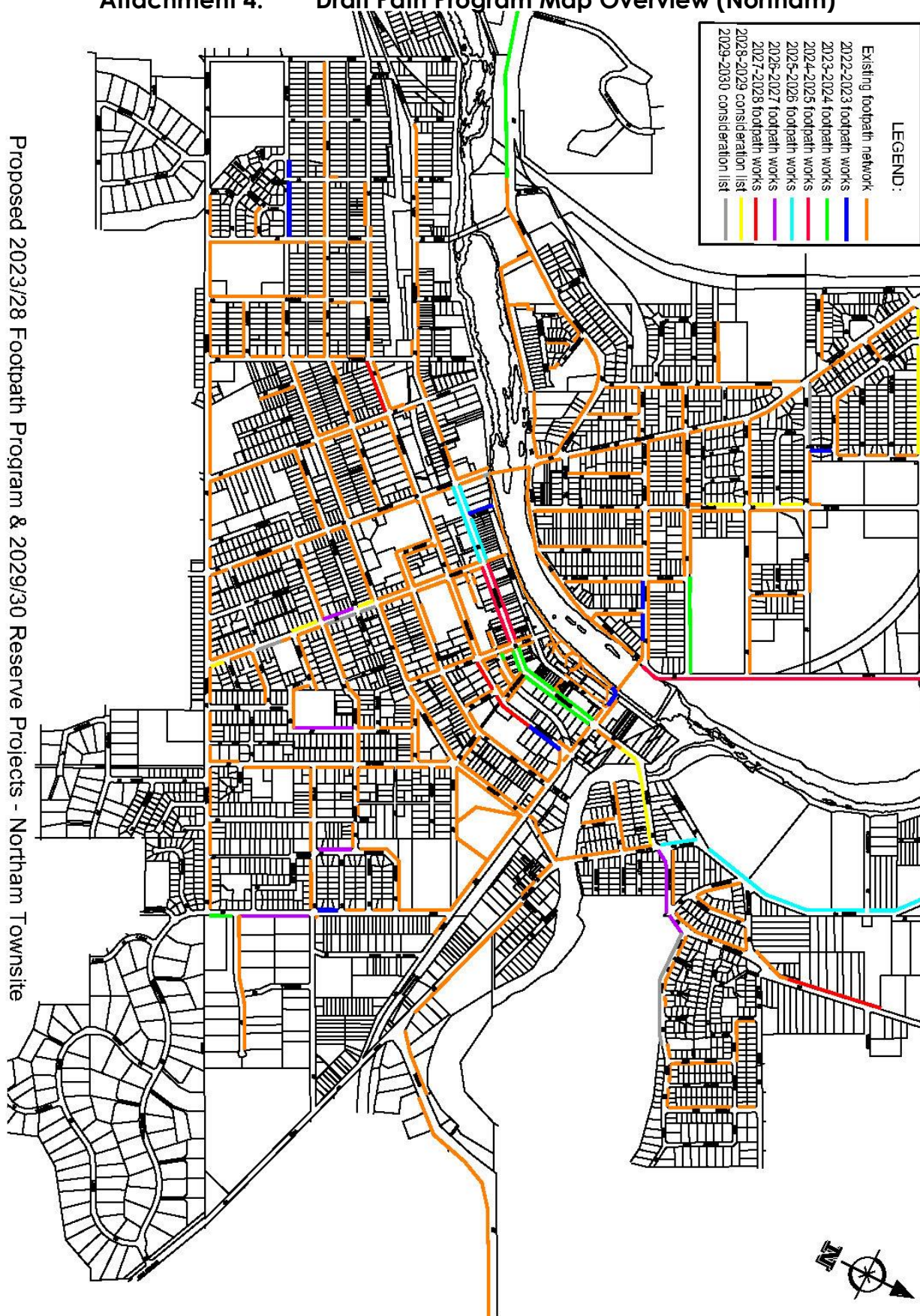
## Attachment 2: Draft 5-year Path Program

YEAR	ROAD	SLK START	SLK END	LENGTH	TOTAL COST	EXTERNAL FUNDING	COST TO SHIRE	SELECTION SOURCE
2023/24	FITZGERALD STREET				\$350,000	\$175,000	\$175,000	Strategic Community Plan
	MITCHELL AVENUE	1040	1750	710	\$110,000	\$55,000	\$55,000	Strategic Community Plan
	KENNEDY STREET	530	920	390	\$125,500	\$62,750	\$62,750	Bike Plan Priority
	EAST STREET	810	910	100	\$16,000		\$16,000	
	ELIZABETH PLACE	300	340	40	\$30,000		\$30,000	
	WILSON STREET	150	350	200	\$40,832		\$40,832	
					<b>\$672,332</b>	<b>\$292,750</b>	<b>\$379,582</b>	
24/25	CLARKE STREET	0	1460	1460	\$250,000	\$125,000	\$125,000	Strategic Community Plan & Bike Plan Priority
	FITZGERALD STREET				\$350,000	\$175,000	\$175,000	
					<b>\$600,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	
25/26	FITZGERALD STREET				\$350,000	\$175,000	\$175,000	
	KATRINE ROAD	0	3580	3580	\$1,200,000	\$1,000,000	\$200,000	
					<b>\$1,550,000</b>	<b>\$1,175,000</b>	<b>\$375,000</b>	
26/27	FERMOY AVENUE	40	240	200	\$36,000	\$18,000	\$18,000	Bike Plan Priority
	GOOMALLING ROAD	540	880	340	\$76,500	\$38,250	\$38,250	Bike Plan Priority
	EAST STREET	510	810	300	\$54,000		\$54,000	
	BORONIA AVENUE	420	500	80	\$19,043		\$19,043	
	EDMONDSON STREET	0	150	150	\$22,950		\$22,950	
	KEANE STREET (1080)	100	240	140	\$22,680		\$22,680	
	GORDON STREET	500	640	140	\$25,200		\$25,200	
	ST GEORGE STREET	0	340	340	\$61,200		\$61,200	
					<b>\$317,573</b>	<b>\$56,250</b>	<b>\$261,323</b>	
27/28	WELLINGTON STREET	0	520	440	\$87,750	\$43,875	\$43,875	Bike Plan Priority
	WELLINGTON STREET	1480	1700	220	\$52,000		\$52,000	Bike Plan Priority
	ST GEORGE STREET	340	600	260	\$55,000		\$55,000	
	GOOMALLING ROAD	1310	1640	330	\$118,800		\$118,800	
					<b>\$313,550</b>	<b>\$43,875</b>	<b>\$269,675</b>	

### Attachment 3: Reserve Path Projects List

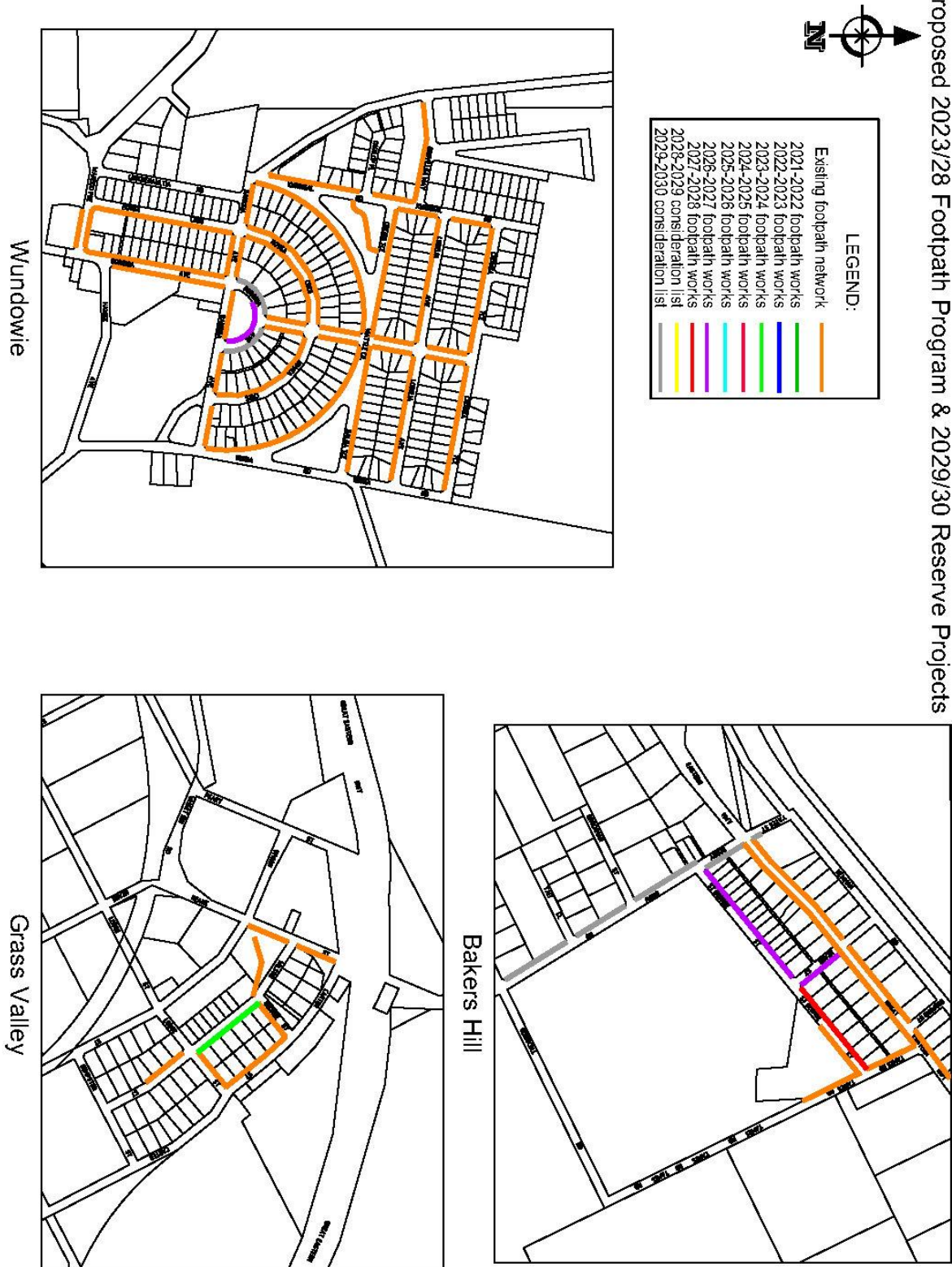
RESERVE PROJECTS								
YEAR	ROAD	SLK START	SLK END	LENGTH	TOTAL COST	EXTERNAL FUNDING	COST TO SHIRE	SELECTION SOURCE
28/29	TAYLOR STREET	10	540	530	\$119,250	\$59,625	\$59,625	Bike Plan Priority
	SUBURBAN ROAD	0	580	580	\$100,806	\$50,403	\$50,403	Bike Plan Priority
	STIRLING STREET	640	800	160	\$28,800		\$28,800	
	GORDON STREET	1020	1100	80	\$14,400		\$14,400	
	GORDON STREET	420	500	80	\$14,400		\$14,400	
	GORDON STREET	640	760	120	\$21,600		\$21,600	
	STIRLING STREET	800	910	110	\$22,000		\$22,000	
	STIRLING STREET	910	1020	110	\$22,000		\$22,000	
	GORDON STREET	640	900	260	\$46,800		\$46,800	
					<b>\$390,056</b>	<b>\$110,028</b>	<b>\$280,028</b>	
29/30	WOOD DRIVE	0	450	450	\$101,250	\$50,625	\$50,625	Bike Plan
	HUTT STREET	0	250	250	\$39,842		\$39,842	
	BORONIA AVENUE	450	580	130	\$26,000		\$26,000	
	NEWCASTLE ROAD	60	110	50	\$9,000		\$9,000	
	GORDON STREET	760	920	160	\$28,800		\$28,800	
	BORONIA AVENUE	330	450	120	\$21,600		\$21,600	
	BERRY BROW ROAD	0	130	130	\$23,400		\$23,400	
	GORDON STREET	500	640	140	\$25,200		\$25,200	
	BERRY BROW ROAD	300	460	160	\$28,800		\$28,800	
	BERRY BROW ROAD	130	300	170	\$32,130		\$32,130	
	BERRY BROW ROAD	460	650	190	\$34,200		\$34,200	
					<b>\$370,222</b>	<b>\$50,625</b>	<b>\$319,597</b>	

**Attachment 4: Draft Path Program Map Overview (Northam)**



**Attachment 5: Draft Path Program Map Overview  
(Wundowie/Bakershill/Grass Valley)**

Proposed 2023/28 Footpath Program & 2029/30 Reserve Projects



Christopher Poulton, Bridget Poulton and Sam McManus left the meeting at 5:58pm.

Sue Morgan left the meeting at 5:59pm.

### **13.2.2 RFQ 11 of 2022 Spencers Brook Road Spray Seal & Asphalt Works**

<b>File Reference:</b>	6.1.2.205
<b>Reporting Officer:</b>	Scott Patterson, Executive Manager Engineering Services
<b>Responsible Officer:</b>	Scott Patterson, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### **BRIEF**

For Council to consider submissions received in response to the Request for Quote (RFQ) 11 of 2022 – Spencers Brook Road Audible Edge Line Marking. This report provides details of the submissions received and identifies a recommended contractor to complete the works.

#### **ATTACHMENTS**

Attachment 1: Evaluation report (Provided as a separate confidential attachment).

#### **A. BACKGROUND / DETAILS**

Spencers Brook Road project is a fully funded project under the Regional Road Safety Program endorsed by Council as a part of the 2021/2022 financial year's budget (carried forward to 2022/2023).

In compliance with legislative requirements, a request for these works was prepared and advertised on Tuesday 26 August 2022 to Friday 02 September 2022 in order to seek suitably qualified contractors to complete the works on the Shire's behalf.

#### **B. CONSIDERATIONS**

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

Theme Area: Place

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

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

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

The 2021/22 adopted budget made the following budget provisions for these projects:

Job 3680 Spencers Brook Road SLK 0.00-23.63 \$1,413,692 ex GST

The Spencers Brook Road project consists of three main components of work, being:

1. Road shoulder reconstruction
2. Spray seal/asphalt works
3. Line marking

Road shoulder reconstruction and spray seal/asphalt works have already been awarded by council at a cost of \$851,583.88 ex. GST and \$318,926.62 ex GST, respectively. This has left the remaining budget at approximately \$243,181.50.

This report recommends the award of works priced at \$247,385.00 ex GST which results in the total estimated project cost within 1% of the overall project budget.

## **B.3 Legislative Compliance**

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

The Local Government (Functions & General) Regulations 1996 additionally prescribes that tenders do not have to be publicly invited according to the requirements if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

This RFQ has been brought to council for award as although the value of this work is less than \$250,000, it is only just under and it would take only a minor variation to then result in an contract value over the \$250,000 threshold. As this project is time sensitive, this was seen as the best course of action when considering potential mid-work delays should the contract

value exceed \$250,000 and it be required to come to council for a decision before proceeding.

#### B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

#### B.5 Stakeholder Engagement / Consultation

These are planned capital works projects. The stakeholders will be notified of the proposed work under contract via works notification.

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of works exceed budget allowance.	Unlikely (2) x Medium (3) = Moderate (6)	Contract will be monitored closely. Cost variation to be rejected or adjusted as necessary.
Health & Safety	Medical type injury	Unlikely (2) x Medium (3) = Moderate (6)	Compliance to OHS & E policy and standard procedures as part of contract.
Reputation	Customer complaints	Unlikely (2) x Medium (3) = Moderate (6)	Complaints management protocol for swift resolution under contract, and ongoing works supervision.
Service Interruption	Delay in project delivery	Unlikely (2) x Medium (3) = Moderate (6)	Works programme will be monitored and followed as a part of contract
Compliance	Substandard work	Unlikely (2) x Minor (2) = Low (4)	Quality assurance standards to be complied as part of contract
Property	Nil	-	-
Environment	Nil	-	-

#### C. OFFICER'S COMMENT

In response to the advertised request, one (1) submission was received, of which it was deemed compliant:

1. Intersectional Linemarkers

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4566**

**Moved: Cr Appleton**

**Seconded: Cr Galloway**

**That Council:**

- 1. Award Request for Quote 11 of 2022 – Spencers Brook Road Audible Edge Line Marking for \$247,385 (ex GST) to Intersectional Linemarkers Pty Ltd.**
- 2. Authorise the Chief Executive Officer to make minor variations (maximum increase of 5%) to the awarded price prior to entering a contract with Intersectional Linemarkers Pty Ltd.**

**CARRIED 8/0**

### 13.3 DEVELOPMENT SERVICES

*Cr R W Tinetti declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as the families related to the proposed names are well known to Cr Tinetti.*

*Cr D A Hughes declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as Cr Hughes has known a member of the Lucy family for many years.*

*Cr C R Antonio declared an "Impartiality" interest in item 13.3.1 – Proposed Road Names – Lucy Place & Garfield Place as the family related to a proposed name is known to Cr Antonio and they have mentioned the request of naming to him.*

#### 13.3.1 Proposed Road Names – Lucy Place & Garfield Place

<b>Address:</b>	Lots 105-107 Frankish Road & Lot 100 Byfield Street, Northam
<b>Owner:</b>	Yilgarn Property Pty Ltd
<b>Applicant:</b>	Akron Pty Ltd
<b>File Reference:</b>	155540 & 162419
<b>Reporting Officer:</b>	Jacky Jurmann, Acting Executive Manager Development Services
<b>Responsible Officer:</b>	Jacky Jurmann, Acting Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple
<b>Press release to be issued:</b>	No

#### BRIEF

Council is requested to consider the endorsement of the proposed road names, Lucy Place and Garfield Place, for submission to the Geographic Names Committee for approval.

#### ATTACHMENTS

- Attachment 1: Location plan.
- Attachment 2: Applicant's request.
- Attachment 3: Approved plans of subdivision.

#### A. BACKGROUND / DETAILS

The Western Australian Planning Commission have approved two subdivisions (ref: 155540 and 162419) of lots 105, 106 and 107 Frankish Road and Lot 100 Byfield Street, Northam as shown on the approved plans (Attachment 3).

The names Lucy Place and Garfield Place have been proposed to acknowledge the contribution of Lincoln Garfield Lucy as detailed in the Applicant's correspondence (Attachment 2).

A third alternative road name has also been proposed in the circumstance that the preferred names are not endorsed by Council or approved by the Geographic Names Committee.

## B. CONSIDERATIONS

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

Performance Area: Place.

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

### B.2 Financial / Resource Implications

There are no costs associated with this proposal.

### B.3 Legislative Compliance

Road names must comply with Landgate's Policies and Standards for Geographical Naming in Western Australia.

### B.4 Policy Implications

There are no policy implications where the names comply with Landgate's policy.

### B.5 Stakeholder Engagement / Consultation

There are no consultation requirements associated with this proposal.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Name must comply with Landgate policy.	Insignificant (1) x Unlikely (2) = Low (2)	Alternative names proposed.
Property	Nil.		

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

Not applicable.

### **C. OFFICER'S COMMENT**

Proposals for naming of roads must be made by local governments and include the following information:

- the reason for the proposal or name change
- origin of each road name and its source
- a location by local government, locality and estate name if known
- identification on a map clearly indicating extent and precise start and end points
- photographs or sketches
- any other supporting information such as historic articles, reference materials, publications etc
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents and property owners is required.

The information submitted in the Applicant's correspondence provides the required information as outlined above. Noting that the original request was to name one street only and that following discussions with the Applicant it was decided to name both streets in the one proposal.

Shire Officers have tested the proposed road names on Landgate's on-line portal as follows:

- Lucy Place/Street – Failed preliminary validation due to:
  - Similar road name exists in NORTHAM – Leake Street
  - Similar road name exists within 50km – Leake Road in COONDLE and Louisa Circle in MORANGUP
- Garfield Place – Passed preliminary validation
- Inglis Lane – Passed preliminary validation

Although Lucy Place has failed preliminary validation, it is the Officer's opinion that Leake Street/Road and Louisa Circle are not as similar as the on-line program has determined.

In regards to the road types, a check of the Landgate policy indicates that 'street', 'loop' or 'way' are more appropriate than 'place' for both roads. The road type 'place' should only be applied to cul-de-sacs, whereas both proposed roads are through connecting roads, and therefore street, loop or way are more appropriate. The Applicant's preference is loop or way.

It is recommended that Lucy Loop/Way be endorsed by Council and forwarded to the Geographic Names Committee for approval.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4567**

**Moved: Cr Hughes**

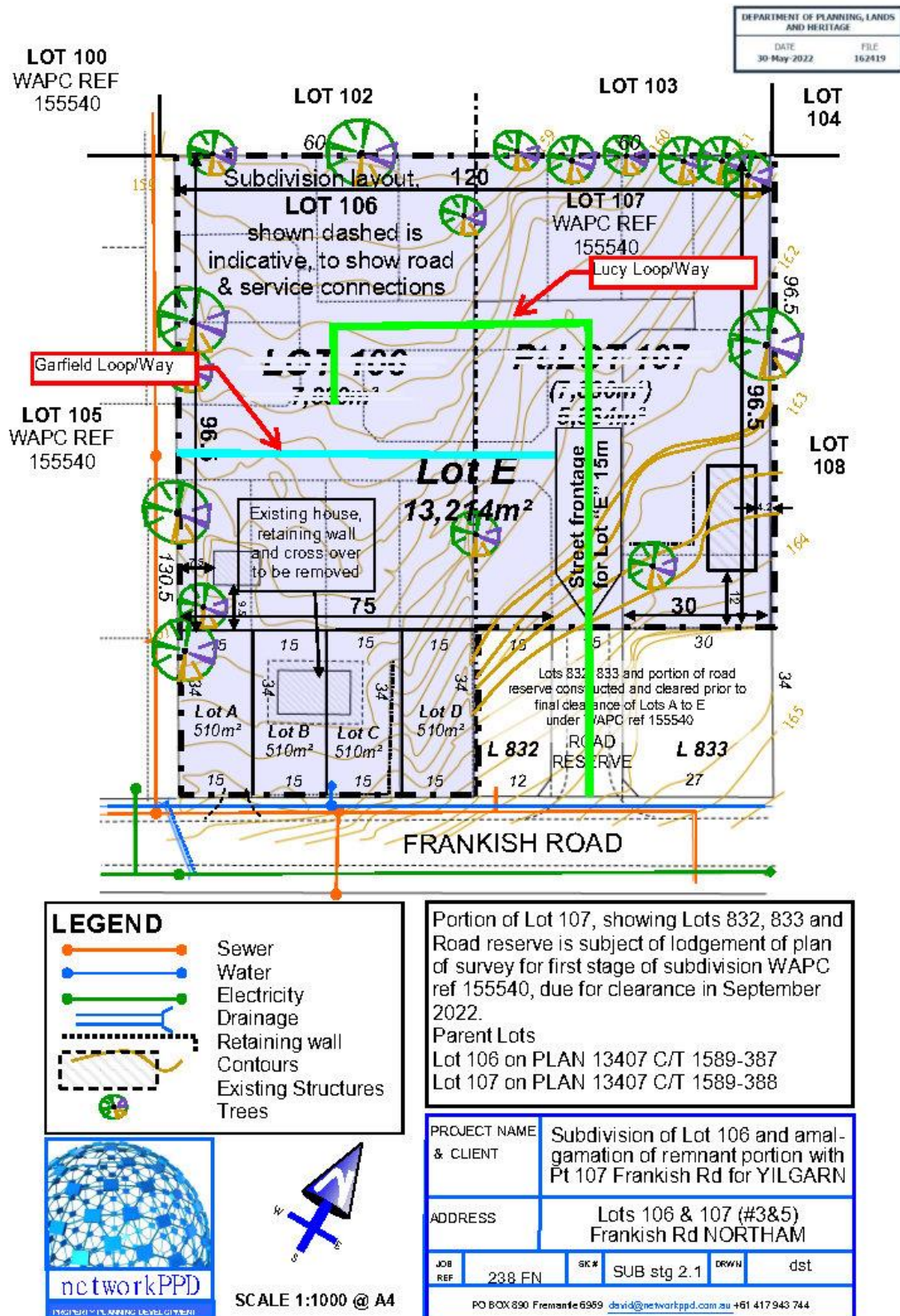
**Seconded: Cr Tinetti**

**That Council:**

- 1. Endorse Lucy Loop/Way as the name of the new road (1) to be created as part of the subdivision of Lots 105, 106 and 107 Frankish Road and Lot 100 Byfield Street, Northam to the extent depicted on the plan attached to this Report.**
- 2. Endorse Garfield Loop/Way as the name of the new road (2) to be created as part of the subdivision of Lots 105, 106 and 107 Frankish Road and Lot 100 Byfield Street, Northam to the extent depicted on the plan attached to this Report.**
- 3. Endorse Inglis as an alternative name in the event that Lucy or Garfield are not approved by Geographic Names Committee.**

**CARRIED 8/0**

## Attachment 1 – Location Plan



## Attachment 2 – Applicant's Request



22 August 2022

Shire of Northam  
PO Box 613  
NORTHAM WA 6401

For the attention of: Jacky Jurmann (Manager Planning & Environment)  
Sent electronically: mgrplanning@northam.wa.gov.au

Dear Jacky

### REQUEST FOR APPROVAL OF NEW STREET NAME "LUCY PLACE"

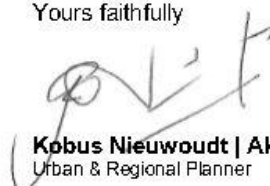
A road name is required for an approved subdivision to the east of the Northam town centre.

Currently construction is underway for the completion of Stage 1 (refer attached Location Plan) of the subdivision bound by Frankish Road and East Street Northam. Stage 1 consists of 6 lots, with a small portion of new road that will eventually service further lots to the rear of the first stage lots. It is a requirement of Landgate to add a new road name for this first stage of subdivision.

Please find enclosed a list of three (3) proposed street names (in order of preference) for Council's consideration.

We respectfully request the proposed use of the name LUCY PLACE be approved by Council and forwarded to Landgate for completion of the plan of survey.

Yours faithfully



**Kobus Nieuwoudt | Akron**  
Urban & Regional Planner

Encl: List of preferred street names, Lot 107 Location Plan

☎ P.1300 125 766 F.1300 910 363  
📍 61 Old York Road, Northam WA 6401  
✉ sales@akron.com.au  
🌐 www.akron.com.au



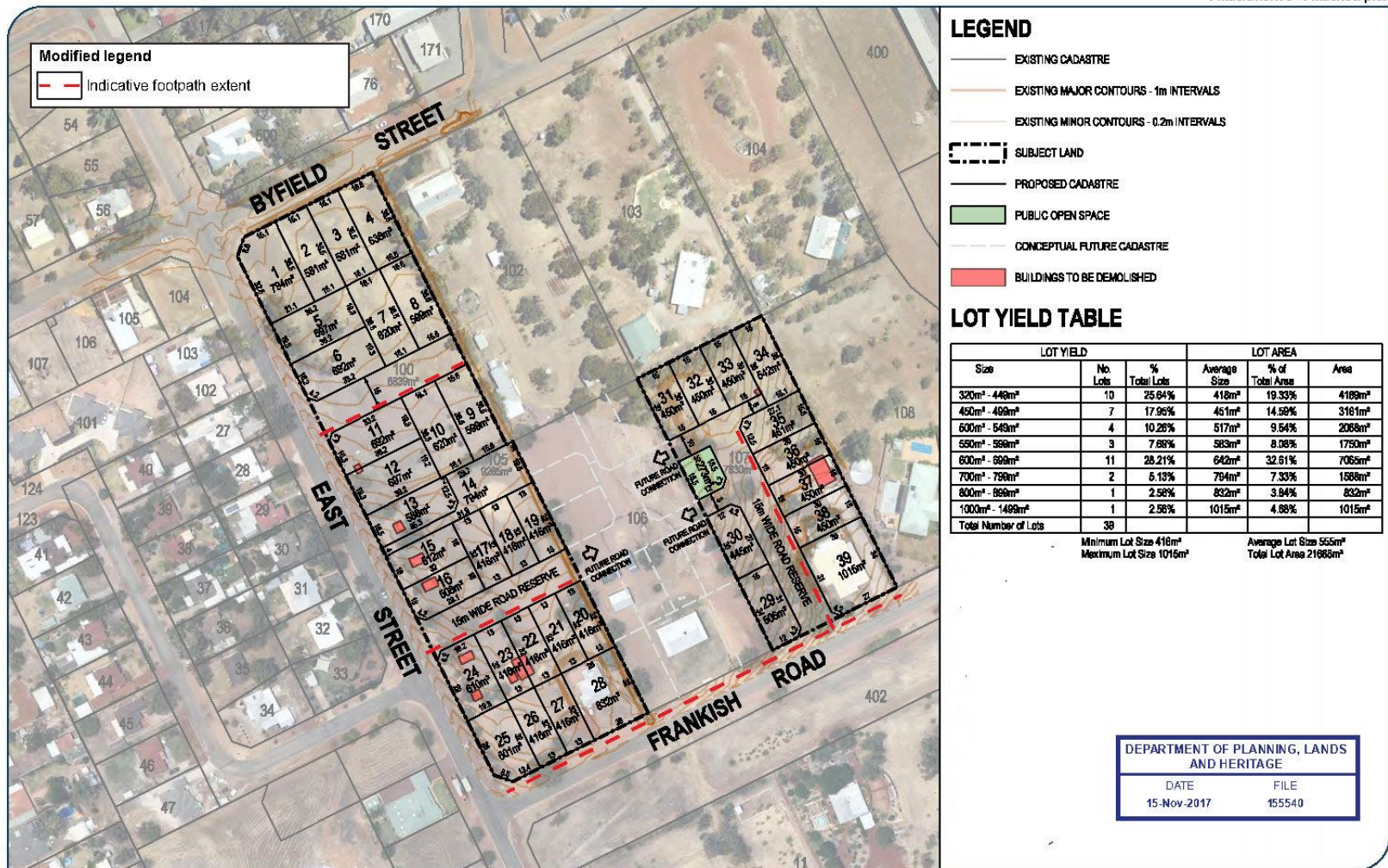
**LIST OF PREFERRED STREET NAMES: LOT 107 FRANKISH ROAD, NORTHAM**

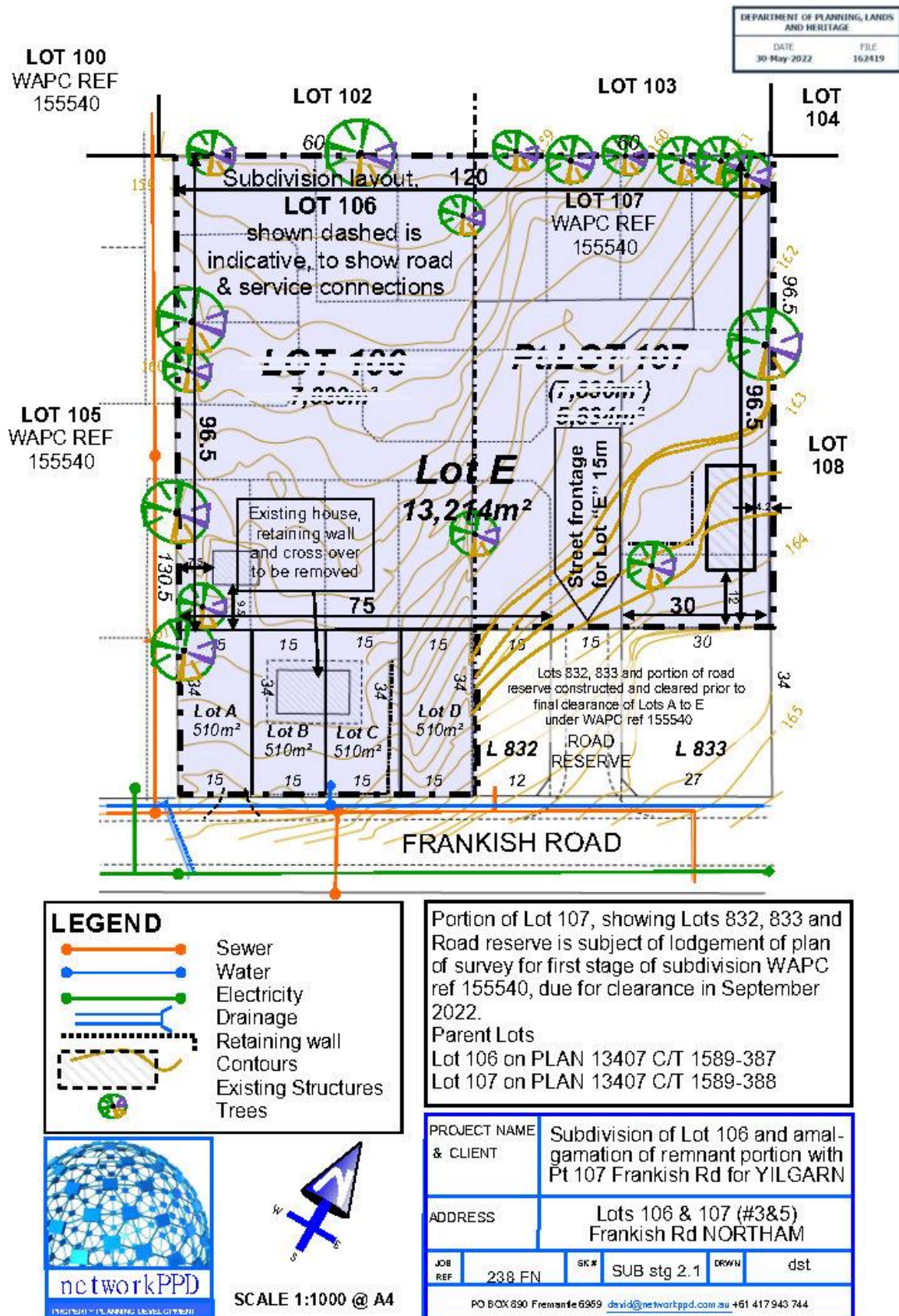
Preferred Name #	Street Name	Road Type (AS/NZS 4819:2011 Appendix A "Road Types Australia")	Origin
1	Lucy	Place (short, sometimes narrow, enclosed roadway – suitable for <i>cul-de-sac</i> )	<p>The proponent, a long-term resident, is keen to source a road name with historical reference to Northam's past and present. For this reason, we would like to assign the name Lucy, being the surname of Lincoln Garfield Lucy who was born in Western Australia and died in Northam having spent the majority of his life living and contributing to the social and economic wellbeing of the area. Mr Lucy was a successful businessman and with his wife opened a cake shop on Fitzgerald Street, which still survives to the present day known as Lucy's Tea Rooms.</p> <p>Mr Lucy also served on Council rising to the position of Deputy President, was active in sports and the volunteer Fire Brigade.</p>
2	Garfield	Place (short, sometimes narrow, enclosed roadway – suitable for <i>cul-de-sac</i> )	<p>The proponent, a long-term resident, is keen to source a road name with historical reference to Northam's past and present. For this reason, we would like to assign the name Garfield, being the middle name of Lincoln Garfield Lucy who was born in Western Australia and died in Northam having spent the majority of his life living and contributing to the social and economic wellbeing of the area. Mr Lucy was a successful businessman and with his wife opened a cake shop on Fitzgerald Street, which still survives to the present day known as Lucy's Tea Rooms.</p> <p>Mr Lucy also served on Council rising to the position of Deputy President, was active in sports and the volunteer Fire Brigade.</p>
3	Inglis	Lane (narrow way between walls, buildings or a narrow country or city roadway – suitable for <i>cul-de-sac</i> )	<p>J Inglis was a past Councillor who attended the foundation stone laying of the Northam Town Hall on the 21<sup>st</sup> of June 1897 (the hall was opened the following year on the 23<sup>rd</sup> of April 1898). The full list of other attendees at the foundation stone laying were the Mayor C.R. Knight, Councillors H.V Cox, <b>J.Inglis</b>, J. Sermon, T. Sinclair, E.A. Lockyer, J.O.Hara, C.L. Throssell, F.Lawson and J.Byfield. H.J Procter was the Architect and A. Bragg the Builder.</p>



### Attachment 3 – Approved Plan of Subdivision

Attachment 3 - Attached plan





### 13.3.2 RFT 02 of 2022 – Fire Mitigation Services (MAF 2021/22)

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Jacky Jurmann, Acting Executive Manager Development Services / Scott Patterson, Executive Manager Engineering Services
<b>Responsible Officer:</b>	Jacky Jurmann, Acting Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider tenders received in response to Request for Tender 02 of 2022 – Fire Mitigation Services MAF 2021/22. This Report provides details of the tenders received and identifies a recommended tenderer to complete the works.

#### ATTACHMENTS

- Attachment 1: Tender Evaluation Report (provided as a separate confidential attachment)  
Attachment 2: MAF Treatment List

#### A. BACKGROUND / DETAILS

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) has been developed for the Shire of Northam and is a strategic document that identifies assets at risk from bushfire and their priority for treatment.

The Treatment Schedule sets out a broad program of coordinated multiagency treatments to address risks identified in the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

The Mitigation Activity Fund Grants Program 2021/22 is a scheme designed to assist local governments with reducing their bushfire risk on reserves vested by management order to the Shire of Northam with this years program building on the works completed last year.

#### B. CONSIDERATIONS

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

Theme Area: A resilient community  
Outcome: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.  
Objective: Provide bushfire mitigation on Shire controlled land.

## B.2 Financial / Resource Implications

Fire Mitigation Works MAF package for 2021/22 was included in the 2021/22 annual budget with an allocation of \$489,500.

## B.3 Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

## B.4 Policy Implications

Policy F4.2 – Procurement Policy

## B.5 Stakeholder Engagement / Consultation

These are planned works. The stakeholders will be notified of the proposed work under contract via works notification.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost overrun of the project	Minor (2) x Possible (3) = Moderate (9)	Costs of the project are funded through the MAF project. Any variations are to be authorised by DFES.
Health & Safety	Works do not comply with current requirements	Minor (2) x Unlikely (2) = Low (4)	OHS compliance required as part of the tender evaluation.
Reputation	Having property in our care and control that poses risk to the community reflects negatively on Council.	Minor (2) x Unlikely (2) = Low (4)	Proposed works will reduce the potential risks to the community.
Service Interruption	Restricted use during works.	Medium (3) x Unlikely (2) = Moderate (6)	Community provided sufficient notice of works.
Compliance	Procurement not carried out as required by policy/legislation.	Medium (3) x Possible (3) = Moderate (9)	Procurement process carried out in accordance with Council policy.
Property	Works damage property.	Minor (2) x Unlikely (2) = Low (4)	Works to be carried out as per Tender and Shire standards.
Environment	Works will impact negatively on the local environment	Medium (3) x Possible (3) = Moderate (9)	Works to be carried out as per Tender requirements under supervision by Officer.

## B.7 Natural Environment Considerations

Works to be carried out to minimise impacts on the environment and in consultation with the Shire's Environmental Sustainability Officer.

### **C. OFFICER'S COMMENT**

In response to the advertised request, 3 submissions were received, of which all were compliant:

1. Fire Mitigation Services;
2. Morris Pest Control; and
3. Natural Area Consulting Management Services

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4568**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That Council:**

- 1. Award RFT 02 of 2022 - Fire Mitigation Services MAF 2021/22 for \$441,904.00 plus GST to Fire Mitigation Services Pty Ltd.**
- 2. Authorise the Chief Executive Officer to make minor variations (maximum increase of 5%) to the awarded price prior to entering a contract with Fire Mitigation Services Pty Ltd.**

**CARRIED 8/0**

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – 1<sup>st</sup> August 2022 – 31<sup>st</sup> August 2022

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris, Creditors Officer
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> August 2022 to 31<sup>st</sup> August 2022.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – August 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.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.4: 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

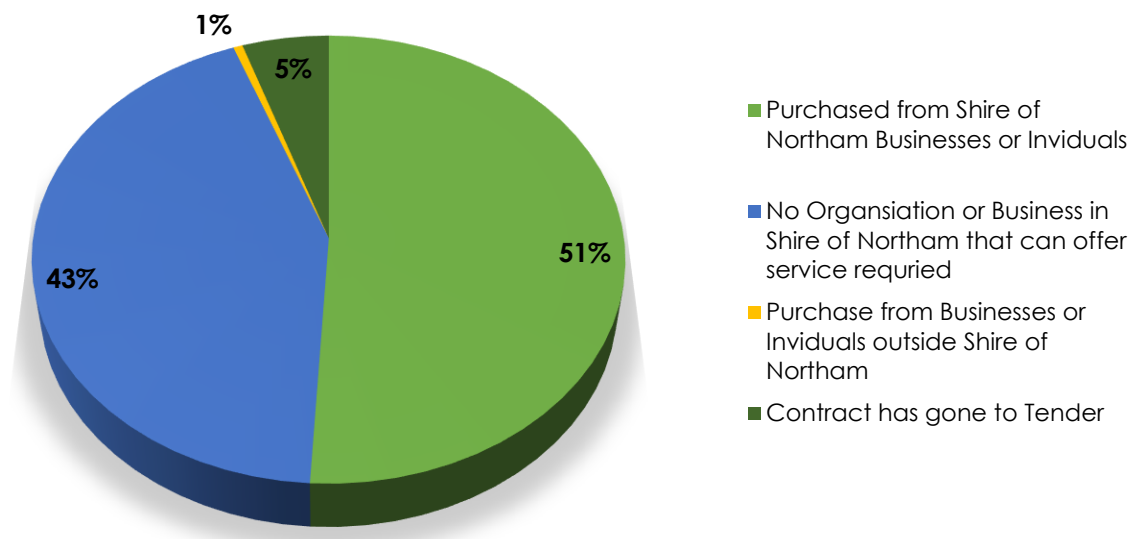
Not applicable.

### 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 August 2022;



#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4569

Moved: Cr Girak

Seconded: Cr Appleton

That Council receive the payments for the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> August 2022, as listed:

- Municipal Fund payment cheque numbers 35516 to 35523 Total \$49,755.57.
- Municipal Fund EFT44461 to EFT44780 Total \$1,862,348.43.
- Direct Debits Total \$96,210.39.
- Payroll Total \$456,701.51

**TOTAL: \$2,465,015.90**

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

**CARRIED 8/0**

## Attachment 1 - Accounts & Statements of Accounts – August 2022.

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 2 10

No	Date	Name	Invoice Description	Code	Amount	Amount
INV 9007938928/07/2022		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 23/05/2022 to 25/07/2022		311.04	
INV 9007938729/07/2022		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 26/05/2022 to 27/07/2022		2,282.74	
INV 9007891701/08/2022		WATER CORPORATION	9007891775 HOOPER PARK - 31/05/2022 to 28/07/2022		76.41	
INV 9007891801/08/2022		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 31/05/2022 to 28/07/2022		1,750.24	
INV 9007892001/08/2022		WATER CORPORATION	9007892057 BAKERS HILL OLD BFB FIRE SHED - 30/05/2022 to 28/07/2022		2.73	
INV 9007892501/08/2022		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 31/05/2022 to 28/07/2022		262.62	
35519	11/08/2022	PETTY CASH	PETTY CASH - BILYA KOORT BOODJA - COLES / BUNNINGS / WOOLWORTHS / RED DOT	1		188.85
INV CG0408204/08/2022		PETTY CASH	PETTY CASH - BILYA KOORT BOODJA - COLES / BUNNINGS / WOOLWORTHS / RED DOT	1	188.85	
35520	11/08/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2022	1		123.00
INV T1079	10/08/2022	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2022	1	33.00	
INV T1080	10/08/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2022	1	90.00	
35521	17/08/2022	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 01/06/2022 to 07/08/2022	1		2,492.65
INV 9007917220/07/2022		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 23/05/2022 to 18/07/2022		433.91	
INV 9007840209/08/2022		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 01/06/2022 to 07/08/2022		1,507.38	
INV 9007840309/08/2022		WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 01/06/2022 to 07/08/2022		51.85	
INV 9007840209/08/2022		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 01/06/2022 to 07/08/2022		499.51	
35522	17/08/2022	WESTERN POWER	TREES CUT AT LOT 83 KIMBERLEY ROAD CLACKLINE DATE TREES CUT 1 JULY 2022, PID 699548, 699547 REQUEST REFERENCE 04689881	1		838.55

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 3 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CORPB0	29/07/2022	WESTERN POWER	TREES CUT AT LOT 83 KIMBERLEY ROAD CLACKLINE DATE TREES CUT 1 JULY 2022, PID 699548, 699547 REQUEST REFERENCE 04689881	1	838.55	
35523	25/08/2022	WATER CORPORATION	WATER CHARGES - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - BILL ID 0218	1		2,816.22
INV 9007907214	07/2022	WATER CORPORATION	WATER CHARGES - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - BILL ID 0218	1	453.74	
INV 9007872216	08/2022	WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 14/06/2022 to 14/08/2022		260.13	
INV 9007872216	08/2022	WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 14/06/2022 to 14/08/2022		272.21	
INV 9007872316	08/2022	WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 14/06/2022 to 14/08/2022		266.64	
INV 9007872316	08/2022	WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 14/06/2022 to 14/08/2022		274.07	
INV 9007869116	08/2022	WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 14/06/2022 to 14/08/2022		143.22	
INV 9007869116	08/2022	WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 14/06/2022 to 14/08/2022		99.81	
INV 9007869116	08/2022	WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 14/06/2022 to 14/08/2022		251.14	
INV 9007872216	08/2022	WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 14/06/2022 to 14/08/2022		264.77	
INV 9007872216	08/2022	WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 14/06/2022 to 14/08/2022		262.92	
INV 9007872216	08/2022	WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 14/06/2022 to 14/08/2022		267.57	
EFT44461	03/08/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A S AFGRI	PN1705 - ZTRAC MOWER SERVICE 1300HR	1		463.02
INV 2600149	24/06/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD T/A S AFGRI	PN1705 - ZTRAC MOWER SERVICE 1300HR	1	463.02	
EFT44462	03/08/2022	AUTOPRO NORTHAM	WINDSCREEN WIPER FOR KILLARA HYUNDAI - PN1310	1		5.05
INV 1008425	01/08/2022	AUTOPRO NORTHAM	WINDSCREEN WIPER FOR KILLARA HYUNDAI - PN1310	1	5.05	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 4 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44463	03/08/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	POND 3 RELINING - LABOUR FOR 3 DAYS AND EQUIPMENT HIRE	1		30,409.50
INV IV10832	31/05/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	POND 3 RELINING - LABOUR FOR 3 DAYS AND EQUIPMENT HIRE	1	30,409.50	
EFT44464	03/08/2022	AVON VALLEY TOYOTA	PN2013 - N.4098 - INVESTIGATE FUEL ISSUE.	1		895.48
INV JC14006927	07/2022	AVON VALLEY TOYOTA	PN2013 - N.4098 - INVESTIGATE FUEL ISSUE.	1	895.48	
EFT44465	03/08/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	PN2013 - N.4098 - INVESTIGATE FUEL ISSUE.	1		7.20
INV 172552	28/07/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	PN2013 - N.4098 - INVESTIGATE FUEL ISSUE.	1	7.20	
EFT44466	03/08/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVER LOAD TO SHIRE OF NORTHAM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY.	1		2,227.13
INV IQ34117	17/07/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	14 TONNES OF 7MM BLUE METAL TO BE PICKED UP	1	545.38	
INV IQ34116	17/07/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVER LOAD (27TONNE) TO SHIRE OF NORTHAM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY.	1	839.00	
INV IQ34234	24/07/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVER LOAD TO SHIRE OF NORTHAM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY.	1	842.75	
EFT44467	03/08/2022	BLACKWELL PLUMBING & GAS PTY LTD	RHEEM 50L 2.4KW HWU, INCLUDING LABOUR, ALL MATERIALS AND INSTALLATION OF GPO BY LICENCED ELECTRICIAN AS PER QUOTE 3373 REV 1	1		2,717.00
INV INV-265325	07/2022	BLACKWELL PLUMBING & GAS PTY LTD	2.4KW HWU, INCLUDING LABOUR, ALL MATERIALS AND INSTALLATION OF GPO BY LICENCED ELECTRICIAN AS PER QUOTE 3373 REV 1	1	2,717.00	
EFT44468	03/08/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - JD GRADER 6400HR SERVICE MONDAY 18/07/2022	1		6,564.75
INV 0000406021	06/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 - DIAGNOSE AND REPAIR OIL LEAK	1	700.70	
INV 0000408626	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1802 - WOODCHIPPER SUSPENSION REPAIRS	1	1,254.55	
INV 0000409326	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1314 - VOLVO GRADER 7100HR SERVICE MONDAY 25/07/2022	1	1,590.33	
INV 0000409126	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM MINNEY RD AND DROP OFF AT MCMANUS RD	1	709.50	
INV 0000409226	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM MCMANUS RD AND DROP OFF AT ANTONIO RD	1	709.50	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 5 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000409628/07/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - JD GRADER 6400HR SERVICE MONDAY 18/07/2022	1	1,600.17	
EFT44469	03/08/2022	COUNTRY COPIERSNORTHAM	CANON IRA - DX C3730 DIGITAL COPIER SYSTEM B&W & COLOUR	1		3,606.89
INV S09948	20/07/2022	COUNTRY COPIERSNORTHAM	CANON IRA - DX C3730 DIGITAL COPIER SYSTEM B&W & COLOUR	1	3,415.50	
INV S09964	21/07/2022	COUNTRY COPIERS NORTHAM	SERVICE NORTHAM LIBRARY COPIER IRA-DX3830	1	191.39	
EFT44470	03/08/2022	COUNTRYWIDE GROUP	CHAINSAW REPAIRS	1		120.90
INV ACC001501/08/2022		COUNTRYWIDE GROUP	CHAINSAW REPAIRS	1	120.90	
EFT44471	03/08/2022	DCM CARPENTRY & MAINTENANCE	SUSPENSION BRIDGE DECKING. REPLACE TIMBER DECKING WITH MODWOOD MARINA BOARD AS PER RFQ AND QUOTE.	1		85,101.50
INV 1422	29/06/2022	DCM CARPENTRY & MAINTENANCE	SUSPENSION BRIDGE DECKING. REPLACE TIMBER DECKING WITH MODWOOD MARINA BOARD AS PER RFQ AND QUOTE.	1	84,920.00	
INV 1425	28/07/2022	DCM CARPENTRY & MAINTENANCE	TOWN HALL. REPLACE FLOOR MANHOLE COVER IN CLEANERS STORE.	1	181.50	
EFT44472	03/08/2022	E FIRE & SAFETY	SHIRE OF NORTHAM - 6 MONTHLY FIRE SERVICE SITE CHECKS	1		12,886.50
INV 566291	27/06/2022	E FIRE & SAFETY	SHIRE OF NORTHAM - 6 MONTHLY FIRE SERVICE SITE CHECKS	1	8,816.50	
INV 566578	30/06/2022	E FIRE & SAFETY	TOWN HALL. 6 MONTHLY FIRE SERVICES SITE CHECKS AND REPLACE 3 X FIRE EXTINGUISHERS.	1	385.00	
INV 568023	29/07/2022	E FIRE & SAFETY	KILLARA COTTAGES. REPLACE 5 X SPIT FIRES AS PER QUOTE 112189. / REC CENTRE. REPLACE EMERGENCY LIGHTING/EXIT LIGHTS AS PER QUOTE 112191.	1	3,685.00	
EFT44473	03/08/2022	ECHO NEWSPAPER	3X 1/4 PAGE ADS IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE (2 EDITIONS- JULY 29 & AUGUST 5)	1		495.00
INV 0002766129/07/2022		ECHO NEWSPAPER	3X 1/4 PAGE ADS IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE (2 EDITIONS- JULY 29 & AUGUST 5)	1	495.00	
EFT44474	03/08/2022	GRAFTON ELECTRICS	ADMIN BUILDING. INSTALL TIMER TO TOILET EXHAUST FANS.	1		1,114.25

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 6 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8553	01/04/2022	GRAFTON ELECTRICS	BERNARD PARK TOILET FLOORING UPGRADE. INSTALL 2 X NEW POWER POINTS HOOK UP AND CHECK ALL ELECTRICS IN AROC TOILETS READY FOR USE.	1	401.06	
INV 8821	19/07/2022	GRAFTON ELECTRICS	ADMIN BUILDING. INSTALL TIMER TO TOILET EXHAUST FANS.	1	713.19	
EFT44475	03/08/2022	JASON SIGNSMAKERS	TRANSFER STATION - SIGNAGE	1		1,231.27
INV 230325	18/07/2022	JASON SIGNSMAKERS	TRANSFER STATION - SIGNAGE	1	1,231.27	
EFT44476	03/08/2022	JOANNE PARFITT	BKB IS PURCHASING ART FROM JOANNNE PARFITT	1		830.00
INV 20	26/07/2022	JOANNE PARFITT	BKB IS PURCHASING ART FROM JOANNNE PARFITT	1	830.00	
EFT44477	03/08/2022	KATHY DAVIS	YARNING CIRLCE DONE BY KATHY DAVIS ON THE 22/07/2022	1		500.00
INV 19	22/07/2022	KATHY DAVIS	FOR INDIGO JUNCTION (FOR WOMEN) YARNING CIRLCE DONE BY KATHY DAVIS ON THE 22/07/2022 FOR INDIGO JUNCTION (FOR WOMEN)	1	500.00	
EFT44478	03/08/2022	LEE TRACEY MCLELLAN	REIMBURSEMENT FOR MATERIALS. - BILYA FESTIVAL 2022	1		186.12
INV 0058091316/07/2022		LEE TRACEY MCLELLAN	REIMBURSEMENT FOR MATERIALS. - BILYA FESTIVAL 2022	1	186.12	
EFT44479	03/08/2022	LUCY'S TEAROOMS	CATERING FOR CITIZENSHIP CEREMONY ON 29/11/2021	1		375.00
INV 2636	16/12/2021	LUCY'S TEAROOMS	CATERING FOR CITIZENSHIP CEREMONY ON 29/11/2021	1	375.00	
EFT44480	03/08/2022	MICHELLE KAYE BLACKHURST	REIMBURSEMENT FOR MATERIALS - BILYA FESTIVAL 2022	1		69.00
INV JM 2707227/07/2022		MICHELLE KAYE BLACKHURST	REIMBURSEMENT FOR MATERIALS - BILYA FESTIVAL 2022	1	69.00	
EFT44481	03/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD - 18/7 - 24/7/2022	1		7,801.20
INV N3032	25/07/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD - 18/7 - 24/7/2022	1	3,900.60	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 7 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N3031	25/07/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWNROADS ) / FOOTPATH & VERGE SWEEPING OF CBD - 11/7 - 17/7/2022	1	3,900.60	
EFT44482	03/08/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS @ \$40 + GST PER UNIT 15/7/22 - 14/8/22	1		1,311.59
INV 9258422305/07/2022		NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE FEE ON NAVTRAC SYSTEM FOR DEPOT 13 UNITS @ \$29.95 + GST PER UNIT - 5/7/2022 - 4/8/2022	1	417.67	
INV 9258994515/07/2022		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS @ \$40 + GST PER UNIT 15/7/22 - 14/8/22	1	893.92	
EFT44483	03/08/2022	NORTHAM DISTRICTS GLASS PTY LTD	PN2007 -N11084 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN	1		914.00
INV INV-273412/07/2022		NORTHAM DISTRICTS GLASS PTY LTD	PN2007 -N11084 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN	1	870.00	
INV INV-285127/07/2022		NORTHAM DISTRICTS GLASS PTY LTD	PN1608 -REPAIR ROLLER MIRROR	1	44.00	
EFT44484	03/08/2022	PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 2. REPLACE OYSTER LIGHTS THROUGHOUT, CLEAN LIGHT COVERS AND EXHAUST FANS AND DO ELECTRICAL COMPLIANCE CHECKS.	1		566.50
INV 0000619326/07/2022		PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE UNIT 2. REPLACE OYSTER LIGHTS THROUGHOUT, CLEAN LIGHT COVERS AND EXHAUST FANS AND DO ELECTRICAL COMPLIANCE CHECKS.	1	566.50	
EFT44485	03/08/2022	S & N CREATIONS	WATER BOTTLE X 20 @ \$200 11CM TEALIGHT HOLDER X 24 @ \$240 5CM TEALIGHT HOLDER X 36 @ \$180 HARD GLASSES CASE X 30 @ \$120 TRAVEL CASE X 20 @ \$80 XMAS BALL X 24 @ \$72	1		1,085.70
INV INV-140908/07/2022		S & N CREATIONS	WATER BOTTLE X 20 @ \$200 11CM TEALIGHT HOLDER X 24 @ \$240 5CM TEALIGHT HOLDER X 36 @ \$180 HARD GLASSES CASE X 30 @ \$120 TRAVEL CASE X 20 @ \$80 XMAS BALL X 24 @ \$72	1	1,085.70	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 8 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44486	03/08/2022	SAPIO PTY LTD	CCTV. YEARLY WUNDOWIE CCTV MAINTENANCE SCHEDULED FOR 2022/23 AS PER QUOTE IN PROPOSAL.	1		4,262.50
INV 212177	27/07/2022	SAPIO PTY LTD	CCTV. YEARLY WUNDOWIE CCTV MAINTENANCE SCHEDULED FOR 2022/23 AS PER QUOTE IN PROPOSAL.	1	4,262.50	
EFT44487	03/08/2022	SPECIALISED TREE SERVICE	PRUNING AND TREE REMOVAL FROM 45- 47 GOOMALLING ROAD AS PER QUOTE Q1031	1		9,973.09
INV 3896	29/07/2022	SPECIALISED TREE SERVICE	PRUNING OF TREES ON YARRAMONY ROAD	1	2,184.99	
INV 3897	29/07/2022	SPECIALISED TREE SERVICE	REMOVE BROKEN BRANCHES HUNG UP IN TREES AT 2.74SLK & 2.92 SLK SMITH ROAD CLACKLINE	1	2,325.60	
INV 3898	29/07/2022	SPECIALISED TREE SERVICE	PRUNING AND TREE REMOVAL FROM 45- 47 GOOMALLING ROAD AS PER QUOTE Q1031	1	5,462.50	
EFT44488	03/08/2022	THE WORKWEAR GROUP	UNIFORMS - TAMARA BROUGH	1		722.62
INV 1375733327/01/2022		THE WORKWEAR GROUP	MICHELLE BLACKHURST - UNIFORMS	1	291.58	
INV 138141642402/2022		THE WORKWEAR GROUP	UNIFORMS - TAMARA BROUGH	1	431.04	
EFT44489	03/08/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT 7 JULY 2022	1		50.00
INV 96	29/07/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT 7 JULY 2022	1	50.00	
EFT44490	03/08/2022	WILLIAM PATRICKDICK	PERFORMED AS AN MC FOR THE NAIDOC EVENT AT BILYA KOORT BOODJA ( 07-07-2022 )	1		600.00
INV 18	12/07/2022	WILLIAM PATRICKDICK	PERFORMED AS AN MC FOR THE NAIDOC EVENT AT BILYA KOORT BOODJA ( 07-07-2022 )	1	600.00	
EFT44491	03/08/2022	ZABRINA CANTATORE	KOOMAL KREATE SALES FROM 01/03/2022 - 14/07/2022	1		168.00
INV 6	20/07/2022	ZABRINA CANTATORE	KOOMAL KREATE SALES FROM 01/03/2022 - 14/07/2022	1	168.00	
EFT44492	05/08/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD T/AS AFGRI	PN1513 - REPLACE ROOF CLAMP, CASTER WHEEL AND PTO SWITCH FOR ZTRAK	1		1,107.35
INV 2584415	11/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD T/AS AFGRI	PN1513 - REPLACE ROOF CLAMP, CASTER WHEEL AND PTO SWITCH FOR ZTRAK	1	1,107.35	
EFT44493	05/08/2022	AUSTRALIA POST	AUSTRALIA POST CHARGES - JULY 2022 - ADMIN / KILLARA / REC CENTRE	1		528.62

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 9 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1011735203/08/2022		AUSTRALIA POST	AUSTRALIA POST CHARGES - JULY 2022 - ADMIN / KILLARA / REC CENTRE	1	528.62	
EFT44494	05/08/2022	AUTOPRO NORTHAM	MICROFIBRE CLOTH 20PK 30CM X 30CM	1		189.86
INV 1004145	11/07/2022	AUTOPRO NORTHAM	MICROFIBRE CLOTH 20PK 30CM X 30CM	1	189.86	
EFT44495	05/08/2022	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - PERIOD ENDING 15/07/2022	1		115,477.64
INV 50614	03/06/2022	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - PERIOD ENDING 03/06/2022	1	36,939.47	
INV 51118	01/07/2022	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - PERIOD ENDING 01/07/2022	1	38,613.88	
INV 51136	15/07/2022	AVON WASTE	SHIRE OF NORTHAM DOMESTIC / COMMERCIAL RUBBISH COLLECTION - PERIOD ENDING 15/07/2022	1	39,924.29	
EFT44496	05/08/2022	BUNNINGS BUILDING SUPPLIES P/L	EDGE BARRIER AND PEGS FOR MITCHELL AVE	1		255.83
INV 2182/003	25/07/2022	BUNNINGS BUILDING SUPPLIES P/L	NITROSOL CONCENTRATE LIQUID 1LTR	1	11.65	
INV 2182/003	25/07/2022	BUNNINGS BUILDING SUPPLIES P/L	ANTI SLIP TAPE FOR WOODCHIPPER	1	8.08	
INV 2182/004	26/07/2022	BUNNINGS BUILDING SUPPLIES P/L	SIX CANS YELLOW ENAMEL SPRAY PAINT	1	54.65	
INV 2182/003	28/07/2022	BUNNINGS BUILDING SUPPLIES P/L	YATES LIME SULPHUR	1	28.62	
INV 2182/003	29/07/2022	BUNNINGS BUILDING SUPPLIES P/L	EDGE BARRIER AND PEGS FOR MITCHELL AVE	1	132.00	
INV 2182/003	29/07/2022	BUNNINGS BUILDING SUPPLIES P/L	YELLOW AND BLACK ANTI-SLIP TAPE	1	10.54	
INV 2182/003	29/07/2022	BUNNINGS BUILDING SUPPLIES P/L	1X HYDRALIME	1	10.29	
EFT44497	05/08/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - RESPONSE TRUCK 70,000K SERVICE MONDAY 01/08/2022	1		988.57
INV 0000409802/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - RESPONSE TRUCK 70,000K SERVICE MONDAY 01/08/2022	1	988.57	
EFT44498	05/08/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JULY 2022	1		833.33
INV BR 0308203/08/2022		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JULY 2022	1	833.33	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 10 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44499	05/08/2022	CLARK EQUIPMENT	FN1910 - REPLACEMENT SEAT FOR CLARK BOBCAT S590SJC INCLUDING FREIGHT. 1x 6669135 SET OPERATOR VINYL	1		646.91
INV 0824786127/07/2022		CLARK EQUIPMENT	FN1910 - REPLACEMENT SEAT FOR CLARK BOBCAT S590SJC INCLUDING FREIGHT. 1x 6669135 SET OPERATOR VINYL	1	646.91	
EFT44500	05/08/2022	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCITON OF NORTHAM WASTE TRANSFER FACILITY AS PER CONTRACT C.202021-26 - RETENTION'S	1		31,853.45
INV 220703	18/07/2022	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCITON OF NORTHAM WASTE TRANSFER FACILITY AS PER CONTRACT C.202021-26 - RETENTION'S	1	31,853.45	
EFT44501	05/08/2022	COUNTRYWIDE GROUP	BAR OIL	1		49.50
INV ACC001502/08/2022		COUNTRYWIDE GROUP	BAR OIL	1	49.50	
EFT44502	05/08/2022	CROSSLAND & HARDY PTY LTD	OLD QUARRY ROAD / INKPEN RD - UNDERTAKE A UAV (DRONE) SURVEY AND CARRY OUT A VOLUMETRIC COMPARISON TO LAST YEAR'S SURVEY	1		4,752.00
INV 0001522201/08/2022		CROSSLAND & HARDY PTY LTD	OLD QUARRY ROAD / INKPEN RD - UNDERTAKE A UAV (DRONE) SURVEY AND CARRY OUT A VOLUMETRIC COMPARISON TO LAST YEAR'S SURVEY	1	4,752.00	
EFT44503	05/08/2022	DCM CARPENTRY & MAINTENANCE	GRASS VALLEY HALL. REPLACE TILES ABOVE SINK AND DOWN PAST OVENS AS PER QUOTE 1259.	1		5,152.40
INV 1426	28/07/2022	DCM CARPENTRY & MAINTENANCE	HOOKS FOR PRESSURE CLEANER CORD, HOOKS FOR FOOL PPE CUPBOARD, LOCKABLE METAL CUPBOARD (TO BE MOUNTED OUTSIDE OF POOL CHLORINE GAS STORE ROOM)	1	635.80	
INV 1424	28/07/2022	DCM CARPENTRY & MAINTENANCE	6 X PIN BOLTS ON POOL ROLLER DOORS	1	334.40	
INV 1423	28/07/2022	DCM CARPENTRY & MAINTENANCE	ADD SHELF INTO CLEANING CUPBOARD PLUS HOOKS (SMALL CLEANING CUPBOARD NEAR COURTS), ADD SHELF IN CLEANING CUPBOARD (POOL CLEANING STORE ROOM) ADD SHELF IN EQUIPMENT STORE FOR POOL EXERCISE EQUIPMENT)	1	733.70	
INV 1427	31/07/2022	DCM CARPENTRY & MAINTENANCE	GRASS VALLEY HALL. REPLACE TILES ABOVE SINK AND DOWN PAST OVENS AS PER QUOTE 1259.	1	3,448.50	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 11 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44504	05/08/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 BOXES FROM E & MJ ROSHER 1748 ALBANY HWAY KENWICK AND DELIVER TO NORTHAM DEPOT 116 PEEL TCE	1		174.00
INV 0000455831/07/2022		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 BOXES FROM E & MJ ROSHER 1748 ALBANY HWAY KENWICK AND DELIVER TO NORTHAM DEPOT 116 PEEL TCE	1	87.00	
INV 0000455831/07/2022		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 5 X BOXES FROM MOBILE ROOF LINING, (CONTACT IS KEITH 0407 083 223) UNIT 5, 22 IRVINE DR MALAGA BETWEEN 9AM - 2PM AND DELIVER TO NORTHAM SHIRE DEPOT, 116 PEEL TCE BEFORE 3:30PM	1	37.30	
INV 0000455831/07/2022		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PLEASE PICK UP PACKAGE FROM SAFETY BARRIERS PTY LTD UNIT 3, 11-13 RAYMOND AVE, BAYSWATER (7:30AM - 3:30PM) AND DELIVER TO NORTHAM SHIRE DEPOT 116 PEEL TCE	1	49.70	
EFT44505	05/08/2022	EFIRE & SAFETY	OLD GIRLS SCHOOL. REPLACE EXIT LIGHT AS PER QUOTE 110138 / NORTHAM LIBRARY. REPLACE EXIT LIGHTS AS PER QUOTE 110155 / SHIRE ADMIN. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112174 / OLD ADMIN BUILDING. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112179 / TOWN HALL. REPLACE EXIT LIGHT AS PER QUOTE 112181	1		6,759.50
INV 568145	29/07/2022	EFIRE & SAFETY	OLD GIRLS SCHOOL. REPLACE EXIT LIGHT AS PER QUOTE 110138 / NORTHAM LIBRARY. REPLACE EXIT LIGHTS AS PER QUOTE 110155 / SHIRE ADMIN. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112174 / OLD ADMIN BUILDING. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112179 / TOWN HALL. REPLACE EXIT LIGHT AS PER QUOTE 112181	1	2,805.00	
INV 568148	01/08/2022	EFIRE & SAFETY	BKB. REPLACE EMERGENCY LIGHTING AS PER QUOTE 112212.	1	1,881.00	

# Ordinary Council Meeting Minutes

## 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 12 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 568147	01/08/2022	E FIRE & SAFETY	BERT HAWKE PAVILION. REPLACE EXIT LIGHT AS PER QUOTE 107506 / MEMORIAL HALL. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112175 / WUNDOWIE TOWN HALL. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112186 / WUNDOWIE MENS SHED. REPLACE EXIT LIGHTS AS PER QUOTE 110197 / CLACKLINE HALL. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112173 / WUNDOWIE FOOTY PAVILION. REPLACE EMERGENCY LIGHTS AS PER QUOTE 112188	1	2,073.50	
EFT44506	05/08/2022	E & M.J. ROSHER PTY LTD	PN1603 - SEWELL ROAD BROOM. AS PER QUOTE 1134520 84341C 34" X 10" CONVOLUTED WIRE SEGMENTS 84340C SEGMENT 34"X10" CONVOLUTED POLY	1		2,339.59
INV 1445969	28/07/2022	E & M.J. ROSHER PTY LTD	PN1603 - SEWELL ROAD BROOM. AS PER QUOTE 1134520 84341C 34" X 10" CONVOLUTED WIRE SEGMENTS 84340C SEGMENT 34"X10" CONVOLUTED POLY	1	2,339.59	
EFT44507	05/08/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1608 - CALL OUT FOR PUNCTURE REPAIR TO ROLLER CN SITE, INCLUDING TRAVEL	1		354.21
INV 6412690101/08/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1608 - CALL OUT FOR PUNCTURE REPAIR TO ROLLER ON SITE, INCLUDING TRAVEL	1	354.21	
EFT44508	05/08/2022	KLEENWEST DISTRIBUTORS	POWER WASH, PLASTIC CONTAINERS, TOILET ROLLS, HAND TOWELS, RED CHUX ROLL, PAPER TOWEL ROLLS FOR KILLARA	1		221.49
INV 0007129303/08/2022		KLEENWEST DISTRIBUTORS	POWER WASH, PLASTIC CONTAINERS, TOILET ROLLS, HAND TOWELS, RED CHUX ROLL, PAPER TOWEL ROLLS FOR KILLARA	1	221.49	
EFT44509	05/08/2022	IFA FIRST RESPONSE	REPLACEMENT DEFIB PADS, RAZOR AND SCISSORS FOR DEFIB - NORTHAM REC CENTRE	1		327.74
INV IN25320	20/07/2022	IFA FIRST RESPONSE	REPLACEMENT DEFIB PADS, RAZOR AND SCISSORS FOR DEFIB - NORTHAM REC CENTRE	1	327.74	
EFT44510	05/08/2022	MATHEW MACQUEEN	SUPPLY AND INSTALL FENCE AROUND THE BAKERS HILL FIRE STATION AND REPLACE DAMAGED FENCES	1		5,735.20
INV 844	31/07/2022	MATHEW MACQUEEN	SUPPLY AND INSTALL FENCE AROUND THE BAKERS HILL FIRE STATION AND REPLACE DAMAGED FENCES	1	5,735.20	
EFT44511	05/08/2022	NORTHAM BETTA HOME LIVING	SPDIF CABLE	1		9.95

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 13 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2001004413/07/2022		NORTHAM BETTA HOME LIVING	SPDIF CABLE	1	9.95	
EFT44512	05/08/2022	NORTHAM COMMUNITY MEN'S SHED	SEED STORAGE BOXES - 45 x 33.5 x 17.5 cm	1		200.20
INV 25	25/07/2022	NORTHAM COMMUNITY MEN'S SHED	SEED STORAGE BOXES - 45 x 33.5 x 17.5 cm	1	200.20	
EFT44513	05/08/2022	NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GYLSOPHATE	1		1,936.76
INV 9072270904/07/2022		NUTRIEN AG SOLUTIONS LIMITED	TOWN HALL SWAP OUT 4 X GAS BOTTLES	1	691.98	
INV 9072351405/07/2022		NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GYLSOPHATE	1	726.00	
INV 9072963418/07/2022		NUTRIEN AG SOLUTIONS LIMITED	TWO SUPPORT POSTS	1	184.80	
INV 9073602829/07/2022		NUTRIEN AG SOLUTIONS LIMITED	MEMORIAL HALL REPLACE 2 X GAS BOTTLES AT REAR OF HALL	1	333.98	
EFT44514	05/08/2022	OXTER SERVICES	BURIAL DATE: 22.06.2022 REOPEN MONUMENT FOR THE BURIAL OF FLORA FEHLAUER / BURIAL DATE: 22.06.2022 NEW GRAVE FOR THE BURIAL OF ANTHONY ANDERSON	1		2,068.00
INV 25963	23/06/2022	OXTER SERVICES	BURIAL DATE: 22.06.2022 REOPEN MONUMENT FOR THE BURIAL OF FLORA FEHLAUER / BURIAL DATE: 22.06.2022 NEW GRAVE FOR THE BURIAL OF ANTHONY ANDERSON	1	2,068.00	
EFT44515	05/08/2022	PLANNING INSTITUTE AUSTRALIA	PLANNING INSTITUTE REGISTRATION - JACKY JURMANN	1		660.00
INV 141420	28/06/2022	PLANNING INSTITUTE AUSTRALIA	PLANNING INSTITUTE REGISTRATION - JACKY JURMANN	1	660.00	
EFT44516	05/08/2022	SAFETY BARRIERS WA PTY LTD	3 x STAINLESS STEEL FOLD DOWN BOLLARDS PAD LOCKABLE - 895MM HEIGHT ON 200MM SQUARE BASEPLATE WITH 50MM RED REFLECTIVE BAND. AS PER QUOTE REF 6127A	1		2,243.21
INV 0000591927/07/2022		SAFETY BARRIERS WA PTY LTD	3 x STAINLESS STEEL FOLD DOWN BOLLARDS PAD LOCKABLE - 895MM HEIGHT ON 200MM SQUARE BASEPLATE WITH 50MM RED REFLECTIVE BAND. AS PER QUOTE REF 6127A	1	2,243.21	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 14 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44517	05/08/2022	SCOTT PRINT	FIRE INFORMATION BOOKLETS OF 12PP PLUS COVER COVER PRINTED IN 4 COLOUR PROCESS 2 SIDES TEXT PRINTED IN 4 COLOUR PROCESS THROUGHOUT DIECUT TAB CUT-OUTS IN RH CORNER OF BOTH TEXT AND COVER (STANDING DIE) SADDLE-STAPLED ON 210MM EDGE, SUPPLY & ATTACH 20X40MM* MAGNETS X2 BUNDLED IN 50'S, PACKED IN PLAIN CARTONS	1		5,909.20
INV 164133	29/07/2022	SCOTT PRINT	FIRE INFORMATION BOOKLETS OF 12PP PLUS COVER COVER PRINTED IN 4 COLOUR PROCESS 2 SIDES TEXT PRINTED IN 4 COLOUR PROCESS THROUGHOUT DIECUT TAB CUT-OUTS IN RH CORNER OF BOTH TEXT AND COVER (STANDING DIE) SADDLE-STAPLED ON 210MM EDGE, SUPPLY & ATTACH 20X40MM* MAGNETS X2 BUNDLED IN 50'S, PACKED IN PLAIN CARTONS	1	5,909.20	
EFT44518	05/08/2022	SYNERGY	357704980 CLARKE ST PUMP - 19/05/2022 to 18/07/2022	1		8,057.03
INV 35770200	19/07/2022	SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 19/05/2022 to 18/07/2022		139.93	
INV 36166950	19/07/2022	SYNERGY	361669500 OXIDATION PONDS - 21/06/2022 to 18/07/2022		1,848.34	
INV 35770460	19/07/2022	SYNERGY	357704600 PERINA PARK - 19/05/2022 to 15/07/2022		109.57	
INV 35770484	19/07/2022	SYNERGY	357704840 ROTARY WHEEL - 19/05/2022 to 18/07/2022		115.34	
INV 35770498	19/07/2022	SYNERGY	357704980 CLARKE ST PUMP - 19/05/2022 to 18/07/2022		1,867.43	
INV 35770436	19/07/2022	SYNERGY	357704360 BROOME TCE PUMP - 19/05/2022 to 18/07/2022		131.80	
INV 35770182	19/07/2022	SYNERGY	357701820 BROOME TCE PUMP - 19/05/2022 to 18/07/2022		141.20	
INV 92912520	20/07/2022	SYNERGY	092912520 GRASS VALLEY OVAL - 20/05/2022 to 18/07/2022		112.16	
INV 79684134	21/07/2022	SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 16/06/2022 to 20/07/2022		1,061.35	
INV 35770318	21/07/2022	SYNERGY	357703180 STORMWATER DAM PUMP - 25/05/2022 to 19/07/2022		106.00	
INV 38052386	26/07/2022	SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 25/05/2022 to 25/07/2022		272.73	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 15 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1539025101/08/2022		SYNERGY	153902510 OLD NORTHAM DEPOT - 01/06/2022 to 29/07/2022		141.33	
INV 1127695001/08/2022		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 01/04/2022 to 02/06/2022		578.02	
INV 3575491201/08/2022		SYNERGY	357549120 NORTHAM DEPOT - PEEL ST - 01/06/2022 to 29/07/2022		1,431.83	
EFT44519	05/08/2022	THE BOOK SHED	DESIGN WORK ON STRATGIC EVENTS DOCUMENT	1		357.50
INV INV-221220/06/2022		THE BOOK SHED	DESIGN WORK ON STRATGIC EVENTS DOCUMENT	1	357.50	
EFT44520	05/08/2022	TOLL - IPEC PTY LTD T/A/S	TOLL FREIGHT CHARGES - JULY 2022 - PLANNING / CESM	1		124.28
INV 0554-S30 24/07/2022		TOLL - IPEC PTY LTD T/A/S	TOLL FREIGHT CHARGES - JULY 2022 - PLANNING / CESM	1	102.52	
INV 0555-S30 31/07/2022		TOLL - IPEC PTY LTD T/A/S	TOLL FREIGHT CHARGES - JULY 2022 - CESM	1	21.76	
EFT44521	05/08/2022	WARRICKS NEWSAGENCY	NEWS PAPERS FOR KILLARA - JULY 2022	1		38.70
INV SN00 01731/07/2022		WARRICKS NEWSAGENCY	NEWS PAPERS FOR KILLARA - JULY 2022	1	38.70	
EFT44522	08/08/2022	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,988.61
INV JULY 20231/07/2022		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,988.61	
EFT44523	08/08/2022	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2022	1		500.00
INV JULY 20231/07/2022		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2022	1	500.00	
EFT44524	08/08/2022	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JULY 2022	1		5,757.76
INV JULY 20231/07/2022		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JULY 2022	1	5,757.76	
EFT44525	08/08/2022	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JULY 2022	1		2,009.33
INV JULY 20231/07/2022		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JULY 2022	1	2,009.33	
EFT44526	08/08/2022	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,951.61
INV JULY 20231/07/2022		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,951.61	
EFT44527	08/08/2022	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,905.73

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 16 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JULY 20231/07/2022		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,905.73	
EFT44528	08/08/2022	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,905.73
INV JULY 20231/07/2022		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,905.73	
EFT44529	08/08/2022	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,905.73
INV JULY 20231/07/2022		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,905.73	
EFT44530	08/08/2022	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2022	1		2,843.23
INV JULY 20231/07/2022		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2022	1	2,843.23	
EFT44531	08/08/2022	FAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,905.73
INV JULY 20231/07/2022		FAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,905.73	
EFT44532	08/08/2022	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JULY 2022	1		1,905.73
INV JULY 20231/07/2022		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JULY 2022	1	1,905.73	
EFT44533	10/08/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JULY 2022	1		1,127.50
INV 86195	31/07/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JULY 2022	1	1,127.50	
EFT44534	10/08/2022	AUSTRALIAN COMMUNITYMEDIA	WA SENIOR- DECEMBER 2021- WA TRAVEL GUIDE EDITION	1		346.00
INV 0809355601/07/2022		AUSTRALIAN COMMUNITYMEDIA	WA SENIOR- DECEMBER 2021- WA TRAVEL GUIDE EDITION	1	346.00	
EFT44535	10/08/2022	AUSTRALIAN SERVICES UNION	EAYROLL DEDUCTIONS	1		129.50
INV DEDUCT02/08/2022		AUSTRALIAN SERVICES UNION	EAYROLL DEDUCTIONS		129.50	
EFT44536	10/08/2022	AUSTRALIAN TAXATION OFFICE - PAYG	EAYGFOR PAY WEEK ENDING 02/08/2022	1		2,448.61
INV PAYG 0204/08/2022		AUSTRALIAN TAXATION OFFICE - PAYG	EAYGFOR PAY WEEK ENDING 02/08/2022	1	2,448.61	
EFT44537	10/08/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	BLUE METAL 1CUBIC MTR.	1		660.00

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 17 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000000204/08/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	BLUE METAL 1CUBIC MTR	1	660.00	
EFT44538	10/08/2022	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2022	1		5,120.52
INV T1080	10/08/2022	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2022	1	5,120.52	
EFT44539	10/08/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2022	1		2,215.18
INV T1079	10/08/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2022	1	2,215.18	
EFT44540	10/08/2022	BUNNINGS BUILDING SUPPLIES P/L	SHELVES 5 TIER	1		379.79
INV 2182/005 03/08/2022		BUNNINGS BUILDING SUPPLIES P/L	PLUNGER	1	43.67	
INV 2182/005 03/08/2022		BUNNINGS BUILDING SUPPLIES P/L	SMALL PAINTBRUSH KIT	1	271.68	
INV 2182/004 04/08/2022		BUNNINGS BUILDING SUPPLIES P/L	SHELVES 5 TIER	1	16.94	
INV 2182/003 05/08/2022		BUNNINGS BUILDING SUPPLIES P/L	CAUTION TAPE	1	47.50	
EFT44541	10/08/2022	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JULY 2022	1		788.99
INV JULY 20231/07/2022		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JULY 2022	1	788.99	
EFT44542	10/08/2022	CADD'S FASHIONS	WORKBOOT ALLOWANCE - CHARLES CARR	1		170.00
INV 22-00008 05/08/2022		CADD'S FASHIONS	WORKBOOT ALLOWANCE - CHARLES CARR	1	170.00	
EFT44543	10/08/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		397.92
INV DEDUCT02/08/2022		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		397.92	
EFT44544	10/08/2022	CLOUD COLLECTION'S PTY LTD	DEBT COLLECTION FOR JULY 2022	1		750.00
INV 3298	31/07/2022	CLOUD COLLECTION'S PTY LTD	DEBT COLLECTION FOR JULY 2022	1	750.00	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 18 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44545	10/08/2022	COUNTRY COMFORTSTYLE NORTHAM	1 X ENTERPRISE OFFICE CHAIR BLACK - PETA COOMBS	1		430.00
INV 17645	21/07/2022	COUNTRY COMFORTSTYLE NORTHAM	1 X ENTERPRISE OFFICE CHAIR BLACK - PETA COOMBS	1	430.00	
EFT44546	10/08/2022	DCM CARPENTRY & MAINTENANCE	REPAIRS TO LEAK IN FIRST AID ROOM -DUE TO STORM ON 31/7/2022	1		3,165.80
INV 1430	04/08/2022	DCM CARPENTRY & MAINTENANCE	REPAIR TO HOLE MADE IN WALL IN MENS TOILETS IN NORTHAM REC CENTRE AFTER RAILWAYS FOOTBALL CLUB EVENT	1	445.50	
INV 1432	07/08/2022	DCM CARPENTRY & MAINTENANCE	15 LITRE PAINT, PAINT BRUSHES, ROLLERS AND TRAYS	1	247.50	
INV 1433	07/08/2022	DCM CARPENTRY & MAINTENANCE	REPAIRS TO LEAK IN FIRST AID ROOM -DUE TO STORM ON 31/7/2022	1	2,472.80	
EFT44547	10/08/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR JULY 2022	1		34,960.47
INV JULY 2023	10/07/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR JULY 2022	1	34,960.47	
EFT44548	10/08/2022	EASIFLEET	PAYROLL DEDUCTIONS	1		1,853.35
INV DEDUCT02	02/08/2022	EASIFLEET	PAYROLL DEDUCTIONS		1,054.26	
INV DEDUCT02	02/08/2022	EASIFLEET	PAYROLL DEDUCTIONS		799.09	
EFT44549	10/08/2022	ELITE COMPLIANCE PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1611	10/08/2022	ELITE COMPLIANCE PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT44550	10/08/2022	FOOD SAFETY WA -LAUBER FAMILY TRUST	KILLARA REGULATORY FOOD SAFETY AUDIT	1		935.00
INV 000890	19/07/2022	FOOD SAFETY WA -LAUBER FAMILY TRUST	KILLARA REGULATORY FOOD SAFETY AUDIT	1	935.00	
EFT44551	10/08/2022	FREMANTLE PRESS INC	BOOK - WOMBAT CAN'T SING BY KATIE STEWART	1		89.97
INV 67417	28/07/2022	FREMANTLE PRESS INC	BOOK - WOMBAT CAN'T SING BY KATIE STEWART	1	89.97	
EFT44552	10/08/2022	GROVE WESLEY DESIGN ART	NAME BADGE - BOBBIJO WISE - PLANNING ASSISTANT	1		39.60
INV 7106	15/07/2022	GROVE WESLEY DESIGN ART	NAME BADGE - BOBBIJO WISE - PLANNING ASSISTANT	1	39.60	
EFT44553	10/08/2022	EXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2022/2023	1		522.75

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 19 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 6554168	31/07/2022	EXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2022/2023	1	522.75	
EFT44554	10/08/2022	J & A BUILDING PTY LTD	SUPPLY AND CONSTRUCT NORTHAM SES SHED EXTENSION AS PER CONTRACT C.202021-30 EARTHWORKS AND TREE REMOVAL.	1		34,217.50
INV 0000333526	07/2022	J & A BUILDING PTY LTD	SUPPLY AND CONSTRUCT NORTHAM SES SHED EXTENSION AS PER CONTRACT C.202021-30 EARTHWORKS AND TREE REMOVAL.	1	34,217.50	
EFT44555	10/08/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP RENEWAL FOR JASON WHITAKER	1		531.00
INV 27167	01/07/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP RENEWAL FOR JASON WHITAKER	1	531.00	
EFT44556	10/08/2022	MILMAR DISTRIBUTORS	X100 XAC - 57 X 37 EFTPOS THERMAL ROLLS	1		195.00
INV 0002832819	07/2022	MILMAR DISTRIBUTORS	X100 XAC - 57 X 37 EFTPOS THERMAL ROLLS	1	195.00	
EFT44557	10/08/2022	NORTHAM CHAMBER OF COMMERCE	BILYA FESTIVAL FULL PAGE AD- JULY & AUGUST 2022	1		440.00
INV 434	01/08/2022	NORTHAM CHAMBER OF COMMERCE	BILYA FESTIVAL FULL PAGE AD- JULY & AUGUST 2022	1	440.00	
EFT44558	10/08/2022	NORTHAM COUNTRY CLUB INC	2021/2022 QUICK RESPONSE GRANTS NORTHAM GOLF CLUB AVON VALLEY LADIES GOLF ASSOCIATION CHAMPIONSHIPS KENNEDY CUP & OPEN WEEKEND	1		1,430.00
INV 4044	29/06/2022	NORTHAM COUNTRY CLUB INC	2021/2022 QUICK RESPONSE GRANTS NORTHAM GOLF CLUB AVON VALLEY LADIES GOLF ASSOCIATION CHAMPIONSHIPS KENNEDY CUP & OPEN WEEKEND	1	1,430.00	
EFT44559	10/08/2022	NORTHAM COURIER SERVICE	DELIVERY OF BA UNIT FROM NORTHAM REC CENTRE TO 45 CATALANO CIRCUIT, CANNING VALE WA 6155.	1		66.00
INV 3329	01/08/2022	NORTHAM COURIER SERVICE	DELIVERY OF BA UNIT FROM NORTHAM REC CENTRE TO 45 CATALANO CIRCUIT, CANNING VALE WA 6155.	1	66.00	
EFT44560	10/08/2022	NORTHAM DISCOUNT DRUG STORE	JO METCALF FLU VAX	1		21.00

# Ordinary Council Meeting Minutes

## 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 20 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1344601	02/06/2022	NORTHAM DISCOUNT DRUG STORE	JO METCALF FLU VAX	1	21.00	
EFT44561	10/08/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1		151.80
INV 0000433818	07/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	22.00	
INV 0000433919	07/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	10.80	
INV 0000434020	07/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	72.00	
INV 0000434121	07/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	47.00	
EFT44562	10/08/2022	NORTHAM MOTORS PTY LTD	PN2011 - FUEL CAP	1		62.85
INV 1423991	04/08/2022	NORTHAM MOTORS PTY LTD	PN2011 - FUEL CAP	1	62.85	
EFT44563	10/08/2022	OFFICEWORKS SUPERSTORES PTY LTD	PACK & ROLL 35KG TROLLEY CART BLACK	1		218.95
INV 6016734807	07/2022	OFFICEWORKS SUPERSTORES PTY LTD	PACK & ROLL 35KG TROLLEY CART BLACK	1	218.95	
EFT44564	10/08/2022	PK TECHNOLOGY PTY LTD	1 X 9228 CEL-FI GO TELSTRA POD SUPER PACK - BLACKHAWK EDGE S/N: TBA INCLUDES ANTENNA BRACKET CONDUIT AND FUSING AND LABOUR.	1		2905.00
INV 66813	14/06/2022	PK TECHNOLOGY PTY LTD	1 X 9228 CEL-FI GO TELSTRA POD SUPER PACK - BLACKHAWK EDGE S/N: TBA INCLUDES ANTENNA BRACKET CONDUIT AND FUSING AND LABOUR.	1	2905.00	
EFT44565	10/08/2022	PUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JULY 2022	1		2172.15
INV JULY 20231	07/2022	PUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JULY 2022	1	2172.15	
EFT44566	10/08/2022	RED DOT STORES	GLITTER X 2 (LARGE), TABLECLOTHS X 4, GREEN STREAMERS (DIFFERENT GREENS), FISHING LINE/CLEAR STRING, LONG SKEWERS (FOR FRUIT), GOLD DOOR STREAMERS X 2, FAIRY WANDS (15), PINK BALLOONS, WRAPPING PAPER X 2, LITTLE TOYS, BAGS OF LOLLIES X 2 (MAKE SURE IN WRAPPERS)	1		97.00
INV 4677165	01/08/2022	RED DOT STORES	PRIZES FOR WALKING NETBALL	1	42.00	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 21 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4688711	03/08/2022	RED DOT STORES	GLITTER X 2 (LARGE), TABLECLOTHS X 4, GREEN STREAMERS (DIFFERENT GREENS), FISHING LINE/CLEAR STRING, LONG SKEWERS (FOR FRUIT), GOLD DOOR STREAMERS X 2, FAIRY WANDS (15), PINK BALLOONS, WRAPPING PAPER X 2, LITTLE TOYS, BAGS OF LOLLIES X 2 (MAKE SURE IN WRAPPERS)	1	55.00	
EFT44567	10/08/2022	RED INK HOMES PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1352	10/08/2022	RED INK HOMES PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT44568	10/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY 2021/2022 ENGAGEMENT OF AROC EO AS PER NOV 2021 AROC MINUTES FOR ENGAGEMENT	1		20,250.00
INV T957	10/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY 2020/2021 AROC SECRETARIAT PAYMENT	1	7,500.00	
INV T957	10/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY FOR MOBILE PHONE AND LAPTOP PROVIDED TO THE AROC EO	1	2,750.00	
INV T957	10/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY 2021/2022 ENGAGEMENT OF AROC EO AS PER NOV 2021 AROC MINUTES FOR ENGAGEMENT	1	10,000.00	
EFT44569	10/08/2022	SLIMLINE WAREHOUSE DISPLAY SHOP	TH6HF- EXHIBITION DISPLAY SYSTEM	1		2,152.15
INV 409634	15/06/2022	SLIMLINE WAREHOUSE DISPLAY SHOP	TH6HF- EXHIBITION DISPLAY SYSTEM	1	2,152.15	
EFT44570	10/08/2022	SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM 522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS MATCHED ADS FOR JANUARY 2022	1		1,766.60
INV 7135590131/07/2022		SOUTHERN CROSS AUSTEREO PTY LTD	ADDITION OF SCHOOL HOLIDAY ROAD SAFETY ADS TO REGULAR ADVERTISING	1	510.40	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 22 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7135590331/07/2022		SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM 522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS MATCHED ADS FOR JANUARY 2022	1	1,256.20	
EFT44571	10/08/2022	WARRICKSNEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS 01/07/2021- 30/06/2022	1		179.64
INV SN00 01731/07/2022		WARRICKSNEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS 01/07/2021- 30/06/2022	1	179.64	
EFT44572	10/08/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ASSOC MEMBERSHIP 2022-2023	1		48,348.56
INV SI-00039521/07/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ASSOC MEMBERSHIP 2022-2023	1	48,348.56	
EFT44573	10/08/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	DIAGNOSE AND REPAIR DRIVETRAIN ON CLACKLINE 2.4	1		10,735.26
INV INV-000626/07/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	DIAGNOSE AND REPAIR DRIVETRAIN ON CLACKLINE 2.4	1	10,735.26	
EFT44574	17/08/2022	ABBOTTS FORGE	PN1009A - REPAIR TARP MOUNTING FRAME/ROLLERS ON FIG TRAILER	1		1,915.00
INV 0000519213/07/2022		ABBOTTS FORGE	PN1009A - REPAIR TARP MOUNTING FRAME/ROLLERS ON FIG TRAILER	1	990.00	
INV 0000517026/07/2022		ABBOTTS FORGE	PN1413 - REPAIR RAMPS ON MOWER TRAILER	1	750.00	
INV 0000521503/08/2022		ABBOTTS FORGE	PN1513 - REPAIR JD MOWER WHEEL	1	175.00	
EFT44575	17/08/2022	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT AS PER ESTIMATE #05676. WORKS TO BE PERFORMED WEDNESDAY 20 JULY, STARTING 9:00AM	1		2,099.90
INV 0015854905/08/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT AS PER ESTIMATE #05676. WORKS TO BE PERFORMED WEDNESDAY 20 JULY, STARTING 9:00AM	1	2,099.90	
EFT44576	17/08/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1005 - 1400HR SERVICE AND REPAIRS AS QUOTED #38465	1		3,277.71

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 23 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 330770	25/07/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	PN1005 - 1400HR SERVICE AND REPAIRS AS QUOTED #38465	1	1,945.74	
INV 331481	05/08/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	MSA 120 C-B 1/4"PP CORDLESS CHAIN SAW	1	1,331.97	
EFT44577	17/08/2022	ALL FLAGS SIGNS AND BANNERS	AUSTRALIAN FLAGS- VC / ADMIN	1		1,694.00
INV 83734	06/07/2022	ALL FLAGS SIGNS AND BANNERS	AUSTRALIAN FLAGS- VC / ADMIN	1	1,694.00	
EFT44578	17/08/2022	ASTRO SYNTHETIC TURF	LONG JUMP REPAIRS AS PER QUOTE 22179REV1	1		1,485.00
INV 0000120508/08/2022		ASTRO SYNTHETIC TURF	LONG JUMP REPAIRS AS PER QUOTE 22179REV1	1	1,485.00	
EFT44579	17/08/2022	AUSTINDEVELOPMENTS	REFUND OF BSL COLLECTED DUE TO WITHDRAWN APPLICATION (BA19118)	1		61.65
INV T1080	17/08/2022	AUSTINDEVELOPMENTS	REFUND OF BSL COLLECTED DUE TO WITHDRAWN APPLICATION (BA19118)	1	61.65	
EFT44580	17/08/2022	AVON VALLEY CONTRACTORS - DIESEL & DUST ENTERPRISES PL T/A/S	SOIL CONDITIONER	1		1,155.00
INV 4063	29/07/2022	AVON VALLEY CONTRACTORS - DIESEL & DUST ENTERPRISES PL T/A/S	14TONNE YELLOW BRICKIES SAND	1	420.00	
INV 14056	29/07/2022	AVON VALLEY CONTRACTORS - DIESEL & DUST ENTERPRISES PL T/A/S	SOIL CONDITIONER	1	525.00	
INV 14055	29/07/2022	AVON VALLEY CONTRACTORS - DIESEL & DUST ENTERPRISES PL T/A/S		1	210.00	
EFT44581	17/08/2022	AVON VALLEY ENVIRONMENTAL SOCIETY	RIVER WALK TOUR ON THE 05/08/2022 FOR THE INDIGO JUNCTION MENS GROUP	1		110.00
INV 25	05/08/2022	AVON VALLEY ENVIRONMENTAL SOCIETY	RIVER WALK TOUR ON THE 05/08/2022 FOR THE INDIGO JUNCTION MENS GROUP	1	110.00	
EFT44582	17/08/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DAY HIRE SLUDGE PUMP DIESEL 3 INCH AND FITTINGS	1		150.00
INV IV10880	09/08/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DAY HIRE SLUDGE PUMP DIESEL 3 INCH AND FITTINGS	1	150.00	
EFT44583	17/08/2022	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/A/S	BLUE METAL 1CUBIC MTR	1		114.00

# Ordinary Council Meeting Minutes

## 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 24 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000000411/08/2022		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	BLUE METAL 1CUBIC MTR	1	114.00	
EFT44584	17/08/2022	BAILEYS FERTILISERS	LEAF ANALYSIS - HENRY STREET OVAL	1		412.50
INV 31597	12/08/2022	BAILEYS FERTILISERS	LEAF ANALYSIS - HENRY STREET OVAL	1	412.50	
EFT44585	17/08/2022	BANDIT TREE EQUIPMENT	PN1802 REGO 1TTO411 - WOODCHIPPER 840HR SERVICE MONDAY 01/08/2022	1		1,449.10
INV 8BCSW105/08/2022		BANDIT TREE EQUIPMENT	PN1802 REGO 1TTO411 - WOODCHIPPER 840HR SERVICE MONDAY 01/08/2022	1	1,449.10	
EFT44586	17/08/2022	BARTLETT BROTHERS ENTERTAINMENT - JS BARTLETT & W BARTLETT T/AS	NAIDOC WEEK ENTERTAINMENT	1		1,000.00
INV 1415081	28/06/2022	BARTLETT BROTHERS ENTERTAINMENT - JS BARTLETT & W BARTLETT T/AS	NAIDOC WEEK ENTERTAINMENT	1	1,000.00	
EFT44587	17/08/2022	BLACKWELL PLUMBING & GAS PTY LTD	ADMIN BUILDING REPAIR LEAKING RAINWATER TAP IN KITCHEN SINK.	1		214.60
INV INV-266611/08/2022		BLACKWELL PLUMBING & GAS PTY LTD	ADMIN BUILDING REPAIR LEAKING RAINWATER TAP IN KITCHEN SINK.	1	214.60	
EFT44588	17/08/2022	BOC LIMITED	3 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 28/06/2022 - 28/07/2022	1		71.20
INV 4031800429/07/2022		BOC LIMITED	3 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 28/06/2022 - 28/07/2022	1	71.20	
EFT44589	17/08/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - CASE TRACTOR SERVICE 250HRS	1		598.82
INV 345359	26/07/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - CASE TRACTOR SERVICE 250HRS	1	598.82	
EFT44590	17/08/2022	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET / CONCRETE	1		1,782.59
INV 2182/005 01/08/2022		BUNNINGS BUILDING SUPPLIES P/L	CABLE FEEDER POLY EIGER 14X4MM 3.6M YELLOW IN: 4430566	1	114.08	
INV 2182/004 04/08/2022		BUNNINGS BUILDING SUPPLIES P/L	UBOLT SQUARE ZENITH GAL M8X78X50MM CD1 WLA2040 IN: 4220439	1	170.69	
INV 2182/004 04/08/2022		BUNNINGS BUILDING SUPPLIES P/L	TROLLY	1	103.55	
INV 2182/005 08/08/2022		BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET / CONCRETE	1	1,007.84	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 25 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/003	08/08/2022	BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES	1	44.06	
INV 2182/003	09/08/2022	BUNNINGS BUILDING SUPPLIES P/L	POST HOLE SHOVELS	1	49.94	
INV 2182/003	10/08/2022	BUNNINGS BUILDING SUPPLIES P/L	PVC JOINERS AND CLIPS	1	36.02	
INV 2182/003	11/08/2022	BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES 150MM	1	36.94	
INV 2182/003	12/08/2022	BUNNINGS BUILDING SUPPLIES P/L	RETICULATION SUPPLIES FOR NORTHAM LIBRARY	1	71.27	
INV 2182/003	12/08/2022	BUNNINGS BUILDING SUPPLIES P/L	4 WAY POWER BOARD	1	148.20	
EFT44591	17/08/2022	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 1/7/2022 - 31/8/2022	1		58.21
INV 15936	18/07/2022	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 1/7/2022 - 31/8/2022	1	58.21	
EFT44592	17/08/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - HINO TIPPER TRUCK 65,000K SERVICE AND BRAKES FRIDAY 22/07/2022	1		1,675.88
INV 0000409426	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1914 - SPRAY TRUCK SERVICE 20,000K FRIDAY 22/07/2022	1	677.74	
INV 0000409526	07/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - HINO TIPPER TRUCK 65,000K SERVICE AND BRAKES FRIDAY 22/07/2022	1	998.14	
EFT44593	17/08/2022	CLASSIC IT SUPPORT	TP-LINK CPE220 2.4Ghz 300mBPS 12DBI HIGH POWER ACCESS POINT DUAL POLARISED MIMO ANTENNA	1		274.00
INV 9077	29/07/2022	CLASSIC IT SUPPORT	TP-LINK CPE220 2.4Ghz 300mBPS 12DBI HIGH POWER ACCESS POINT DUAL POLARISED MIMO ANTENNA	1	274.00	
EFT44594	17/08/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 18/7/2022	1		539.45
INV 2100465	31/07/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 18/7/2022	1	215.78	
INV 2100466	31/07/2022	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 4/7/2022 & 18/7/2022	1	215.78	
INV 2100467	31/07/2022	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE 4/7/2022	1	107.89	
EFT44595	17/08/2022	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JULY 2022 - KILLARA / REC CENTRE / DEPOT / COMMUNITY SERVICES / LIBRARY / ADMIN / COUNCIL MEETINGS	1		2,248.29

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 26 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 181	31/07/2022	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JULY 2022 - KILLARA / REC CENTRE /DEPOT / COMMUNITY SERVICES / LIBRARY / ADMIN / COUNCIL MEETINGS	1	2,248.29	
EFT44596	17/08/2022	DAMIAN'S PLUMBING	BAKERS HILL PAVILION. BACKFLOW DEVICE TESTING.	1		248.60
INV 8070	14/08/2022	DAMIAN'S PLUMBING	BAKERS HILL PAVILION. BACKFLOW DEVICE TESTING.	1	248.60	
EFT44597	17/08/2022	DCM CARPENTRY & MAINTENANCE	BERT HAWKE PAVILION. REPAINT KITCHEN WALLS AND CEILING.	1		2,706.00
INV 1428	28/07/2022	DCM CARPENTRY & MAINTENANCE	BERT HAWKE PAVILION. REPAINT KITCHEN WALLS AND CEILING.	1	1,650.00	
INV 1435	16/08/2022	DCM CARPENTRY & MAINTENANCE	AVON MALL. SERVICE LOCATION FOR POLES AND LABOUR FOR BILYA FESTIVAL EXTRA WORKS.	1	1,056.00	
EFT44598	17/08/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	TOWN HALL. YEARLY FEE FOR DFES ANNUAL MONITORING. 01/07/2022 - 30/06/2023	1		3,762.00
INV 62910	15/07/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	TOWN HALL. YEARLY FEE FOR DFES ANNUAL MONITORING. 01/07/2022 - 30/06/2023	1	1,881.00	
INV 62922	15/07/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	KILLARA RESPITE CARE. YEARLY FEE FOR DFES ANNUAL MONITORING.	1	1,881.00	
EFT44599	17/08/2022	DMC CLEANING	CONTRACT C.202021-05 ADMIN BUILDING WEEKLY CLEAN 5 TIMES PER WEEK 2022-2023	1		9,165.21
INV SON209231/07/2022		DMC CLEANING	CONTRACT C.202021-05 ADMIN BUILDING WEEKLY CLEAN 5 TIMES PER WEEK 2022-2023	1	8,694.41	
INV SON209306/08/2022		DMC CLEANING	TOWN HALL CLEAN - 14/6/2022 & 21/6/2022	1	140.80	
INV SON209406/08/2022		DMC CLEANING	BERT HAWKE PAVILION. STRIP AND SEAL VINYL.	1	330.00	
EFT44600	17/08/2022	E FIRE & SAFETY	BKB. REPLACE FIRE HOSE REEL AS PER QUOTE 112213.	1		830.50
INV 568444 04/08/2022		E FIRE & SAFETY	BKB. REPLACE FIRE HOSE REEL AS PER QUOTE 112213.	1	775.50	
INV 568445 04/08/2022		E FIRE & SAFETY	VIS CENTRE . REPLACE HYDRANT BLANKING CAP AS PER QUOTE 112211.	1	55.00	
EFT44601	17/08/2022	ECHO NEWSPAPER	3X 1/4 PAGE ADS IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE (2 EDITIONS- 5TH AUGUST 5)	1		495.00
INV 0002778005/08/2022		ECHO NEWSPAPER	3X 1/4 PAGE ADS IN ECHO NEWSPAPER PLUS FREE EDITORIAL SPACE (2 EDITIONS- 5TH AUGUST 5)	1	495.00	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 27 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44602	17/08/2022	FINISHING WA	BINDING OF COUNCIL MINUTES AUGUST 2018	1		126.50
INV INV-169704/08/2022		FINISHING WA	BINDING OF COUNCIL MINUTES AUGUST 2018	1	126.50	
EFT44603	17/08/2022	FULTON HOGAN INDUSTRIES PTY LTD	10 TONNE COLD MIX - WINTER GRADE	1		3,754.29
INV 1669614610/08/2022		FULTON HOGAN INDUSTRIES PTY LTD	10 TONNE COLD MIX - WINTER GRADE	1	2,324.29	
INV 1669615910/08/2022		FULTON HOGAN INDUSTRIES PTY LTD	1 X 1000LT IBC OF COLD EMULSION TO BE DELIVERED TO NORTHAM DEPOT 116 PEEL TCE NORTHAM	1	1,430.00	
EFT44604	17/08/2022	GHD PTY LTD	C.202122-10 SHIRE OF NORTHAM REUSE WATER SCHEME UPGRADE - PROGRESS CLAIM TWO	1		18,797.90
INV 112-013101/08/2022		GHD PTY LTD	C.202122-10 SHIRE OF NORTHAM REUSE WATER SCHEME UPGRADE - PROGRESS CLAIM TWO	1	18,797.90	
EFT44605	17/08/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	4 x 215/55 R17V TYRES FOR SUZUKI VITARA - N9467	1		772.81
INV 6412686028/07/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	4 x 215/55 R17V TYRES FOR SUZUKI VITARA - N9467	1	772.81	
EFT44606	17/08/2022	HOLCIM AUSTRALIA PTY LTD	1.8 CUBIC METRES 20/14 CONCRETE MIX DELIVERED TO BROOME TERRACE 25/02/2022	1		572.00
INV 9407974725/02/2022		HOLCIM AUSTRALIA PTY LTD	1.8 CUBIC METRES 20/14 CONCRETE MIX DELIVERED TO BROOME TERRACE 25/02/2022	1	572.00	
EFT44607	17/08/2022	HOST AUTO REPAIRS	N11291 - 72,000km SERVICE REQUIRED	1		712.30
INV 68644	04/08/2022	HOST AUTO REPAIRS	N11291 - 72,000km SERVICE REQUIRED	1	712.30	
EFT44608	17/08/2022	JANETTE MANNING	REFUND OF BSL COLLECTED DUE TO WITHDRAWN APPLICATION (BA19227)	1		61.65
INV T1080	17/08/2022	JANETTE MANNING	REFUND OF BSL COLLECTED DUE TO WITHDRAWN APPLICATION (BA19227)	1	61.65	
EFT44609	17/08/2022	JOMAR WA PTY LTD	FROPPING OF BRIDGE 0610 AS PER MRWA REQUIREMENTS	1		10,175.00
INV IN0280	27/07/2022	JOMAR WA PTY LTD	FROPPING OF BRIDGE 0610 AS PER MRWA REQUIREMENTS	1	10,175.00	
EFT44610	17/08/2022	KEITH BOASE	REIMBURSE FOR 11 TONNE SNATCH STRAP & SHACKLES URGENTLY NEEDED FOR BOGGED VEHICLE	1		227.00

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 28 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4980057411/08/2022		KEITH BOASE	REIMBURSE FOR 11 TONNE SNATCH STRAP & SHACKLES URGENTLY NEEDED FOR BOGGED VEHICLE	1	227.00	
EFT44611	17/08/2022	LEE TRACEY MCLELLAN	WAGAL SUPPLIES - SPRAY PAINT ETC	1		182.63
INV JM09082	09/08/2022	LEE TRACEY MCLELLAN	WAGAL SUPPLIES - SPRAY PAINT ETC	1	182.63	
EFT44612	17/08/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES2022/2023	1		2,821.95
INV MA2022	05/08/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES2022/2023	1	2,821.95	
EFT44613	17/08/2022	LUCKY PENNY CO AUSTRALIA	MINI ROUND PADDLE / KEY RING / MAGNETS	1		72.90
INV 31	10/08/2022	LUCKY PENNY CO AUSTRALIA	MINI ROUND PADDLE / KEY RING / MAGNETS	1	72.90	
EFT44614	17/08/2022	MCDOWALL AFFLECK PTY LTD	CATCHMENT WALKOVER TO DETERMINE EXTENT OF SURVEY FOR YILGARN CULVERT PROJECT	1		1,925.00
INV 612595	30/06/2022	MCDOWALL AFFLECK PTY LTD	CATCHMENT WALKOVER TO DETERMINE EXTENT OF SURVEY FOR YILGARN CULVERT PROJECT	1	1,925.00	
EFT44615	17/08/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - 39 INKPEN STREET, NORTHAM	1		888.50
INV 125468	29/07/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - 39 INKPEN STREET, NORTHAM	1	888.50	
EFT44616	17/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 25/7/2022 - 31/7/2022	1		7,801.20
INV N3035	08/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 25/7/2022 - 31/7/2022	1	3,900.60	
INV N3036	08/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 1/8/2022 - 7/8/2022	1	3,900.60	
EFT44617	17/08/2022	MODULAR WA	REFUND OF BSL & BCITF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20008)	1		459.67
INV T1080	17/08/2022	MODULAR WA	REFUND OF BSL & BCITF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20008)	1	186.87	
INV T1079	17/08/2022	MODULAR WA	REFUND OF BSL & BCITF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20008)	1	272.80	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 29 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44618	17/08/2022	MORRIS PEST AND WEED CONTROL	WEED MAINTENANCE/SERVICE TO HENRY ST OVAL AND JUBILEE OVAL. 40L/HA OF THE VITAPLANT/POWERFEED AT AN APPLICATION RATE OF 400LT/HA	1		1,360.00
INV INV-221904/08/2022		MORRIS PEST AND WEED CONTROL	WEED MAINTENANCE/SERVICE TO HENRY ST OVAL AND JUBILEE OVAL. 40L/HA OF THE VITAPLANT/POWERFEED AT AN APPLICATION RATE OF 400LT/HA	1	1,360.00	
EFT44619	17/08/2022	NAVMAN WIRELESS PTY LTD	MONTHLY SATELITE SERVICE FOR NAVTRAC SYSTEM FOR DEPOT 05/08/2022 - 04/09/2022	1		417.67
INV 9260531805/08/2022		NAVMAN WIRELESS PTY LTD	MONTHLY SATELITE SERVICE FOR NAVTRAC SYSTEM FOR DEPOT 05/08/2022 - 04/09/2022	1	417.67	
EFT44620	17/08/2022	NORTHAM BETTA HOME LIVING	758341 MFC-L2730DW BROTHER MONO LASER ALL IN ONE PRINTER	1		299.00
INV 2001004419/07/2022		NORTHAM BETTA HOME LIVING	RETURN HELLER CERAMIC HEATER / REPLACE WITH OMEGA HEATER	1	-10.00	
INV 2001004428/07/2022		NORTHAM BETTA HOME LIVING	758341 MFC-L2730DW BROTHER MONO LASER ALL IN ONE PRINTER	1	309.00	
EFT44621	17/08/2022	NORTHAM CHAMBER OF COMMERCE	BILYA STREET PARADE 1ST PRIZE	1		440.00
INV 435	01/08/2022	NORTHAM CHAMBER OF COMMERCE	BILYA STREET PARADE 1ST PRIZE	1	440.00	
EFT44622	17/08/2022	NORTHAM DISTRICTS GLASS PTY LTD	PN1901 - N10721 - CRACKED WINDSCREEN TO BE REPLACED AND CALIBRATED	1		800.00
INV INV-290409/08/2022		NORTHAM DISTRICTS GLASS PTY LTD	PN1901 - N10721 - CRACKED WINDSCREEN TO BE REPLACED AND CALIBRATED	1	800.00	
EFT44623	17/08/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1		190.50
INV 0000434925/07/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	22.00	
INV 0000435027/07/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	76.50	
INV 0000435801/08/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	48.00	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 30 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000435902/08/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	22.00	
INV 0000436003/08/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TILL 30/06/2023	1	22.00	
EFT44624	17/08/2022	NORTHAM LIQUOR BARONS	GNBC CRISP LAGER 3.5 BT 330ML 24PK	1		383.17
INV 1210-153	03/08/2022	NORTHAM LIQUOR BARONS	GNBC CRISP LAGER 3.5 BT 330ML 24PK	1	383.17	
EFT44625	17/08/2022	NORTHAM TOWING SERVICE	TRANSPORT WOODCHIPPER TO BANDIT TREE EQUIPMENT, 1/155 BEECHBORO RD S, BAYSWATER MONDAY 01/08/2022 AND RETURN 03/08/2022	1		946.00
INV 211651	03/08/2022	NORTHAM TOWING SERVICE	TRANSPORT WOODCHIPPER TO BANDIT TREE EQUIPMENT, 1/155 BEECHBORO RD S, BAYSWATER MONDAY 01/08/2022 AND RETURN 03/08/2022	1	946.00	
EFT44626	17/08/2022	NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GYLPHOSATE	1		1,673.10
INV 9072905415/07/2022		NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GYLPHOSATE	1	726.00	
INV 9073757901/08/2022		NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GYLPHOSATE	1	947.10	
EFT44627	17/08/2022	OFFICEWORKS SUPERSTORES PTY LTD	4 X LOGITECH HD WEBCAM BLACK C270 / 1 X APPLE PENCIL (2ND GENERATION)	1		399.95
INV 6016980108/07/2022		OFFICEWORKS SUPERSTORES PTY LTD	4 X LOGITECH HD WEBCAM BLACK C270 / 1 X APPLE PENCIL (2ND GENERATION)	1	399.95	
EFT44628	17/08/2022	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2290960	1		257.94
INV 2290960	15/08/2022	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2290960	1	257.94	
EFT44629	17/08/2022	PORTER CONSULTING ENGINEERS	FLYING 50's RACETRACK RELOCATION AS PER C.202122-09	1		8,800.00
INV 0002249729/07/2022		PORTER CONSULTING ENGINEERS	FLYING 50's RACETRACK RELOCATION AS PER C.202122-09	1	8,800.00	
EFT44630	17/08/2022	PROFESSIONAL LOCKSERVICE	KILLARA RESPITE CARE. SUPPLY AND SEND TO ADMIN 15 X MKKL KEYS.	1		2,250.05

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 31 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0010777205/08/2022		PROFESSIONAL LOCKSERVICE	KILLARA RESPITE CARE. SUPPLY AND SEND TO ADMIN 15 X MKKL KEYS.	1	2,250.05	
EFT44631	17/08/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2022-2023	1		42.97
INV 399930	31/07/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2022-2023	1	42.97	
EFT44632	17/08/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF BSL & BCIF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20047)	1		1,181.93
INV T1080	17/08/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF BSL & BCIF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20047)	1	480.49	
INV T1079	17/08/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF BSL & BCIF COLLECTED DUE TO WITHDRAWN APPLICATION (BA20047)	1	701.44	
EFT44633	17/08/2022	SMARTSHEET INC	SUBSCRIPTION SMARTSHEET - ENTERPRISE PLAN PLUS STANDARD SUPPORT - LICENSED USERS	1		5,040.00
INV INV8913	27/07/2022	SMARTSHEET INC	SUBSCRIPTION SMARTSHEET - ENTERPRISE PLAN PLUS STANDARD SUPPORT - LICENSED USERS	1	5,040.00	
EFT44634	17/08/2022	SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	BUSINESS CARDS FOR MANAGER AND GENERIC CARDS FOR REC CENTRE AND POOL STAFF (250 EACH)	1		306.02
INV F040-33003/08/2022		SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	BUSINESS CARDS FOR MANAGER AND GENERIC CARDS FOR REC CENTRE AND POOL STAFF (250 EACH)	1	306.02	
EFT44635	17/08/2022	SOUTHERN CROSS AUSTEREPT LTD	24 X AROUND THE TOWNS INTERVIEWS	1		198.00
INV 7135590231/07/2022		SOUTHERN CROSS AUSTEREPT LTD	24 X AROUND THE TOWNS INTERVIEWS	1	198.00	
EFT44636	17/08/2022	SPECIALISED TREE SERVICE	HOOPER PARK BAKERS HILL. AS PER ESTIMATE #1045 SET UP TRAFFIC MANAGEMENT, SAFELY DISMANTLE DEAD TREE IN GARDEN BED. ALL MATERIAL REMOVED FROM SITE	1		6,900.00
INV 3910	12/08/2022	SPECIALISED TREE SERVICE	HOOPER PARK BAKERS HILL. AS PER ESTIMATE #1045 SET UP TRAFFIC MANAGEMENT, SAFELY DISMANTLE DEAD TREE IN GARDEN BED. ALL MATERIAL REMOVED FROM SITE	1	4,500.00	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 32 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3911	12/08/2022	SPECIALISED TREE SERVICE	REMOVAL OF TREE AS PER ESTIMATE #1049 SAFELY DISMANTLE LARGE SALMON GUM LEANING OVER PARKER ROAD GRASS VALLEY ALL MATERIAL LESS THEN 300MM DIAMETER REMOVED FROM SITE	1	2,400.00	
EFT44637	17/08/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	FINAL RELEASE OF DEFECT LIABILITY RETENTION FOR C.202021-03 - BAKERS HILL FIRE SHED	1		9,799.40
INVT1561	17/08/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	FINAL RELEASE OF DEFECT LIABILITY RETENTION FOR C.202021-03 - BAKERS HILL FIRE SHED	1	9,799.40	
EFT44638	17/08/2022	STANLEE WA	8L-63130 PAELLA PAN STEEL 115CM(120PAX) - EVENT INFRASTRUCTURE USED TO ACTIVATE FIRE PIT AND DIVERSIFY HOSPITALITY OPPORTUNITIES.	1		615.60
INV S-15840521/06/2022		STANLEE WA	8L-63130 PAELLA PAN STEEL 115CM(120PAX) - EVENT INFRASTRUCTURE USED TO ACTIVATE FIRE PIT AND DIVERSIFY HOSPITALITY OPPORTUNITIES.	1	615.60	
EFT44639	17/08/2022	STASSEN ENVIRONMENTAL	BORE WATER TESTING REPORTS - OLD QUARRY ROAD - SEPTEMBER 2021 & MARCH 2022	1		2,420.00
INV SN010	15/07/2022	STASSEN ENVIRONMENTAL	BORE WATER TESTING REPORTS - OLD QUARRY ROAD - SEPTEMBER 2021 & MARCH 2022	1	2,420.00	
EFT44640	17/08/2022	SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 03/06/2022 to 02/08/2022	1		10,460.03
INV 3614739610/05/2022		SYNERGY	OLD NORTHAM POOL - CLUB ROOM - GT EASTERN HWY - 17/3/2022 - 31/3/2022	1	132.58	
INV 3614739610/05/2022		SYNERGY	OLD NORTHAM POOL - CLUB ROOM - GT EASTERN HWY - 1/4/2022 - 20/4/2022	1	152.38	
INV 3614739619/05/2022		SYNERGY	OLD NORTHAM POOL - CLUB ROOM - GT EASTERN HWY - 21/4/2022 - 18/5/2022	1	190.83	
INV 3577039912/07/2022		SYNERGY	BERT HAWKE PAVILLION & LIGHTS - 8/6/2022 - 12/7/2022	1	822.20	
INV 3358209420/07/2022		SYNERGY	335820940 CREATE 298 - 15/06/2022 to 19/07/2022		1,094.05	
INV 3614739621/07/2022		SYNERGY	OLD NORTHAM POOL - CLUB ROOM - GT EASTERN HWY - 16/6/2022 - 20/7/2022	1	253.80	
INV 3355969202/08/2022		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 02/06/2022 to 01/08/2022		1,279.72	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 33 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3749669503/08/2022		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 03/06/2022 to 02/08/2022		182.75	
INV 3575483204/08/2022		SYNERGY	357548320 BERNARD PARK TOILETS - 03/06/2022 to 02/08/2022		197.16	
INV 3575475204/08/2022		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 03/06/2022 to 02/08/2022		2,013.99	
INV 3575487004/08/2022		SYNERGY	357548700 TOWN HALL & LESSER HALL - 04/06/2022 to 03/08/2022		871.93	
INV 9356001404/08/2022		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 03/06/2022 to 02/08/2022		301.08	
INV 3577047904/08/2022		SYNERGY	357704790 STAGE LIGHTS - SOUND SHELL - 03/06/2022 to 02/08/2022		704.29	
INV 3577050604/08/2022		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 03/06/2022 to 02/08/2022		1,005.36	
INV 1127695005/08/2022		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 03/06/2022 to 02/08/2022		303.01	
INV 3575481305/08/2022		SYNERGY	357548130 MEMORIAL HALL - 03/06/2022 to 02/08/2022		730.21	
INV 3577034205/08/2022		SYNERGY	357703420 PURSLOWE PARK - 04/06/2022 to 02/08/2022		114.17	
INV 2361098008/08/2022		SYNERGY	236109800 RAP PARK - 08/06/2022 to 04/08/2022		110.52	
EFT44641	17/08/2022	TECHNOLOGY ONE LIMITED	4 HOURS SUPPORT INCLUDING INTRAMAPS IMAGERY UPDATE + CONFIGURE SLIP AUTOUPDATE SCRIPTS	1		1,078.00
INV 212334	29/07/2022	TECHNOLOGY ONE LIMITED	4 HOURS SUPPORT INCLUDING INTRAMAPS IMAGERY UPDATE + CONFIGURE SLIP AUTOUPDATE SCRIPTS	1	1,078.00	
EFT44642	17/08/2022	TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PT LTD	STAR DRIVE CULVERT MARKERS / GUIDE POSTS	1		9,787.53
INV 0000300022/07/2022		TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PT LTD	STAR DRIVE CULVERT MARKERS / GUIDE POSTS	1	9,787.53	
EFT44643	17/08/2022	TYREPOWER LTD	1X TOYO 225/55R 98V PROXES C100+S TL, FITTING FEE AND TYRE DISPOSAL	1		307.14
INV 8265.144504/07/2022		TYREPOWER LTD	1X TOYO 225/55R 98V PROXES C100+S TL, FITTING FEE AND TYRE DISPOSAL	1	307.14	
EFT44644	17/08/2022	VINCELEC	VISITORS CENTRE. REPAIR/REPLACE LIGHT CLEANERS STORE.	1		374.38

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 34 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV IV1381	08/08/2022	VINCELEC	VISITORS CENTRE. REPLACE LIGHT SWITCH STORE ROOM AS ARCING.	1	150.00	
INV IV1382	10/08/2022	VINCELEC	VISITORS CENTRE. REPAIR/REPLACE LIGHT I CLEANERS STORE.	1	224.38	
EFT44645	17/08/2022	VMS TRAILER SIGNS PTY LTD T/AS DIGITAL SIGNAGE PERTH	PURCHASE OF B SIZE, 5 COLOUR, SOLAR POWERED VMS TRAILER, 110KPH SPEED RATED	1		26,948.90
INV 0005082828/03/2022		VMS TRAILER SIGNS PTY LTD T/AS DIGITAL SIGNAGE PERTH	PURCHASE OF B SIZE, 5 COLOUR, SOLAR POWERED VMS TRAILER, 110KPH SPEED RATED	1	26,948.90	
EFT44646	17/08/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 25/7/2022 - 7/8/2022	1		1,540.00
INV 0000413606/08/2022		WA CONTRACT RANGER SERVICES	CAT MANAGEMENT 01/07/2022-30/06/2023	1	220.00	
INV 0004137	06/08/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 25/7/2022 - 7/8/2022	1	1,320.00	
EFT44647	17/08/2022	WEST COAST LINING SYSTEMS	SEPTAGE POND LINER - SUPPLY & DELIVER	1		20,680.00
INV INV-053811/05/2022		WEST COAST LINING SYSTEMS	SEPTAGE POND LINER - SUPPLY & DELIVER	1	20,680.00	
EFT44648	17/08/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 - DRAINAGE TRUCK LED REPLACEMENT TAIL LIGHTS	1		750.00
INV INV-138311/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 - DRAINAGE TRUCK LED REPLACEMENT TAIL LIGHTS	1	750.00	
EFT44649	17/08/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	AVON REGIONAL ORGANISATION OF COUNCILS MANAGING CORELLA POPULATIONS IN WESTERN WHEATBELT MANAGING CORELLA POPULATIONS RESEARCH AND REPORT PAYMENT 2 - 40% AS PER LETTER OF ENGAGEMENT DATE 5 JULY 2021	1		11,999.90
INV T957	17/08/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	AVON REGIONAL ORGANISATION OF COUNCILS MANAGING CORELLA POPULATIONS IN WESTERN WHEATBELT MANAGING CORELLA POPULATIONS RESEARCH AND REPORT PAYMENT 2 - 40% AS PER LETTER OF ENGAGEMENT DATE 5 JULY 2021	1	11,999.90	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 35 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44650	17/08/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	PN0005 - TANDEM AXLE TRAILER MUDGUARD AS PER QUOTE QU-0016	1		87.00
INV 29150	15/07/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	PN0005 - TANDEM AXLE TRAILER MUDGUARD AS PER QUOTE QU-0016	1	87.00	
EFT44651	17/08/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	PN0005 - TANDEM AXLE TRAILER MUDGUARD AS PER QUOTE QU-0016	1		403.92
INV INV-001311/08/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	PN0005 - TANDEM AXLE TRAILER MUDGUARD AS PER QUOTE QU-0016	1	403.92	
EFT44652	17/08/2022	ZABRINA CANTATORE	ARTSALE SOLD @ \$300 ON 30/07/2022 DONE BY ZABRINA CANTATORE	1		300.00
INV 7	03/08/2022	ZABRINA CANTATORE	ARTSALE SOLD @ \$300 ON 30/07/2022 DONE BY ZABRINA CANTATORE	1	300.00	
EFT44653	17/08/2022	ZENIEN	DATA SECURITY INSTALLATION 2 X TECHNICIANS TIME TAKEN TO REPLACE CONFIGURE AND ALIGN FAILED PTZ'S	1		7,529.11
INV I9921	30/06/2022	ZENIEN	CCTV MAINTENANCE - CAMERA OUTAGE AT WAPOL	1	756.86	
INV I9956	26/07/2022	ZENIEN	DATA SECURITY INSTALLATION 2 X TECHNICIANS TIME TAKEN TO REPLACE CONFIGURE AND ALIGN FAILED PTZ'S	1	6,138.33	
INV I9955	26/07/2022	ZENIEN	1X DAHUA FIXED LOCAL FOCAL 4MP CAMERA	1	633.92	
EFT44654	19/08/2022	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	AVON DESCENT BILYA FESTIVAL TRAFFIC MANAGEMENT	1		7,117.55
INV 0015879715/08/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	AVON DESCENT BILYA FESTIVAL TRAFFIC MANAGEMENT	1	7,117.55	
EFT44655	19/08/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUCT16/08/2022		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT44656	19/08/2022	AVON WASTE	C.202122-04MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY / MANAGEMENT OF INKPEN LANDFILL FACILITY - JULY 2023	1		105,192.14
INV 51532	29/07/2022	AVON WASTE	DOMESTIC / COMMERCIAL RUBBISH - SHIRE OF NORTHAM - FORTNIGHT 29/07/2022	1	34,456.57	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 36 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0005153329/07/2022		AVON WASTE	NEW DISCHARGE POINT IN POND 5 AT THE NORTHAM LANDFILL SITE	1	910.00	
INV 0005153429/07/2022		AVON WASTE	CLEAN GUTTERS ON RE-USE SHED	1	1,472.00	
INV 0005153531/07/2022		AVON WASTE	C. 202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY / MANAGEMENT OF INKPEN LANDFILL FACILITY - JULY 2023	1	68,353.57	
EFT44657	19/08/2022	BUNNINGS BUILDING SUPPLIES P/L	NUMBER STICKERS AND BLADE	1		20.99
INV 2182/002	09/08/2022	BUNNINGS BUILDING SUPPLIES P/L	NUMBER STICKERS AND BLADE	1	20.99	
EFT44658	19/08/2022	CHILD SUPPORT AGENCY	EAYROLL DEDUCTIONS	1		507.14
INV DEDUCT16/08/2022		CHILD SUPPORT AGENCY	EAYROLL DEDUCTIONS		507.14	
EFT44659	19/08/2022	DAVID ANTHONY ABBEY	REFUND OF DEPOSIT ON STANDPIPE SWIPE CARD 9481109- RETURNED 17/08/2022 RECEIPT NO. 154092 ACCOUNT ALL PAID	1		50.00
INV 154092	17/08/2022	DAVID ANTHONY ABBEY	REFUND OF DEPOSIT ON STANDPIPE SWIPE CARD 9481109- RETURNED 17/08/2022 RECEIPT NO. 154092 ACCOUNT ALL PAID	1	50.00	
EFT44660	19/08/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA - JULY 2022	1		839.85
INV 567672	25/07/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA - JULY 2022	1	422.40	
INV 567673	25/07/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT TOWN HALL - JULY 2022	1	162.80	
INV 567674	25/07/2022	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM RECREATION CENTER - JULY 2022	1	254.65	
EFT44661	19/08/2022	EASIFLEET	EAYROLL DEDUCTIONS	1		1,853.35

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 37 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT16/08/2022		EASIFLEET	PAYROLL DEDUCTIONS		1,054.26	
INV DEDUCT16/08/2022		EASIFLEET	PAYROLL DEDUCTIONS		799.09	
EFT44662	19/08/2022	ECOSPILL PTY LTD	MSDS-PT MSDS DOCUMENT STORAGE TUBE	1		382.80
INV INV0078	12/08/2022	ECOSPILL PTY LTD	MSDS-PT MSDS DOCUMENT STORAGE TUBE	1	382.80	
EFT44663	19/08/2022	HOST AUTO REPAIRS	N4100 2014 SINGLE CAB RANGER,PLEASE SERVICE, TACO NOT WORKING & DRIVERS SIDE SEAT BELT WONT RETRACT	1		578.65
INV 68631	28/07/2022	HOST AUTO REPAIRS	N4100 2014 SINGLE CAB RANGER,PLEASE SERVICE, TACO NOT WORKING & DRIVERS SIDE SEAT BELT WONT RETRACT	1	578.65	
EFT44664	19/08/2022	JASON SIGNMAKERS	LION MARKETS SIGN WITH STRUTS / 'JUNE' TAB / '6' TAB SIGNS	1		324.72
INV 230959	16/08/2022	JASON SIGNMAKERS	LION MARKETS SIGN WITH STRUTS / 'JUNE' TAB / '6' TAB SIGNS	1	324.72	
EFT44665	19/08/2022	JUNN LAM T/AS GRAPHIC DESITE	BILYA FESTIVAL 12TH AUGUST 2022-LIVE CARICATURE FOR TOTAL 3 HRS-HOURLY RATE \$280-LOCATION VILLAGE GREEN NORTHAM	1		840.00
INV 022013	12/08/2022	JUNN LAM T/AS GRAPHIC DESITE	BILYA FESTIVAL 12TH AUGUST 2022-LIVE CARICATURE FOR TOTAL 3 HRS-HOURLY RATE \$280-LOCATION VILLAGE GREEN NORTHAM	1	840.00	
EFT44666	19/08/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP RENEWAL FOR NICOLE HAMPTON	1		531.00
INV 27238	01/07/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP RENEWAL FOR NICOLE HAMPTON	1	531.00	
EFT44667	19/08/2022	LOUISE PETERS	BUTTERFLY DREAM EXHIBITION-BILYA FESTIVAL 2022 MINI BEAST DISPLAY-4HRS	1		1,080.00
INV 0344	15/08/2022	LOUISE PETERS	BUTTERFLY DREAM EXHIBITION-BILYA FESTIVAL 2022 MINI BEAST DISPLAY-4HRS	1	1,080.00	
EFT44668	19/08/2022	NORTH METROPOLITAN TAFE	ANIKI FERGUSSON #ML2YF8K28U BSBXTW301 BSBTEC201	1		103.95
INV 1003527418/08/2022		NORTH METROPOLITAN TAFE	ANIKI FERGUSSON #ML2YF8K28U BSBXTW301 BSBTEC201	1	103.95	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 38 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44669	19/08/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST 2022	1		88.00
INV 0000436508/08/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST 2022	1	44.00	
INV 0000437810/08/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - AUGUST 2022	1	44.00	
EFT44670	19/08/2022	NORTHAM MOTORS PTY LTD	PN1907 - N11196 - VIN:WFOAXXWPMK45363. 45,000KM SERVICE	1		1,154.46
INV 1422464	25/05/2022	NORTHAM MOTORS PTY LTD	PN1907 - N11196 - VIN:WFOAXXWPMK45363. BREAK FLUID	1	125.00	
INV 1422504	26/05/2022	NORTHAM MOTORS PTY LTD	PN1907 - N11196 - VIN:WFOAXXWPMK45363. 45,000KM SERVICE	1	1,029.46	
EFT44671	19/08/2022	NORTHAM TOWING SERVICE	EN1307 REGO N.4100 - TRANSPORT FROM JENNAPULLIN RD TO HOST AUTO REPAIRS, OLIVER ST NORTHAM	1		198.00
INV 211683	16/08/2022	NORTHAM TOWING SERVICE	EN1307 REGO N.4100 - TRANSPORT FROM JENNAPULLIN RD TO HOST AUTO REPAIRS, OLIVER ST NORTHAM	1	110.00	
INV 211686	16/08/2022	NORTHAM TOWING SERVICE	EN1307 REGO N.4100 - TRANSPORT FROM HOST AUTO REPAIRS TO SHIRE OF NORTHAM DEPOT	1	88.00	
EFT44672	19/08/2022	OSHGROUP PTY LTD	FITNESS FOR WORK - PATSY REPEC	1		2,123.12
INV P002716	13/05/2022	OSHGROUP PTY LTD	FITNESS FOR WORK - PATSY REPEC	1	2,123.12	
EFT44673	19/08/2022	PAT DAVIS	BLESSING OF THE RIVER / WELCOME TO COUNTRY - AVON DESCENT START	1		300.00
INV 004	19/08/2022	PAT DAVIS	BLESSING OF THE RIVER / WELCOME TO COUNTRY - AVON DESCENT START	1	300.00	
EFT44674	19/08/2022	SPARE PARTS PUPPET THEATRE	THE BROLGAS AT THE AVON DESCENT 2022 (5:30PM - 9:30PM)	1		5,610.00
INV 5941	10/08/2022	SPARE PARTS PUPPET THEATRE	THE BROLGAS AT THE AVON DESCENT 2022 (5:30PM - 9:30PM)	1	5,610.00	
EFT44675	19/08/2022	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	FIRST AID TRAINING - 2 DAY COURSE 6TH/7TH JULY 2022	1		216.00
INVEINV0005/08/2022		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	FIRST AID TRAINING - 2 DAY COURSE 6TH/7TH JULY 2022	1	216.00	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 39 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44676	19/08/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 11 AUGUST 2022	1		50.00
INV 97	18/08/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 11 AUGUST 2022	1	50.00	
EFT44677	19/08/2022	WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 11/7/2022 - 24/7/2022	1		1,320.00
INV 0000410828/07/2022		WA CONTRACT RANGER SERVICES	C.201920-09 - MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 11/7/2022 - 24/7/2022	1	1,320.00	
EFT44678	19/08/2022	WCP CIVIL PTY LTD	PAVEMENT REHABILITATION, PAVEMENT RECONSTRUCTION, SPRAY SEAL SURFACING OF KURRINGAL ROAD / SOUTHERN BROOK RD / HARVEY RD / LESCHENAULTIA RD - WUNDOWIE AS PER CONTRACT C.202021-20 - PROGRESS CLAIM 3	1		377,309.57
INV 27334	01/07/2022	WCP CIVIL PTY LTD	CREDIT ISSUED - COX STREET - DEMOLISH EXISTING KERB	1	-11,627.88	
INV 27331	31/07/2022	WCP CIVIL PTY LTD	PAVEMENT REHABILITATION, PAVEMENT RECONSTRUCTION, SPRAY SEAL SURFACING OF KURRINGAL ROAD / SOUTHERN BROOK RD / HARVEY RD / LESCHENAULTIA RD - WUNDOWIE AS PER CONTRACT C.202021-20 - PROGRESS CLAIM 3	1	313,103.41	
INV 27331	31/07/2022	WCP CIVIL PTY LTD	VARIATION V-02 AS PER CONTRACT C.202021-20 CUL-DE-SEC TO TIDY UP AND TWO COAT SEAL. REHAB AND TWO COAT SEAL OF INTERSECTION OF HARVEY ST/LEEDER ST.	1	7,688.55	
INV 27331	31/07/2022	WCP CIVIL PTY LTD	VO #3 TO CONTRACT C.202021-20 KURRINGAL / SOUTHERN BROOK & LESCHENAULTIA ROAD -SCOPE CHANGE FROM RECONSTRUCTION TO REHABILITATION AND SEAL AREA INCREASED -COST EFFECTIVE METHOD ADOPTED -AT COST DIFFERENCE OF -5,410.29 FROM TENDER PRICE TO REPRICE OPTION 1	1	-4,286.50	
INV 27331	31/07/2022	WCP CIVIL PTY LTD	VO 6 - C.202021-20 - ROAD CONSTRUCTION AND RESURFACING WORKS 2020/2021 - FINAL SEAL DESIGN COST KURRINGAL ROAD / SOUTHERN BROOK / HARVEY & LESCHENAULTIA RDS	1	72,431.99	
EFT44679	19/08/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	MONTHLY PHOTO COPIER READINGS JULY 2022	1		34.22

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 40 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 214352	02/08/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	MONTHLY PHOTO COPIER READINGS -JULY 2022	1	34.22	
EFT44680	25/08/2022	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR CALLOUT TO WERRIBEE RD WUNDOWIE 14/08/22	1		897.60
INV 0015891618/08/2022		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR CALLOUT TO WERRIBEE RD WUNDOWIE 14/08/22	1	897.60	
EFT44681	25/08/2022	ALLSTRONG OUTDOOR GARAGE DOORS	IRISHTOWN FIRE STATION - ATTEND STATION, DIAGNOSE REPORTED ISSUE WITH ROLLER DOOR, AND SERVICE	1		242.00
INV 0000132608/08/2022		ALLSTRONG OUTDOOR GARAGE DOORS	IRISHTOWN FIRE STATION - ATTEND STATION, DIAGNOSE REPORTED ISSUE WITH ROLLER DOOR, AND SERVICE	1	242.00	
EFT44682	25/08/2022	ANDY'S PLUMBINGSERVICE	TOWN HALL. PICK UP AND CHANGE OUT GAS BOTTLE FROM NUTRIEN AG.	1		2,828.10
INV A.19360	16/08/2022	ANDY'S PLUMBINGSERVICE	TOWN HALL. PICK UP AND CHANGE OUT GAS BOTTLE FROM NUTRIEN AG.	1	931.70	
INV A.19363	16/08/2022	ANDY'S PLUMBING SERVICE	KURINGAL UNITS. CHECK SEWER LEAK AND INFORM WATER CORP IF ON THEIR ASSETT.	1	427.90	
INV A.19362	16/08/2022	ANDY'S PLUMBING SERVICE	YOUTH PARK TOILETS. UNBLOCK SEWER LINE AND REPAIR VANDLISM.	1	814.00	
INV A.19361	16/08/2022	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. UNBLOCK MALE TOILET AND FIX LEAKING TAP OUTSIDE.	1	654.50	
EFT44683	25/08/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN1620 - TIE DOWN CHAINS	1		275.06
INV 6994128	19/08/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN1620 - TIE DOWN CHAINS	1	275.06	
EFT44684	25/08/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 16/08/2022	1		64,107.82
INV PAYG 1618/08/2022		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 16/08/2022	1	64,107.82	
EFT44685	25/08/2022	BETTONGLA PTY LTD T/AS SANTALEUCA SANDALWOOD	GOBBLES (12 IN A BOX)	1		112.20
INV INV-006511/08/2022		BETTONGLA PTY LTD T/AS SANTALEUCA SANDALWOOD	GOBBLES (12 IN A BOX)	1	112.20	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 41 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44686	25/08/2022	BOOKTOPIA PTY LTD	LOCAL STOCK BOOKS	1		170.24
INV 1772021319/08/2022		BOOKTOPIA PTY LTD	LOCAL STOCK BOOKS	1	170.24	
EFT44687	25/08/2022	BUNNINGS BUILDING SUPPLIES P/L	WORKLIGHT TALLER RECHARGEABLE TL1259COB^ IN: 0238937	1		113.85
INV 2182/003 11/08/2022		BUNNINGS BUILDING SUPPLIES P/L	WORKLIGHT TALLER RECHARGEABLE TL1259COB^ IN: 0238937	1	113.85	
EFT44688	25/08/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER AND STEEL DRUM ROLLER FROM OYSTON ROAD AND DROP OFF AT FERNIE ROAD 19/08/2022	1		1,419.00
INV 0000411222/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER AND STEEL DRUM ROLLER FROM OYSTON ROAD AND DROP OFF AT FERNIE ROAD 19/08/2022	1	1,419.00	
EFT44689	25/08/2022	CHADSON ENGINEERING	ERVICE OF PALINTEST (SPARE) INCLUDING DELIVERY BACK TO NORTHAM WA	1		331.10
INV A009876208/08/2022		CHADSON ENGINEERING	ERVICE OF PALINTEST (SPARE) INCLUDING DELIVERY BACK TO NORTHAM WA	1	331.10	
EFT44690	25/08/2022	CIVIC LEGAL PTY LTD	ADVICE ON APPLICATION FOR PROPOSED QUARRY AT LOT 150 CLYDESDALE ROAD	1		7,975.00
INV 510061 30/06/2022		CIVIC LEGAL PTY LTD	ADVICE ON APPLICATION FOR PROPOSED QUARRY AT LOT 150 CLYDESDALE ROAD	1	7,975.00	
EFT44691	25/08/2022	CUTTING EDGES EQUIPMENT PARTS	GB6658HT - GRADER BLADE HT CURV (RED) 1828 X 152 X 16 X 13H (5/8")	1		1,069.97
INV 3330879 15/08/2022		CUTTING EDGES EQUIPMENT PARTS	GB6658HT - GRADER BLADE HT CURV (RED) 1828 X 152 X 16 X 13H (5/8")	1	1,069.97	
EFT44692	25/08/2022	DCM CARPENTRY & MAINTENANCE	AVON RIVER FESTIVAL. SUPPLY AND INSTALL STAINLESS WIRE ROPE AND ALL TENSIONING PIECES REQUIRED TO AVON MALL.	1		9,185.00
INV 1434	16/08/2022	DCM CARPENTRY & MAINTENANCE	AVON RIVER FESTIVAL. SUPPLY AND INSTALL STAINLESS WIRE ROPE AND ALL TENSIONING PIECES REQUIRED TO AVON MALL.	1	9,185.00	
EFT44693	25/08/2022	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	OLIVE OIL 500ML	1		96.00

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 42 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000291810/08/2022		DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	OLIVE OIL 500ML	1	96.00	
EFT44694	25/08/2022	EAVP PTY LTD T/A S ELITE AUDIO VISUAL PRODUCTIONS	LIGHT SHOW FOR BILYA PARADE 2022	1		3,886.25
INV 2731	15/08/2022	EAVP PTY LTD T/A S ELITE AUDIO VISUAL PRODUCTIONS	LIGHT SHOW FOR BILYA PARADE 2022	1	3,886.25	
EFT44695	25/08/2022	FIRE AND SAFETY WA	VOLUNTEER PPC/E	1		269.35
INV 39786	01/08/2022	FIRE AND SAFETY WA	VOLUNTEER PPC/E	1	269.35	
EFT44696	25/08/2022	FOCUSFROMOTIONS	REMI MURA - BILYA FESTIVAL 2022 PERFORMANCE & ENTERTAINMENT	1		1,485.00
INV 15551	18/08/2022	FOCUSFROMOTIONS	REMI MURA - BILYA FESTIVAL 2022 PERFORMANCE & ENTERTAINMENT	1	1,485.00	
EFT44697	25/08/2022	FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET COLDMIX/POTHOLE FILL 20KG BAGS	1		1,795.20
INV 1671794917/08/2022		FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET COLDMIX/POTHOLE FILL 20KG BAGS	1	1,795.20	
EFT44698	25/08/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1911 - PUNTUREREPAIR	1		33.47
INV 6412717119/08/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1911 - PUNTUREREPAIR	1	33.47	
EFT44699	25/08/2022	GROVE WESLEY DESIGN ART	NAME BADGE - NYSSA LUGG SUPPORT WORKER	1		38.60
INV 7151	19/08/2022	GROVE WESLEY DESIGN ART	NAME BADGE - NYSSA LUGG SUPPORT WORKER	1	38.60	
EFT44700	25/08/2022	HOST AUTO REPAIRS	PN1307 - N.4100 - INVESTIGATE BREAKDOWN	1		506.00
INV 68720	10/08/2022	HOST AUTO REPAIRS	PN1307 - N.4100 - INVESTIGATE BREAKDOWN	1	506.00	
EFT44701	25/08/2022	IN PHASE TEST & TAG	CLACKLINE BUSH FIRE SHED. TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1		1,098.00
INV 0000598117/08/2022		IN PHASE TEST & TAG	CLACKLINE BUSH FIRE SHED. TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	1,098.00	
EFT44702	25/08/2022	INDUSTRIAL AUTOMATION GROUP PTY LTD	SIM CARD AND SUPPORT X 5 STANDPIPES X 6 MONTHS	1		1,966.25
INV SINV-14912/08/2022		INDUSTRIAL AUTOMATION GROUP PTY LTD	SIM CARD AND SUPPORT X 5 STANDPIPES X 6 MONTHS	1	1,966.25	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 43 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44703	25/08/2022	JAIME ELIZABETH HAWKINS	OVEN GLOVES FOR PAELLA PAN - BILYA 2022	1		20.00
INV JM17082	17/08/2022	JAIME ELIZABETH HAWKINS	OVEN GLOVES FOR PAELLA PAN - BILYA 2022	1	20.00	
EFT44704	25/08/2022	JH COMPUTER SERVICES PTY LTD	NORTHAM BUSHFIRE BRIGADE MICROSOFT 365 BUSINESS PREMIUM MONTHLY NORTHAM BUSHFIRE BRIGADE	1		734.10
INV 0000201519/01/2022		JH COMPUTER SERVICES PTY LTD	SETUP OF 365 TENANCY, INTUNE and JOINING MACHINES TO THE AZURE DOMAIN	1	88.00	
INV 0000202231/01/2022		JH COMPUTER SERVICES PTY LTD	YEALINK WHB620 STEREO WIRELESS HEADSET X 1	1	198.00	
INV 0000202308/02/2022		JH COMPUTER SERVICES PTY LTD	YEALINK WHB620 STEREO WIRELESS HEADSETS X 3	1	627.00	
INV C000020308/04/2022		JH COMPUTER SERVICES PTY LTD	CREDIT SURFACE PRO X / KEYBOARD	1	-2,667.10	
INV 0000205111/08/2022		JH COMPUTER SERVICES PTY LTD	NORTHAM BUSHFIRE BRIGADE MICROSOFT 365 BUSINESS PREMIUM MONTHLY NORTHAM BUSHFIRE BRIGADE	1	2,488.20	
EFT44705	25/08/2022	JONATHON GARLETT	BILYA FESTIVAL 2022 - WTC, SMOKING, DIDGERIDOO, DANCERS.	1		2,500.00
INV 58	15/08/2022	JONATHON GARLETT	BILYA FESTIVAL 2022 - WTC, SMOKING, DIDGERIDOO, DANCERS.	1	2,500.00	
EFT44706	25/08/2022	KENNARDS HIRE PTY LTD	1 DAY HIRE OF (4X LIGHT TOWER) (4X EQUIPMENT WAIVER PLUS) (1X 32AMP 415V 15M LEAD) (1X 32AMP 415V 25M) LEAD)	1		3,072.40
INV 2407409516/08/2022		KENNARDS HIRE PTY LTD	1 DAY HIRE OF (4X LIGHT TOWER) (4X EQUIPMENT WAIVER PLUS) (1X 32AMP 415V 15M LEAD) (1X 32AMP 415V 25M) LEAD)	1	3,072.40	
EFT44707	25/08/2022	KIRK GARLETT	PAINTING OF THE WAGAL FOR BILYA FESTIVAL 2022	1		850.00
INV 67772	23/08/2022	KIRK GARLETT	PAINTING OF THE WAGAL FOR BILYA FESTIVAL 2022	1	850.00	
EFT44708	25/08/2022	MADDISON DOUGLAS	REIMBURSEMENT FOR POLICE CLEARANCE & MEDICAL FOR MADDISON DOUGLAS	1		223.70
INV AR22/08222/08/2022		MADDISON DOUGLAS	REIMBURSEMENT FOR POLICE CLEARANCE & MEDICAL FOR MADDISON DOUGLAS	1	223.70	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 44 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44709	25/08/2022	MORAY & AGNEW	PROFESSIONAL COSTS - EMPLOYMENT INVESTIGATION WHITTING	1		2,420.00
INV 654937	19/05/2022	MORAY & AGNEW	PROFESSIONAL COSTS - EMPLOYMENT INVESTIGATION WHITTING	1	2,420.00	
EFT44710	25/08/2022	MORRIS PEST AND WEED CONTROL	BEEES TO BE REMOVED FROM BMX TRACK AND ALSO CNR GAIRDNER & WELLINGTON ST	1		570.00
INV INV-221704/08/2022		MORRIS PEST AND WEED CONTROL	BEEES TO BE REMOVED FROM BMX TRACK AND ALSO CNR GAIRDNER & WELLINGTON ST	1	570.00	
EFT44711	25/08/2022	NORTHAM BETTA HOME LIVING	MOUSE & MOUSE PAD	1		38.00
INV 2001004517/08/2022		NORTHAM BETTA HOME LIVING	MOUSE & MOUSE PAD	1	38.00	
EFT44712	25/08/2022	NORTHAM COMMUNITY MEN'S SHED	TYRE SEATS WITH CUSHIONS	1		2,200.00
INV 26	17/08/2022	NORTHAM COMMUNITY MEN'S SHED	TYRE SEATS WITH CUSHIONS	1	2,200.00	
EFT44713	25/08/2022	NORTHAM DISTRICTS GLASS PTY LTD	PN1806 - N.009 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN	1		610.00
INV INV-273012/07/2022		NORTHAM DISTRICTS GLASS PTY LTD	PN1806 - N.009 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN	1	610.00	
EFT44714	25/08/2022	NORTHAM MOTORS PTY LTD	15,000km SERVICE REQUIRED FOR DIESEL 4X4 FORD RANGER	1		405.00
INV 1423857	27/07/2022	NORTHAM MOTORS PTY LTD	15,000km SERVICE REQUIRED FOR DIESEL 4X4 FORD RANGER	1	405.00	
EFT44715	25/08/2022	OASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALLATION OF SHADE STRUCTURES AT BAKERS HILL RECREATION CENTRE AS PER CONTRACT C.2302021-32.	1		\$5,594.00
INV INV-067409/08/2022		OASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALLATION OF SHADE STRUCTURES AT BAKERS HILL RECREATION CENTRE AS PER CONTRACT C.2302021-32.	1	\$2,789.00	
INV INV-067409/08/2022		OASIS OUTDOOR STRUCTURES	VO1 - C.202021-31 BAKERS HILL SHADE STRUCTURES - STEEL VALUE INCREASES AND MANUFACTURING COSTS	1	2,805.00	
EFT44716	25/08/2022	OFFICEWORKS SUPERSTORES PTY LTD	FE: 5349302 - FELLOWES BINDING COMBS 21 LOOP 32MM BLACK 50PACK	1		53.98

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 45 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 6023265812/08/2022		OFFICEWORKS SUPERSTORES PTY LTD	FE:5349302 - FELLOWES BINDING COMBS 21 LOOP 32MM BLACK 50PACK	1	53.98	
EFT44717	25/08/2022	OXTER SERVICES	BURIAL DATE: 30.06.2022 NEW GRAVE FOR THE BURIAL OF STANISLAW PAKOWSKI	1		1,170.18
INV 25994	01/07/2022	OXTER SERVICES	BURIAL DATE: 30.06.2022 NEW GRAVE FOR THE BURIAL OF STANISLAW PAKOWSKI	1	1,067.00	
INV 26198	16/08/2022	OXTER SERVICES	60Z PAPER CUPS FOR ADMIN OFFICE - 1000X	1	103.18	
EFT44718	25/08/2022	REPCO NORTHAM	SPILL KIT ABSORBENT GRANULES	1		117.70
INV 4980051323/05/2022		REPCO NORTHAM	SPILL KIT ABSORBENT GRANULES	1	117.70	
EFT44719	25/08/2022	ROSEMARY POWER	REIMBURSEMENT FOR BOOSTING OF FACEBOOK POSTS FOR THE ROADWISE COMMITTEE.	1		458.01
INV SP 2208222/08/2022		ROSEMARY POWER	REIMBURSEMENT FOR BOOSTING OF FACEBOOK POSTS FOR THE ROADWISE COMMITTEE.	1	458.01	
EFT44720	25/08/2022	SIMON VANYAI (TAIKO ON)	BILYA PARADE PERFORMANCE AUGUST 12TH 2022	1		1,760.00
INV 220810 22/08/2022		SIMON VANYAI (TAIKO ON)	BILYA PARADE PERFORMANCE AUGUST 12TH 2022	1	1,760.00	
EFT44721	25/08/2022	SMOKE & MIRRORS AUDIO VISUAL	AUDIO & VISUAL FOR THE AVON DESCENT BILYA FESTIVAL - AUGUST 12TH 2022	1		1,812.50
INV INV-311516/08/2022		SMOKE & MIRRORS AUDIO VISUAL	AUDIO & VISUAL FOR THE AVON DESCENT BILYA FESTIVAL - AUGUST 12TH 2022	1	1,572.50	
INV INV-311516/08/2022		SMOKE & MIRRORS AUDIO VISUAL	BILYA 2022 - 12TH AUGUST: STAGE AT BKB EXTERIOR.	1	240.00	
EFT44722	25/08/2022	SUN ROAD FOOD & BEVERAGE	STOCK FOR REC CENTRE FRIDGE.	1		397.70
INV 1118737 10/08/2022		SUN ROAD FOOD & BEVERAGE	STOCK FOR REC CENTRE FRIDGE.	1	397.70	
EFT44723	25/08/2022	SYNERGY	361669310 RECREATION PRECINCT - AQUATIC FACILITY 13/07/2022 to 09/08/2022	1		6,812.47
INV 3577051109/08/2022		SYNERGY	357705110 RAILWAY MUSEUM - 10/06/2022 to 08/08/2022		339.76	
INV 3616693110/08/2022		SYNERGY	361669310 RECREATION PRECINCT - AQUATIC FACILITY 13/07/2022 to 09/08/2022		6,472.71	
EFT44724	25/08/2022	TELSTRA CORPORATION	TELSTRA CHARGES - JULY 2022 - ADMIN INTERNET	1		6,960.39

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 46 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2726009010/07/2022		TELSTRA CORPORATION	TELSTRA CHARGES - JUNE 2022 - ADMIN / FINANCE / BKB / ENGINEERING / REC CENTRE	1	150.96	
INV 2726008910/08/2022		TELSTRA CORPORATION	TELSTRA CHARGES - JULY 2022 - COUNCILLOR IPADS / ADMIN / FINANCE / CESM / BUSHFIRES / RANGERS / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / BKB / ENGINEERING / BUILDING / VC / REC CENTRE / SES	1	2,618.84	
INV 2726009010/08/2022		TELSTRA CORPORATION	TELSTRA CHARGES - JULY 2022 - ADMIN / FINANCE / BKB / ENGINEERING / REC CENTRE	1	119.49	
INV 2258398814/08/2022		TELSTRA CORPORATION	TELSTRA CHARGES - JULY 2022 - ADMIN INTERNET	1	4,071.10	
EFT44725	25/08/2022	THE PAPER COMPANY OF AUSTRALIA	150 X REAMS A4 80GSM GALAXY HI BRITE PHOTOCOPY PAPER	1		833.25
INV 0005054416/08/2022		THE PAPER COMPANY OF AUSTRALIA	150 X REAMS A4 80GSM GALAXY HI BRITE PHOTOCOPY PAPER	1	833.25	
EFT44726	25/08/2022	THE PRINT SHOPBUNBURY	SHIRE OF NORTHAM COMMUNITY SAFETY & CRIME PREVENTION PLAN BOOKS	1		426.80
INV 1521962	19/08/2022	THE PRINT SHOPBUNBURY	SHIRE OF NORTHAM COMMUNITY SAFETY & CRIME PREVENTION PLAN BOOKS	1	426.80	
EFT44727	25/08/2022	THE WORKWEAR GROUP	FLEXIWAIST SLIM PANT, CATCKH - INK NAVY, SIZE 102 - GORDON TESTER	1		334.85
INV 1392069607/04/2022		THE WORKWEAR GROUP	FLEXIWAIST SLIM PANT, CATCKH - INK NAVY, SIZE 102 - GORDON TESTER	1	334.85	
EFT44728	25/08/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - PLANNING / CESM - AUG 2022	1		85.47
INV 0556-S30 07/08/2022		TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - AUG 2022 - CESM	1	11.46	
INV 0557-S30 15/08/2022		TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - PLANNING / CESM - AUG 2022	1	74.01	
EFT44729	25/08/2022	TPG TELECOM	TPG CHARGES - JULY 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 - ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGER SERVICES / REC CENTRE / VC / IT	1		8,497.47

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 47 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1804347601/08/2022		TPG TELECOM	TPG CHARGES - JULY 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 - ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGER SERVICES / REC CENTRE / VC / IT	1	7,791.95	
INV 1804188701/08/2022		TPG TELECOM	TPG CHARGES - JULY 2022 - CREATE 298 / SES / BFB	1	705.52	
EFT44730	25/08/2022	TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PART NO 38010050 AIR VALVE BOX FOR BOMAG ROLLER	1		295.72
INV 0084745816/08/2022		TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PART NO 38010050 AIR VALVE BOX FOR BOMAG ROLLER	1	295.72	
EFT44731	25/08/2022	VMS TRAILER SIGNS PTY LTD T/AS DIGITAL SIGNAGE PERTH	DELIVERY OF VMS TRAILER	1		550.00
INV 0005097617/08/2022		VMS TRAILER SIGNS PTY LTD T/AS DIGITAL SIGNAGE PERTH	DELIVERY OF VMS TRAILER	1	550.00	
EFT44732	25/08/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -	1		135,494.07
INV 228	25/08/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -		135,494.07	
EFT44733	25/08/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIT AND WIRE IN DASH CAMERA. FIT AND WIRE IN TABLET CRADLE/DOCK	1		1,612.20
INV INV-131418/03/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIT AND WIRE IN DASH CAMERA. FIT AND WIRE IN TABLET CRADLE/DOCK	1	1,612.20	
EFT44734	25/08/2022	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT (B SERVICE) - N 4633	1		3,124.95
INV INV-001616/08/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT (B SERVICE) - N 4633	1	1,349.63	
INV INV-002017/08/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL LT (B SERVICE) - 1EFI-949	1	1,349.63	
INV INV-002218/08/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	PN2020 - SUPPLY AND FIT TRAILER CONNECTION	1	76.00	
INV INV-002320/08/2022		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN 3.4U - FIT SUPPLIED RADIATOR PROTECTION PLATE AS PER MANUFACTURERS SPECS	1	349.69	
EFT44735	25/08/2022	WHEATBELT SERVICES PTY LTD	A FRAME 900 X 600 DOUBLE SIDED WITH PRINTS APPLIED	1		1,254.00

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 48 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000036516/08/2022		WHEATBELT SERVICES PTY LTD	AFRAME 900 X 600 DOUBLE SIDED WITH PRINTS APPLIED	1	1,254.00	
EFT44736	25/08/2022	YVETTES CAKES & GRAZING TABLES	CATERING FOR THE VIP EVENT AT BILYA FESTIVAL 2022 (GRAZING TABLE)	1		400.00
INV 69	17/08/2022	YVETTES CAKES & GRAZING TABLES	CATERING FOR THE VIP EVENT AT BILYA FESTIVAL 2022 (GRAZING TABLE)	1	400.00	
EFT44737	31/08/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	STIHL POST HOLE DIGGER BT 131	1		2,008.21
INV 328039	10/06/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	STIHL POST HOLE DIGGER BT 131	1	1,877.00	
INV 329230	29/06/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	WUNDOWIE HEDGE TRIMMER SHARPEN BLADES AND SERVICE. BRUSHCUTTER REPAIRS	1	131.21	
EFT44738	31/08/2022	AIRPORT ALLIANCE CONTRACTING	NORTHAM AERODROME. SUPPLY AND DELIVER TO SITE 3 X ELEVATED LIGHTS WHITE (REL-LI-01) / DIRECTIONS LIGHTS BLUE / GREEN / RED	1		3,357.64
INV INV-292425/08/2022		AIRPORT ALLIANCE CONTRACTING	NORTHAM AERODROME. SUPPLY AND DELIVER TO SITE 3 X ELEVATED LIGHTS WHITE (REL-LI-01) / DIRECTIONS LIGHTS BLUE / GREEN / RED	1	3,357.64	
EFT44739	31/08/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY ROUTINE MAINTENANCE OF WATERLESS URINALS AND CISTERNS.	1		396.00
INV A.19364	16/08/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY ROUTINE MAINTENANCE OF WATERLESS URINALS AND CISTERNS.	1	396.00	
EFT44740	31/08/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/A/S	PN1905 - N11069, MITSUBISHI OUTLANDER PLEASE CONDUCT 75'000KM SERVICE	1		588.54
INV 350110	09/08/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/A/S	PN1905 - N11069, MITSUBISHI OUTLANDER PLEASE CONDUCT 75'000KM SERVICE	1	588.54	
EFT44741	31/08/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	OL DRUM OF GLYPHOSATE	1		290.00
INV 173810	26/08/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	OL DRUM OF GLYPHOSATE	1	290.00	
EFT44742	31/08/2022	BUNNINGS BUILDING SUPPLIES P/L	WHEELBARROWS	1		1,063.92

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 49 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/003	16/08/2022	BUNNINGS BUILDING SUPPLIES P/L	EAR MUFF PROTECTION	1	69.96	
INV 2182/003	17/08/2022	BUNNINGS BUILDING SUPPLIES P/L	WHEELBARROWS	1	562.23	
INV 2182/002	18/08/2022	BUNNINGS BUILDING SUPPLIES P/L	LOCKS, SHACKLES AND BOLTS	1	125.53	
INV 2182/003	18/08/2022	BUNNINGS BUILDING SUPPLIES P/L	RAKES, HOES & GARDENING SUPPLIES	1	142.72	
INV 2182/003	26/08/2022	BUNNINGS BUILDING SUPPLIES P/L	48TORCH BLOWER	1	163.48	
EFT44743	31/08/2022	CADD'S FASHIONS	JB'S WEAR - LADIES COOL POLO (7COP1) ROYAL BLUE/GREY/WHITE - SIZE 14 BELINDA GENTLE	1		44.00
INV 22-00009	26/08/2022	CADD'S FASHIONS	JB'S WEAR - LADIES COOL POLO (7COP1) ROYAL BLUE/GREY/WHITE - SIZE 14 BELINDA GENTLE	1	44.00	
EFT44744	31/08/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER AND STEEL DRUM ROLLER FROM FERNIE ROAD AND DROP OFF AT NORTHAM SHOWGROUND 22/08/2022	1		3,662.23
INV 0000410608/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - KOMATSU EXCAVATOR SERVICE 2500HR MONDAY 08/08/2022	1	824.23	
INV 0000410208/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM CNR DUDLEY AND LAWRENCE RDS AND DROP OFF AT CNR SOUTHERN BROOK AND MEENAAR RDS	1	709.50	
INV 0000411525/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER AND STEEL DRUM ROLLER FROM FERNIE ROAD AND DROP OFF AT NORTHAM SHOWGROUND 22/08/2022	1	1,419.00	
INV 0000411625/08/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM CNR CLYDESDALE & MEENAAR NTH RDS AND DROP OFF AT SNOOK RD	1	709.50	
EFT44745	31/08/2022	CHARLES SERVICE COMPANY	BERNARD PARK TOILETS. 3 X EXTRA CLEANS FOR THE BILYA FESTIVAL.	1		135.30
INV 0003526920/08/2022		CHARLES SERVICE COMPANY	BERNARD PARK TOILETS. 3 X EXTRA CLEANS FOR THE BILYA FESTIVAL.	1	135.30	
EFT44746	31/08/2022	CHRISTOPHER MCLELLAN	CONSTRUCTING THE WAGAL FOR BILYA 2022	1		935.00
INV 0000000618/08/2022		CHRISTOPHER MCLELLAN	CONSTRUCTING THE WAGAL FOR BILYA 2022	1	935.00	
EFT44747	31/08/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 01/07/2022-30/06/2023	1		107.89

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 50 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2100464	31/07/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 01/07/2022-30/06/2023	1	107.89	
EFT44748	31/08/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM SITES - SECURITY ALARM MONITORING 1/9/2022 - 30/9/2022	1		637.87
INV CINS313	15/08/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM SITES - SECURITY ALARM MONITORING 1/9/2022 - 30/9/2022	1	637.87	
EFT44749	31/08/2022	DCM CARPENTRY & MAINTENANCE	GREASE WUNDOWIE POOL FLOATS IN BALANCE TANK	1		403.70
INV 1442	24/08/2022	DCM CARPENTRY & MAINTENANCE	REPAIRS TO LEAK IN STADIUM ROOF (FIBREGLASS CLEAR PANELS)	1	189.20	
INV 1441	24/08/2022	DCM CARPENTRY & MAINTENANCE	GREASE WUNDOWIE POOL FLOATS IN BALANCE TANK	1	214.50	
EFT44750	31/08/2022	FRESH TRADING CO OPS PTY LTD	MORNING TEA AND LUNCH FOR NORTHAM RECREATION CENTRE 31ST AUGUST 2022	1		617.81
INV INV-009710	08/2022	FRESH TRADING CO OPS PTY LTD	MORNING TEA AND LUNCH FOR NORTHAM RECREATION CENTRE 31ST AUGUST 2022	1	617.81	
EFT44751	31/08/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN2018 - REPLACE TYRE	1		271.38
INV 6412722924	08/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN2018 - REPLACE TYRE	1	271.38	
EFT44752	31/08/2022	HERSEY'S SAFETY PTY LTD	SAFETY GLASSES / TYRE INFLATOR / ADAPTORS / GLOVES	1		1,294.82
INV 49479	24/08/2022	HERSEY'S SAFETY PTY LTD	GLOVE CLIPS / BATTERIES / LENS WIPES / EARPLUGS	1	284.82	
INV 49478	24/08/2022	HERSEY'S SAFETY PTY LTD	SAFETY GLASSES / TYRE INFLATOR / ADAPTORS / GLOVES	1	1,010.00	
EFT44753	31/08/2022	IN PHASE TEST & TAG	WUNDOWIE DEPOT / POOL / HALL / LIBRARY - YEARLY TEST AND TAG OF ALL ELECTRICAL APPLIANCES AND PROVIDE REPORT.	1		1,047.00
INV 0000599025	08/2022	IN PHASE TEST & TAG	WUNDOWIE DEPOT / POOL / HALL / LIBRARY - YEARLY TEST AND TAG OF ALL ELECTRICAL APPLIANCES AND PROVIDE REPORT.	1	1,047.00	
EFT44754	31/08/2022	KOOJEDDA COUNTRY	JAMS / CHUTNEY / PASTES	1		93.00
INV 97	12/08/2022	KOOJEDDA COUNTRY	JAMS / CHUTNEY / PASTES	1	93.00	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 51 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44755	31/08/2022	LUCY'S TEAROOMS	CATERING FOR SPECIAL COUNCIL MEETING - 27/07/2022	1		855.00
INV 2772	24/08/2022	LUCY'S TEAROOMS	CATERING FOR CITIZENSHIP CEREMONY ON 24 JUNE 2022	1	300.00	
INV 2790	24/08/2022	LUCY'S TEAROOMS	CATERING FOR SPECIAL COUNCIL MEETING - 27/07/2022	1	360.00	
INV 2785	24/08/2022	LUCY'S TEAROOMS	LUNCH - DEPOT - CHAINSAW TRAINING 19/7/22	1	195.00	
EFT44756	31/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD - 15/08/2022 - 21/08/2022	1		7,801.20
INV N3038	22/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD - 15/08/2022 - 21/08/2022	1	3,900.60	
INV N3037	22/08/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD - 8/8/2022 - 14/8/2022	1	3,900.60	
EFT44757	31/08/2022	MORRIS PEST AND WEED CONTROL	SHIRE OF NORTHAM BRIDGES - YEARLY TERMITE INSPECTION	1		8,437.00
INV INV-225823/08/2022		MORRIS PEST AND WEED CONTROL	SHIRE OF NORTHAM BRIDGES - YEARLY TERMITE INSPECTION	1	8,437.00	
EFT44758	31/08/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR NAVTRAC SYSTEM FOR DEPOT 19 UNITS @ \$44 INC GST A UNIT - 15/08/2022 - 14/09/2022	1		893.92
INV 9260990815/08/2022		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR NAVTRAC SYSTEM FOR DEPOT 19 UNITS @ \$44 INC GST A UNIT - 15/08/2022 - 14/09/2022	1	893.92	
EFT44759	31/08/2022	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	INVOICE NUMBER 020	1		22,000.00
INV 020A	22/08/2022	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	2021/2022 COMMUNITY DEVELOPMENT GRANT	1	22,000.00	
EFT44760	31/08/2022	NORTHAM DISTRICTS GLASS PTY LTD	PN1509 - N11142 - REPLACE WINDSCREEN	1		680.00
INV INV-298416/08/2022		NORTHAM DISTRICTS GLASS PTY LTD	PN1509 - N11142 - REPLACE WINDSCREEN	1	500.00	
INV INV-307725/08/2022		NORTHAM DISTRICTS GLASS PTY LTD	TOWN HALL REPLACE BROKEN WINDOW TO REAR TOILET WINDOW.	1	180.00	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 52 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44761	31/08/2022	QUIN'S GOURMET BUTCHERS	MEAT DELIVERED TO KILLARA - AUGUST 2022	1		114.91
INV 19	17/08/2022	QUIN'S GOURMET BUTCHERS	MEAT DELIVERED TO KILLARA - AUGUST 2022	1	114.91	
EFT44762	31/08/2022	RAELEEN MASON	A CENTURY OF STORIES' 1921 - 2021 BOOK X 2	1		60.00
INV 1508202215/08/2022		RAELEEN MASON	A CENTURY OF STORIES' 1921 - 2021 BOOK X 2	1	60.00	
EFT44763	31/08/2022	RAYMOND CRAIG COLLINS	RATES CREDIT REFUND FOR ASSESSMENT A12158	1		100.00
INV A12158	26/08/2022	RAYMOND CRAIG COLLINS	RATES CREDIT REFUND FOR ASSESSMENT A12158		100.00	
EFT44764	31/08/2022	RONLIEEH PTY LTD T/AS ALL PARTS WA	PN2108 - HEX BOLTS AND THREAD LOCKER	1		33.92
INV SI-00003423/08/2022		RONLIEEH PTY LTD T/AS ALL PARTS WA	PN2108 - HEX BOLTS AND THREAD LOCKER	1	33.92	
EFT44765	31/08/2022	SEEK LIMITED	SEEK ADVERTISING - EMPLOYMENT ADS	1		11,000.00
INV 5024753201/08/2022		SEEK LIMITED	SEEK ADVERTISING - EMPLOYMENT ADS	1	11,000.00	
EFT44766	31/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY FOR EXECUTIVE OFFICER WAGES FOR MONTH OF JULY 2022 AS PER INV 701	1		960.11
INV T957	31/08/2022	SHIRE OF TOODYAY	AVON REGIONAL ORGANISATION OF COUNCILS REIMBURSEMENT TO SHIRE OF TOODYAY FOR EXECUTIVE OFFICER WAGES FOR MONTH OF JULY 2022 AS PER INV 701	1	960.11	
EFT44767	31/08/2022	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1		78.95
INV 0185296731/07/2022		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	78.95	

# Ordinary Council Meeting Minutes 21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 53 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44768	31/08/2022	SPECIALISED TREE SERVICE	CHINGANNING RD CARNABY'S COCKATOO NESTING BOXES. SUPPLY 2 EWP'S WITH 2 OPERATORS TO SAFELY ASSESS EACH SITE, UTILISE BEST EWP FOR THE ACCESS TO SECURE NESTING BOXES AS PER THE REQUIREMENTS ON ORDER FROM THE DWER. INCLUDES ALL FIXINGS, PHOTOGRAPHS AND RECORDING OF SLK, TREE SPECIE, LATITUDE AND LONGITUDE COORDINATES TO BE RECORDED AND SENT TO SHIRE ON COMPLETION.	1		5,225.00
INV 3927	25/08/2022	SPECIALISED TREE SERVICE	CHINGANNING RD CARNABY'S COCKATOO NESTING BOXES. SUPPLY 2 EWP'S WITH 2 OPERATORS TO SAFELY ASSESS EACH SITE, UTILISE BEST EWP FOR THE ACCESS TO SECURE NESTING BOXES AS PER THE REQUIREMENTS ON ORDER FROM THE DWER. INCLUDES ALL FIXINGS, PHOTOGRAPHS AND RECORDING OF SLK, TREE SPECIE, LATITUDE AND LONGITUDE COORDINATES TO BE RECORDED AND SENT TO SHIRE ON COMPLETION.	1	5,225.00	
EFT44769	31/08/2022	SYNERGY	168614990 STREETLIGHTING - 25/06/2022 to 24/07/2022	1		32,345.89
INV 9152416401/08/2022		SYNERGY	915241640 AUXILIARY LIGHTING - 28/06/2022 to 27/07/2022		143.18	
INV 1686149901/08/2022		SYNERGY	168614990 STREETLIGHTING - 25/06/2022 to 24/07/2022		25,087.11	
INV 3577000202/08/2022		SYNERGY	357700020 KILLARA DAYCARE CENTRE - COTTAGE - 02/06/2022 to 01/08/2022		1,090.64	
INV 3577038004/08/2022		SYNERGY	357703800 FLOOD PUMP - 03/06/2022 to 02/08/2022		1,005.36	
INV 3577039910/08/2022		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 13/07/2022 to 09/08/2022		705.60	
INV 3575480815/08/2022		SYNERGY	357548080 DOG POUND COLEBATCH RD - 25/05/2022 to 22/07/2022		389.10	
INV 3616695016/08/2022		SYNERGY	361669500 OXIDATION PONDS - 19/07/2022 to 15/08/2022		1,176.26	
INV 7968413418/08/2022		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 21/07/2022 to 17/08/2022		868.02	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 54 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3614739618/08/2022		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/07/2022 to 17/08/2022		196.39	
INV 3575496918/08/2022		SYNERGY	357549690 KILLARA DAYCARE CENTRE - COTTAGE - 21/07/2022 to 17/08/2022		1,331.84	
INV 8110294718/08/2022		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 21/07/2022 to 17/08/2022		352.39	
EFT44770	31/08/2022	TERRI MARIA GAY PLAISTOWE	RATES CREDIT REFUND FOR ASSESSMENT A71	1		290.16
INV A71	26/08/2022	TERRI MARIA GAY PLAISTOWE	RATES CREDIT REFUND FOR ASSESSMENT A71		290.16	
EFT44771	31/08/2022	THE WORKWEAR GROUP	JO METCALF - UNIFORMS	1		389.30
INV 1375479431/01/2022		THE WORKWEAR GROUP	JO METCALF - UNIFORMS	1	389.30	
EFT44772	31/08/2022	TOLL - IPEC PTY LTD T/A/S	TOLL (COURIER) FREIGHT CHARGES - MARCH 2019 - DEPOT / HEALTH / CESM / ADMIN	1		967.84
INV 0395	15/03/2019	TOLL - IPEC PTY LTD T/A/S	TOLL (COURIER) FREIGHT CHARGES - MARCH 2019 - DEPOT	1	67.38	
INV 0396	22/03/2019	TOLL - IPEC PTY LTD T/A/S	TOLL (COURIER) FREIGHT CHARGES - MARCH 2019 - DEPOT	1	272.49	
INV 0397	29/03/2019	TOLL - IPEC PTY LTD T/A/S	TOLL (COURIER) FREIGHT CHARGES - MARCH 2019 - DEPOT / HEALTH / CESM / ADMIN	1	349.21	
INV 0401	26/04/2019	TOLL - IPEC PTY LTD T/A/S	TOLL (COURIER AUST) FREIGHT CHARGES - APRIL 2019 - HEALTH / LIBRARY / DEPOT / CESM	1	278.76	
EFT44773	31/08/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 25 AUGUST 2022	1		50.00
INV 98	25/08/2022	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 25 AUGUST 2022	1	50.00	
EFT44774	31/08/2022	VINCELEC	NORTHAM LIBRARY. REPAIR POWER POINT TO FIRST OFFICE UPSTAIRS.	1		355.69
INV IV1397	23/08/2022	VINCELEC	NORTHAM LIBRARY. REPAIR POWER POINT TO FIRST OFFICE UPSTAIRS.	1	355.69	
EFT44775	31/08/2022	WCP CIVIL PTY LTD	C.202021-16 - MINSON AVE RV DAY USE - FINAL RELEASE OF DEFECTS LIABILITY RETENTION HELD FOR 12 MONTHS	1		9,600.82

# Ordinary Council Meeting Minutes

## 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 55 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1576	31/08/2022	WCP CIVIL PTY LTD	C.202021-16 - MINSON AVE RV DAY USE - FINAL RELEASE OF DEFECTS LIABILITY RETENTION HELD FOR 12 MONTHS	1	9,600.82	
EFT44776	31/08/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - COUNCILLOR MENC SHELYI / CURTIS / HUGHES / RYAN / APPLETON	1		1,650.00
INV SI00102229/07/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - COUNCILLOR MENC SHELYI / CURTIS / HUGHES / RYAN / APPLETON	1	1,650.00	
EFT44777	31/08/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWIE LT - REMOVE ACCESSORIES AND ADD NEW DASH CAMERA, HAND HELD RADIO, IPAD HOLDER/CHARGER	1		3,517.73
INV INV-126315/12/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWIE LT - REMOVE ACCESSORIES AND ADD NEW DASH CAMERA, HAND HELD RADIO, IPAD HOLDER/CHARGER	1	1,310.00	
INV INV-138024/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1706 - JD GRADER LIGHTING REPAIRS	1	364.25	
INV INV-138024/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 - KOMATSU LOADER UHF & INDICATOR REPAIRS	1	558.48	
INV INV-138324/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 - KOMATSU LOADER UHF & INDICATOR REPAIRS	1	227.50	
INV INV-138724/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CHARGE LEADS FOR JUMP PACKS	1	90.00	
INV INV-130825/08/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 - DRAINAGE TRUCK REPLACE TWO BATTERIES	1	967.50	
EFT44778	31/08/2022	WHEATBELT COVERTEK	REPAIRS TO APEX PARK SHADE SAIL INCLUDING REMOVAL & REPLACEMENT AS PER QUOTE IV00000000255	1		1,386.00
INV IV00000022/08/2022		WHEATBELT COVERTEK	REPAIRS TO APEX PARK SHADE SAIL INCLUDING REMOVAL & REPLACEMENT AS PER QUOTE IV00000000255	1	1,386.00	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 56 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT44779	31/08/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	AVON REGIONAL ORGANISATION OF COUNCILS MANAGING CORELLA POPULATIONS IN WESTERN WHEATBELT MANAGING CORELLA POPULATIONS RESEARCH AND REPORT PAYMENT 3 - 50% AS PER LETTER OF ENGAGEMENT DATE 5 JULY 2021	1		14,999.60
INV T957	31/08/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	AVON REGIONAL ORGANISATION OF COUNCILS MANAGING CORELLA POPULATIONS IN WESTERN WHEATBELT MANAGING CORELLA POPULATIONS RESEARCH AND REPORT PAYMENT 3 - 50% AS PER LETTER OF ENGAGEMENT DATE 5 JULY 2021	1	14,999.60	
EFT44780	31/08/2022	WUNDOWIE GOLF CLUB INC	QUICK RESPONSE GRANT 2022 - 2023 - SPONSORSHIP OF THE RANGER CUP	1		500.00
INV 2022/17	20/07/2022	WUNDOWIE GOLF CLUB INC	QUICK RESPONSE GRANT 2022 - 2023 - SPONSORSHIP OF THE RANGER CUP	1	500.00	
DD18172.1	03/08/2022	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JULY 2022 FINANCE & LEASE IW8119996100	1		573.75
INV JULY 20203/08/2022		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JULY 2022 FINANCE & LEASE IW8119996100	1	573.75	
DD18174.1	02/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,265.05
INV SUPER 02/08/2022		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	24,583.09	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,749.13	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	35.84	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	35.84	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	25.00	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	1,400.00	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	115.55	
INV DEDUCT02/08/2022		AWARE SUPER	PAYROLL DEDUCTIONS	1	138.40	

# Ordinary Council Meeting Minutes

## 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 57 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT02/08/2022		AWARE SUPER	EAYROLL DEDUCTIONS	1	67.31	
INV DEDUCT02/08/2022		AWARE SUPER	EAYROLL DEDUCTIONS	1	114.89	
DD18174.2	02/08/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		543.55
INV SUPER	02/08/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	543.55	
DD18174.3	02/08/2022	UNISUPER	EAYROLL DEDUCTIONS	1		1,122.29
INV SUPER	02/08/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	485.68	
INV DEDUCT02/08/2022		UNISUPER	EAYROLL DEDUCTIONS	1	176.61	
INV DEDUCT02/08/2022		UNISUPER	EAYROLL DEDUCTIONS	1	460.00	
DD18174.4	02/08/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		213.26
INV SUPER	02/08/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	213.26	
DD18174.5	02/08/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1		535.05
INV SUPER	02/08/2022	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	404.55	
INV DEDUCT02/08/2022		PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1	130.50	
DD18174.6	02/08/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		253.50
INV SUPER	02/08/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	253.50	
DD18174.7	02/08/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		472.36
INV SUPER	02/08/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	472.36	
DD18174.8	02/08/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		130.32
INV SUPER	02/08/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	130.32	
DD18174.9	02/08/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		279.47

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 58 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	02/08/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	279.47	
DD18202.1	09/08/2022	FINES ENFORCEMENT REGISTRY	LODGE MENT FEE FOR FOR REGISTERING 19 X CAT/DOG & 16 x FIREBREAK INFRINGEMENTS	1		2,835.00
INV FER0908	09/08/2022	FINES ENFORCEMENT REGISTRY	LODGE MENT FEE FOR FOR REGISTERING 19 X CAT/DOG & 16 x FIREBREAK INFRINGEMENTS	1	2,835.00	
DD18208.1	10/08/2022	BANKWEST	JASON WHITEAKER MASTERCARD 23/06/2022 TO 21/07/2022	1		5,613.25
INV BRUTTE10/08/2022	10/08/2022	BANKWEST	BRENDAN RUTTER MASTERCARD 23/06/2022 TO 21/07/2022	1	422.50	
INV J METCA10/08/2022	10/08/2022	BANKWEST	JOANNE METCALF MASTERCARD 23/06/2022 TO 21/07/2022	1	1,769.28	
INV C YOUN10/08/2022	10/08/2022	BANKWEST	COLIN YOUNG MASTERCARD 23/06/2022 TO 21/07/2022	1	1,870.39	
INV C HUNT 10/08/2022	10/08/2022	BANKWEST	CHADD HUNT MASTERCARD 23/06/2022 TO 21/07/2022	1	1,259.98	
INV J WHITE 10/08/2022	10/08/2022	BANKWEST	JASON WHITEAKER MASTERCARD 23/06/2022 TO 21/07/2022	1	291.10	
DD18236.1	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,279.80
INV SUPER 16/08/2022	16/08/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	24,689.70	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,757.57	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	31.45	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	31.45	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	25.00	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	1,400.00	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	99.29	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	100.14	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	65.65	
INV DEDUCT16/08/2022	16/08/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	79.55	
DD18236.2	16/08/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		520.66

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 59 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	16/08/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	520.66	
DD18236.3	16/08/2022	UNISUPER	EAYROLL DEDUCTIONS	1		1,072.83
INV SUPER	16/08/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	449.41	
INV DEDUCT16/08/2022	16/08/2022	UNISUPER	EAYROLL DEDUCTIONS	1	163.42	
INV DEDUCT16/08/2022	16/08/2022	UNISUPER	EAYROLL DEDUCTIONS	1	460.00	
DD18236.4	16/08/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		200.13
INV SUPER	16/08/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	200.13	
DD18236.5	16/08/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1		541.45
INV SUPER	16/08/2022	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	409.39	
INV DEDUCT16/08/2022	16/08/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1	132.06	
DD18236.6	16/08/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		353.16
INV SUPER	16/08/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	353.16	
DD18236.7	16/08/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		428.94
INV SUPER	16/08/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	428.94	
DD18236.8	16/08/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		142.14
INV SUPER	16/08/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.14	
DD18236.9	16/08/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		272.69
INV SUPER	16/08/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	272.69	
DD18174.10	02/08/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1		269.38
INV SUPER	02/08/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	269.38	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 60 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD18174.11	02/08/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1		1,194.90
INV SUPER	02/08/2022	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	876.26	
INV DEDUCT02/08/2022		MEDIA SUPER	PAYROLL DEDUCTIONS	1	318.64	
DD18174.12	02/08/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		4,233.04
INV SUPER	02/08/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,744.67	
INV DEDUCT02/08/2022		AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	383.19	
INV DEDUCT02/08/2022		AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	105.18	
DD18174.13	02/08/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		153.01
INV SUPER	02/08/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	153.01	
DD18174.14	02/08/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		865.39
INV SUPER	02/08/2022	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	634.62	
INV DEDUCT02/08/2022		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	230.77	
DD18174.15	02/08/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		253.50
INV SUPER	02/08/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	253.50	
DD18174.16	02/08/2022	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		637.57
INV SUPER	02/08/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	467.55	
INV DEDUCT02/08/2022		ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	170.02	
DD18174.17	02/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,304.37
INV DEDUCT02/08/2022		REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	283.49	
INV SUPER	02/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,020.88	
DD18174.18	02/08/2022	FRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		513.68
INV DEDUCT02/08/2022		FRIME SUPER	PAYROLL DEDUCTIONS	1	136.98	

# Ordinary Council Meeting Minutes 21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 61 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	02/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	376.70	
DD18174.19	02/08/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		312.62
INV SUPER	02/08/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	312.62	
DD18174.20	02/08/2022	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		509.34
INV DEDUCT	02/08/2022	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV SUPER	02/08/2022	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	509.34	
DD18174.21	02/08/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1		245.87
INV SUPER	02/08/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1	245.87	
DD18174.22	02/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		220.89
INV SUPER	02/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	220.89	
DD18236.10	16/08/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1		269.38
INV SUPER	16/08/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	269.38	
DD18236.11	16/08/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1		1,194.90
INV SUPER	16/08/2022	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	876.26	
INV DEDUCT	16/08/2022	MEDIA SUPER	PAYROLL DEDUCTIONS	1	318.64	
DD18236.12	16/08/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		4,189.48
INV SUPER	16/08/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,714.24	
INV DEDUCT	16/08/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	370.06	
INV DEDUCT	16/08/2022	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	105.18	
DD18236.13	16/08/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		865.39
INV SUPER	16/08/2022	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	634.62	
INV DEDUCT	16/08/2022	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	230.77	

Ordinary Council Meeting Minutes  
21 September 2022

Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 62 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD18236.14	16/08/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		253.50
INV SUPER	16/08/2022	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	253.50	
DD18236.15	16/08/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		637.57
INV DEDUCT	16/08/2022	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	170.02	
INV SUPER	16/08/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	467.55	
DD18236.16	16/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,299.40
INV DEDUCT	16/08/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	283.19	
INV SUPER	16/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,016.21	
DD18236.17	16/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		515.33
INV DEDUCT	16/08/2022	PRIME SUPER	PAYROLL DEDUCTIONS	1	137.42	
INV SUPER	16/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	377.91	
DD18236.18	16/08/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		312.62
INV SUPER	16/08/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	312.62	
DD18236.19	16/08/2022	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		509.34
INV DEDUCT	16/08/2022	HSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV SUPER	16/08/2022	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	509.34	
DD18236.20	16/08/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		470.32
INV SUPER	16/08/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	470.32	
DD18236.21	16/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		230.95
INV SUPER	16/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	230.95	

Ordinary Council Meeting Minutes  
21 September 2022



Date: 01/09/2022  
Time: 9:12:47AM

Shire of Northam

USER: Louise Harris  
PAGE: 63 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNIFUND	2,008,314.39
TOTAL		2,008,314.39

## Attachment 2 - Declaration.

### Payment dates 1<sup>st</sup> August 2022 – 31<sup>st</sup> August 2022

- Municipal Fund payment cheque numbers 35516 to 35523 Total \$49,755.57.

#### Electronic Funds Transfer

- Municipal Fund EFT44461 to EFT44780 Total \$1,862,348.43.
- Direct Debits Total \$96,210.39.

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					\$ -
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$ 84,913.85	\$ 3,784,513.85	\$ 188,451.61	\$ 907,684.67	\$ 4,965,563.98

The following table presents all payments made for the month from Council credit cards paid by direct debit DD18208.1 - \$5,613.25

Summary Credit Card Payments	\$	Total
CEO		
DOMINOS NORTHAM -	135.00	
DOMES - MEETING WITH AVON VALLEY ABATTOIR	10.40	
DOMES - MEETING WITH DFES	8.80	

Summary Credit Card Payments	\$	Total
MAL AUTOMOTIVE - COASTER BUS INSPECTION N009	136.90	
		\$ 291.10
<b>Executive Manager of Community Services</b>		
HESPERIAN PRESS - ARMY CAMP BOOKS FOR THE LIBRARY	220.00	
DROPBOX - ANNUAL SUBSCRIPTION	306.90	
DOMINOS NORTHAM - PIZZA REC CENTRE	89.70	
DOME NORTHAM - JASON & JO MEETING	9.80	
BAKERS HILL TAVERN - COUNCIL FORUM DINNER	569.92	
DOME NORTHAM - DEPARTMENT OF COMMUNITIES MEETING	20.60	
FACEBOOK - JOB AD- CESM, JOB AD- BKB TOURISM OFFICER, JOB AD- BUSHFIRE RISK COORDINATOR,	552.36	
		\$ 1,769.28
<b>Executive Manager of Corporate Services</b>		
ORACLE CORPORATION - DYN SUBSCRIPTION FOR CLORINE GAS ALARM AT NAF	80.01	
QUEST INNALOO - LICENCING TRAINING ACCOMMODATION TAMIKA	912.42	
DUCHESS OUT PTY LTD - EXECUTIVE LUNCH	180.00	
AMAYSIM MOBILE PTY LTD - LIBRARY LIFT PHONE DATA	10.00	
DOT - PLATE REMAKE FOR PN1902 - N11184	44.50	
MAL AUTOMOTIVES - ANNUAL INSPECTION FOR PN1806 - N.009	233.00	
ADOBE CREATIVE CLOUD - MONTHLY FEES	213.99	
ADOBE CREATIVE CLOUD - MONTHLY FEES	124.27	
ADOBE CREATIVE CLOUD - MONTHLY FEES	44.50	
ADOBE CREATIVE CLOUD - MONTHLY FEES	27.70	
		\$ 1,870.39
<b>Executive Manager of Development Services</b>		
M.A.L. AUTOMOTIVE - PN1808 - KILLARA2 ANNUAL INSPECTION	233.00	
SHIRE OF NORTHAM - CTT FOR RILEY BLANKENDAAL	20.40	
M.A.L. AUTOMOTIVE - PN1220 - N460 ANNUAL INSPECTION	233.00	
SHIRE OF NORTHAM - MR DRIVERS LICENCE APPLICATION - RILEY BLANKENDAL	126.10	
LGIS - TRAINING - HR MANAGER - RISK FORUM 6/9/22	230.50	
SHIRE OF NORTHAM - MR DRIVERS LICENCE APPLICATION - DAMIAN BARNETT	126.10	
DEPT OF HEALTH PHARMACEUTICAL SERVICES - INDUSTRIAL POISONS PERMIT RENEWAL	127.00	
VISTAPRINT AUSTRALIA - BANNER FOR TIP SHOP OPENING	163.88	
		\$ 1,259.98
<b>Executive Manager of Engineering Services</b>		
		\$ -
<b>Community Emergency Services Manager</b>		
COLES - WELFARE - AGM & TRAINING NIGHT	81.10	

Summary Credit Card Payments	\$	Total
BUNNINGS - CLEANING SUPPLIED FOR CLACKLINE FIRE STATION.	262.45	
COLES - CLACKLINE TRAINING COURSE	15.40	
DOMES - VOLUNTEER MEETING - TRAINING	12.00	
DOMES - VOLUNTEER MEETING - TRAINING	51.55	
		\$ 422.50
<b>Total Credit Card Expenditure</b>		<b>\$ 5,613.25</b>

#### CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,465,015.90 was submitted to the Ordinary Meeting of Council on Wednesday, 21 September 2022.

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

#### CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,465,015.90 was submitted to each member of the Council on Wednesday, 21 September 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 31 July 2022 and 31 August 2022

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the periods ending 31 July 2022 and 31 August 2022.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 July 2022.  
Attachment 2: Financial Statement for the period ending 31 August 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 June 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.

### **Operating Revenue**

1. Operating Grants, Subsidies and Contributions is under budget by 14% due predominantly to the delayed payment compared to budget of the Killara CHSP grant of \$181,308.
2. Interest earnings are under budget \$31,986 due to the timing of interest being brought to account on Shire investments.

### **Operating Expenditure**

3. Materials and Contracts are under budget 27% predominantly due to the timing of the items disclosed below;
  - Organisation software \$55,135
  - IT expense (ERP) \$149,340
  - Engineering Consultancy \$32,852
  - Public Parks Gardens & Reserves \$19,896
  - Fire Mitigation Expenditure \$98,340
4. Other Expenditure is under budget due to the timing of internal costs being allocated to capital projects.

## **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 2021/22 Budget.

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

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
Local Government (Financial Management) Regulations 1996.

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

Nil.

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

N/A.

### **B.6 Risk Implications**

Risk Category	Description	Rating (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

Nil.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.4570**

**Moved: Cr Hughes**

**Seconded: Cr Girak**

**That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 July 2022 and 31 August 2022.**

**CARRIED 8/0**

**Attachment 1: Financial Statement for the period ending 31 July 2022**



Shire of Northam

**SHIRE OF NORTHAM**

**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 31 JULY 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 31 JULY 2022**

	NOTE	2022/23	Ytd	2022/23	Variances	Variances
		Budget	Budget	Ytd Actual	Actuals to Budget	Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,360,033	5,000	(7,501)	(12,501)	-250%
Operating Grants Subsidies and Contributions		6,172,224	502,403	582,319	79,916	16%
Fees and Charges		4,416,789	87,047	242,709	155,662	179%
Interest Earnings		325,000	25,416	1,818	(23,598)	-93%
Other Revenue		1,079,015	98,466	53,837	(44,629)	-45%
<b>TOTAL OPERATING REVENUE</b>		<b>23,353,061</b>	<b>718,332</b>	<b>873,182</b>	<b>154,850</b>	<b>22%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(9,681,211)	(592,969)	(542,282)	50,687	-9%
Materials and Contracts		(8,702,468)	(365,633)	(299,323)	66,310	-18%
Utility Charges		(1,167,337)	(50,020)	(65,194)	(15,174)	30%
Depreciation of Non Current Assets		(5,080,238)	(423,339)	(432,305)	(8,966)	2%
Interest Expenses		(253,065)	(8,513)	(20,092)	(11,579)	136%
Insurance Expenses		(556,858)	(812)	0	812	-100%
Other Expenditure		(225,549)	14,047	(21,082)	(35,129)	-250%
<b>TOTAL OPERATING EXPENSE</b>		<b>(25,666,726)</b>	<b>(1,427,239)</b>	<b>(1,380,278)</b>	<b>46,961</b>	<b>-3%</b>
Non Operating Grants Subsidies and Contributions		5,246,091	11,604	269,986	258,382	2227%
Profit on Asset Disposals		54,645	666	0	(666)	-100%
Loss on Asset Disposals		(124,463)	0	0	0	#DIV/0!
<b>RESULTING FROM OPERATIONS</b>		<b>2,862,608</b>	<b>(696,637)</b>	<b>(237,110)</b>	<b>459,527</b>	<b>-66%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		69,818	0	0	0	
Depreciation on Assets		5,080,238	423,339	432,305	8,966	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,178,528)	(22,506)	0	22,506	
Purchase Plant and Equipment		(1,314,956)	0	0	0	
Purchase Furniture and Equipment		0	0	0	0	
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(7,886,066)	(73,882)	(2,937)	70,945	
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(259,628)	0	0	0	
Purchase Infrastructure Assets - Drainage		(2,032,117)	(36,663)	0	36,663	
Purchase Infrastructure Assets - Parks & Ovals		(2,218,734)	(4,166)	(89)	4,077	
Purchase Infrastructure Assets - Airfields		(164,500)	(13,708)	0	13,708	
Purchase Infrastructure Assets - Streetscape		(21,000)	(1,750)	(7,677)	(5,927)	
Purchase Infrastructure Assets - Other		(245,605)	0	(54,852)	(54,852)	
Proceeds from Disposal of Assets		379,000	0	0	0	
Repayment of Debentures		(407,957)	0	0	0	
Proceeds from New Debentures		2,700,000	0	0	0	
Self-Supporting Loan Principal Income		27,518	0	0	0	
Transfers to Restricted Assets (Reserves)		(340,054)	(9,218,176)	0	9,218,176	
Transfers from Restricted Asset (Reserves)		2,859,420	0	2,557,758	2,557,758	
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			(5,553,606)	6,072,407	11,626,013	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>705,534</b>	<b>705,534</b>	

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



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JULY 2022**

	NOTE	22/23 Budget \$	Ytd Budget \$	22/23 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		30,070	380	(562)	(942)	(247.80%)
General Purpose Funding Other		12,712,487	41,249	(522)	(41,771)	(101.27%)
Law, Order, Public Safety		2,132,072	59,482	254,213	194,731	327.38%
Health		61,000	3,073	27,323	24,250	789.13%
Education and Welfare		1,200,818	279,782	112,090	(167,692)	(59.94%)
Housing		62,277	5,189	3,511	(1,678)	(32.34%)
Community Amenities		3,034,721	23,585	149,633	126,048	534.44%
Recreation and Culture		1,773,633	26,634	5,138	(21,496)	(80.71%)
Transport		6,722,283	246,739	504,538	257,799	104.48%
Economic Services		740,236	29,141	60,291	31,150	106.89%
Other Property and Services		184,200	15,348	27,514	12,166	79.27%
<b>Total Operating Revenue</b>		<b>28,653,797</b>	<b>730,602</b>	<b>1,143,168</b>	<b>412,566</b>	<b>56.47%</b>
<b>Expenses</b>						
Governance		(2,409,672)	(2,981)	(70,140)	(67,159)	(2252.91%)
General Purpose Funding		(321,096)	(21,952)	(16,968)	4,984	22.70%
Law, Order, Public Safety		(2,481,548)	(178,244)	(89,449)	88,795	49.82%
Health		(390,849)	(26,032)	(28,557)	(2,525)	(9.70%)
Education and Welfare		(1,371,049)	(91,050)	(72,912)	18,138	19.92%
Housing		(72,696)	(4,621)	(3,674)	947	20.50%
Community Amenities		(4,049,132)	(127,501)	(120,737)	6,764	5.31%
Recreation & Culture		(5,337,630)	(326,928)	(284,853)	42,075	12.87%
Transport		(6,587,228)	(462,243)	(422,825)	39,418	8.53%
Economic Services		(2,719,820)	(182,458)	(135,794)	46,664	25.58%
Other Property and Services		(50,469)	(3,229)	(134,367)	(131,138)	(4061.26%)
<b>Total Operating Expenses</b>		<b>(25,791,189)</b>	<b>(1,427,239)</b>	<b>(1,380,278)</b>	<b>46,961</b>	<b>3.29%</b>
<b>NET RESULT</b>		<b>2,862,608</b>	<b>-696,637</b>	<b>-237,110</b>	<b>459,527</b>	<b>60%</b>

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



SHIRE OF NORTHAM

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

2. BALANCE SHEET

	22/23 YTD Actual \$	Estimated 21/22 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	8,500,597	9,938,795
Receivables	3,148,309	3,120,591
Inventories & Other Assets	0	27,519
<b>TOTAL CURRENT ASSETS</b>	<b>11,648,906</b>	<b>13,086,905</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	608,173	608,173
Inventories	0	0
Land and Buildings	58,480,467	57,470,183
Property, Plant and Equipment	6,537,771	7,447,579
Infrastructure	170,366,638	170,883,012
Financial & Other Assets	282,557	233,411
<b>TOTAL NON-CURRENT ASSETS</b>	<b>236,275,606</b>	<b>236,642,358</b>
<b>TOTAL ASSETS</b>	<b>247,924,512</b>	<b>249,729,263</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,128,024	3,709,448
Interest-bearing Liabilities	380,040	368,947
Provisions	1,312,900	1,312,900
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,820,964</b>	<b>5,391,295</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	5,370,931	5,370,931
Provisions	151,151	151,151
Payables	159,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>5,681,628</b>	<b>5,681,628</b>
<b>TOTAL LIABILITIES</b>	<b>9,502,592</b>	<b>11,072,923</b>
<b>NET ASSETS</b>	<b>238,421,920</b>	<b>238,656,340</b>
<b>EQUITY</b>		
Retained Surplus	112,020,416	112,254,836
Reserves - Cash Backed	5,868,771	5,868,771
Reserves - Asset Revaluation	120,532,733	120,532,733
<b>TOTAL EQUITY</b>	<b>238,421,920</b>	<b>238,656,340</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

3. ACQUISITION OF ASSETS	22/23 Revised Budget \$	22/23 Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	Note	
Admin Building Minor Works	6,500	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle PN1711 C/fwd	75,000	0
CBFO Vehicle	40,000	0
Inkpen Extension C/fwd	140,000	0
New Single Fireshed Wundowie C/fwd	53,510	0
Wundowie Fireshed	443,000	0
Fire Other Infrastructure	54,655	0
Building Animal Control Stock Yards C/fwd	18,000	0
Upgrade Stock Pound	38,500	0
Driveway and air conditioner Pound	8,700	0
SES Shed Extension - Bays & Garrison Fencing C/fwd	119,597	0
<b>Education &amp; Welfare</b>		
Replacement Vehicles ( 2 Hyundai's)	67,000	0
Killara Solar Lights	3,800	0
Daycare Building Upgrade	12,500	0
Upgrade Kitchen Memorial Hall cfwd	61,800	0
Structural Repairs Memorial Hall cfwd	20,000	0
CCTV upgrade Memorial Hall	15,000	0
Memorial Hall Gutters	1,500	0
<b>Housing</b>		
Restoration Pool House	110,000	0
<b>Community Amenities</b>		
Old Quarry Drainage cfwd	28,400	0
Transfer Station Tip Shop cfwd	151,050	54,852
Area Drainage Upgrade/ Renewal	128,669	0
CBD Improvements	14,000	7,677
Community Group RAC Discovering Rail Line	7,000	0
Leach Drain Hoopers Park Toilets	6,500	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Update LED Lights Clackline Hall		4,500	0
Sand and Seal floor Wundowie Hall		13,500	0
Upgrade Grass Valley Hall Kitchen		14,000	0
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	0
Install Handrail Entrance Northam Rec Centre		5,000	0
Convert Existing Fire Doors Rec Centre		5,000	0
Bert Hawke Pavillion Including kitchen cfwd		1,500	0
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	0
Improvements Dr Dunlop Park cfwd		27,000	0
Council Plan Action 3.2.7 Infrastructure B/Hill Precinct		30,000	0
Recreation Precinct Upgrades		50,000	0
Council Plan Action 3.2.8 Bert Hawke Oval/ Hockey			
Ground Improvements		50,000	0
RV Friendly Bakers Hill cfwd		95,000	0
Overnight Caravan Stay Dump point cfwd		13,500	0
Council Plan Action 3.2.11 Henry Street Oval			
Improvements		75,000	0
Council Plan Action 3.2.12 Portable Grandstands		80,000	0
Shade Structures Bakers Hill cfwd		50,000	0
Council Plan Action 8.3.4 Clackline Playground		40,000	0
Track Enhancements Northam Motor Festival		475,000	0
Northam BMX Redevelopment		223,734	0
Council Plan Action 9.1.8 Electric Charging Stations (Carpark)		220,000	0
Council Plan Action 9.2.8 Improved Tracks & Trails		50,000	0
Council Plan Action 10.4.3 Overnight RV, Northam & B/Hill		245,000	0
Wundowie Oval Scheme Water Conversion		34,700	0
Upgrade CCTV Library		13,500	0
Old Girls School, Install Bird Mesh to Eaves		5,100	0
AVVVA - Roof Repairs		14,000	0
Old Railway Station platform C/fwd		120,000	0
Old Railway Station extra platform lights C/fwd		2,500	0

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JULY 2022**

		22/23	22/23
3 ACQUISITION OF ASSETS (Continued)	Note	Revised Budget	Ytd Actual
<b>Transport</b>			
Northam Depot Redesign c/wd		1,608,521	0
Mudalla Way 0- 100		29,150	0
Chidlow Street West SLK 2390-2690		77,110	0
East Street SLK 410-510		27,159	0
Peel Terrace SLK 150-210		26,658	0
Beavis Place SLK 0-90		11,946	0
Forrest Street SLK 730-980		62,167	0
Wellington Street SLK 190-270		25,438	0
Drainage - Rural Upgrade		234,448	0
Drainage - Rural Renewal		234,000	0
Drainage AGRN 962		1,300,000	0
Jennapullin Road 1.3-2.05		94,000	0
Jennapullin Road 2.58-3.19		222,220	0
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	0
Capitalised Maintenance		37,700	0
Leschenaultia Road 0-350		32,008	0
Harvey Road 0-470		62,200	0
Beavis Place 0.0-1.03		90,000	0
Forrest Street 0.0-1.03		390,000	0
Centrelink Bay		22,250	0
Charles Street 510-1070		3,450	0
Kurringal Road Slk 0-550 c/wd		93,100	0
Springfield Road Slk 0-120 c/wd		7,950	0
Henry Street Slk 0 - 190		143,686	0
Parker Street Slk 0-0.65		46,000	0
Cox Street Slk 0-0.23		5,524	0
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	0
BS Forrest Street Slk 0.21-1.03		203,640	2,687
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	0
Kerb Renewal		109,238	0
Culvert Renewal		450,238	0
N.002 volvo G930 2014 Grader		382,000	0
John Deere Tractor 2015 (N11063)		77,818	0
Traffic Light Bartco 2 OF 2 1TRA501		14,750	0
Traffic Light Bartco 2 OF 2 1TRA502		14,750	0
John Deere Z-track Ride on Mower-Z997		42,264	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)		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 c/wd		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 31 JULY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Lot Development		14,500	0
New toilet block		150,000	0
<b>Economic Services</b>			
Replace Gutters Old Post Office		16,800	0
Replace External Lights, LED		5,500	0
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	0
Water Use Study		93,000	0
Water Study Wundowie		17,000	0
Bakers Hill Water Project easement cfwd		25,000	0
BKB Building Phase 2 Interpretive incl fire pit		156,000	0
		<u>17,321,134</u>	<u>65,555</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,178,528	0
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	2,937
Infrastructure Assets - Footpaths		259,628	0
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,032,117	0
Infrastructure Assets - Parks & Ovals		2,218,734	89
Infrastructure Assets - Airfields		164,500	0
Infrastructure Assets - Streetscape		21,000	7,677
Infrastructure Assets - Other		245,605	54,852
		<u>17,321,134</u>	<u>65,555</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JULY 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 \$
<b>Law Order &amp; Public Safety</b>						0
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBFBO	10,000	0	12,000	0	2,000	0
<b>Welfare</b>						0
Hyundai VF2 I40 2.0 Auto Wagon	15,000	0	12,000	0	(3,000)	0
<b>Transport</b>						0
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer						
Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew						
Diesel (N.003)	39,617	0	50,000	0	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 Mitsi 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 \$
<b>Plant &amp; Equipment</b>						
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBFBO	10,000	0	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 Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer						
Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew						
Diesel (N.003)	39,617	0	50,000	0	10,383	0
Instant Weighing Compuload 4000 Digital						
Scales	3,000	0	3,000	0	0	0
Manual	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitsi 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
	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 31 JULY 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 \$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club ** 3.18%	102,413	0	0	21,518	0	80,895	102,413	3,877	387
Loan 224 - Recreation Facilities 6.48%	666,660	0	0	56,625	0	610,035	666,660	46,964	2,373
Loan 227 - Youth Space 2.26%	361,611	0	0	48,242	0	313,369	361,611	10,432	1,310
Loan 228 - Swimming Pool 1.88%	4,025,187	0	0	196,233	0	3,828,954	4,025,187	102,932	14,080
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
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase 6.48%	545,449	0	0	46,329	0	499,120	545,449	38,424	1,942
	5,701,320	2,700,000	0	407,957	0	7,993,363	5,701,320	253,065	20,092

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

	22/23 Budget					22/23 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	825,439	18,714	-	(47,278)	796,875	825,439				825,439
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				444,889
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				278,478
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)	-
<b>Total Cash Backed Reserves</b>	<b>5,868,771</b>	<b>75,000</b>	<b>265,054</b>	<b>(2,859,420)</b>	<b>3,349,405</b>	<b>5,868,771</b>	<b>-</b>	<b>-</b>	<b>(2,557,758)</b>	<b>3,311,013</b>

Total Interest & Transfers 340,054

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



SHIRE OF NORTHAM

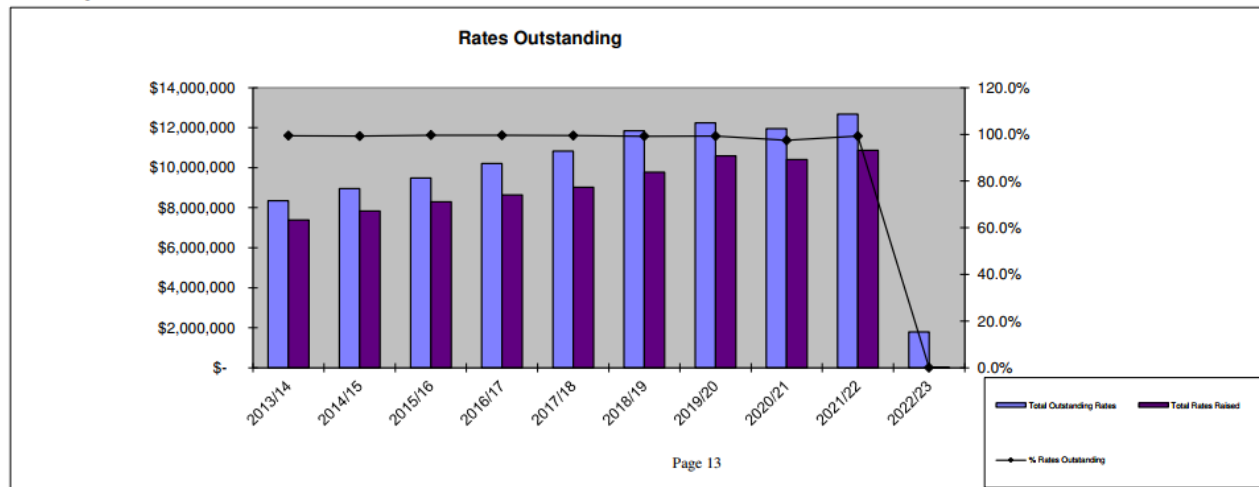
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2022

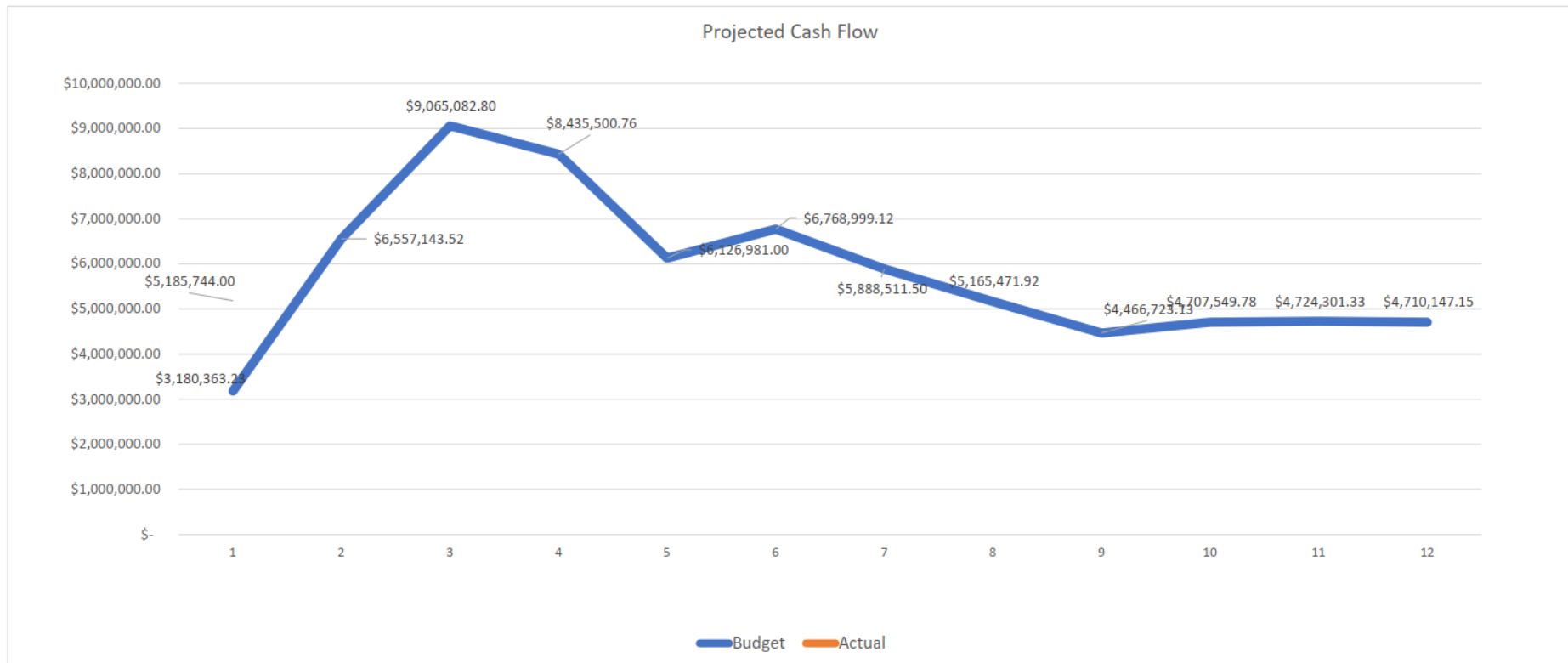
	22/23 Budget	22/23 Ytd Actual	Estimated 21/22 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	5,189,584	4,070,024
Cash - Restricted Reserves	3,349,405	3,311,013	5,868,771
Self Supporting Loan	21,518	27,519	27,519
Receivables	2,778,816	914,253	536,337
Rates - Current	0	2,303,428	2,433,612
Pensioners Rates Rebate	0	14,201	0
Provision for Doubtful Debts	0	(111,092)	(111,092)
GST Receivables	0	0	261,735
Inventories	1,000	0	0
	6,350,739	11,648,906	13,086,905
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(4,148,209)	(990,713)	(1,457,792)
Rates Income in Advance	0	(455,528)	(390,171)
GST Payable	0	0	(81,725)
Accrued Salaries & Wages	0	0	(143,994)
Accrued Interest on Debentures	0	(60,415)	(60,415)
Accrued Expenditure	0	(40,831)	(40,831)
Bond Liability	0	(723,305)	(722,287)
Payg Payable	0	142,768	0
Loan Liability	(464,582)	(380,040)	(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)
	(4,612,791)	(3,820,964)	(5,391,295)
<b>NET CURRENT ASSET POSITION</b>	1,737,948	7,827,941	7,695,610
Less: Cash - Reserves - Restricted	(3,349,405)	(3,311,013)	(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	380,040	368,947
Add: Leave Liability Reserve	796,875	825,439	826,135
Add: Budgeted Leave	350,000	350,000	350,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	6,072,407	3,355,495

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 JULY 2021

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Key Rating Dates</b>										
RATES ISSUED	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022
RATES DUE	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022
2nd INSTALMENT DUE	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022
3rd INSTALMENT DUE	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023
4th INSTALMENT DUE	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023
Outstanding 1st July	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648
Rates Levied	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$0
Interest, Ex gratia, interim and back rates less writeoff's	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$2,121
<b>Rates paid by month</b>										
1 July	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363
2 August										
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363
% Ytd Rates Outstanding	99.4%	99.3%	99.7%	99.6%	99.4%	99.2%	99.3%	97.5%	99.3%	N/A
Ytd Outstanding	8,352,981	8,956,335	9,479,942	10,212,222	10,832,957	11,840,986	12,243,254	11,946,124	12,683,807	1,794,406

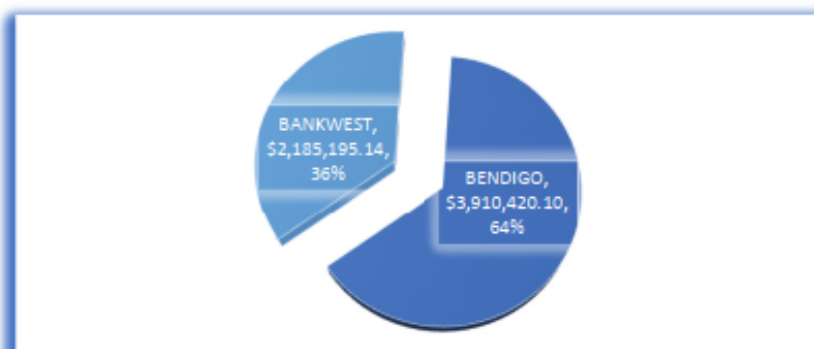


**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 31 JULY 2022**



INVESTMENT REGISTER					
Investor:		SHIRE OF NORTHAM			ng Balance:
Starting Log Date:		01/07/22			nt Balance:
Current Date:		31/07/22			
Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE	TERM TO MATURITY
	Start	End			
Bendigo					
Ref #: 3834910			\$250,810.84	2.20%	3MONTHS
	30/06/22	30/09/22			
Bendigo					
Ref #: 3834916			\$1,000,920.80	3.10%	6 MONTHS
	30/06/22	31/12/22			
Bendigo					
Ref #: 3834911			\$2,658,688.46	3.45%	9 MONTHS
	30/06/22	30/04/23			
Bankwest					
Ref #: 02842424-2			\$1,005,482.87	0.05%	1 MONTH
	01/07/22	01/08/22			
Bankwest					
Ref #: 4120000269			\$1,001,651.00	0.70%	2 MONTHS
	16/06/22	16/08/22			
Bankwest TRUST ARO					
Ref# 412000497			\$178,061.27	0.05%	1 MONTH
	30/06/22	30/07/22			
Total			\$6,095,615.24		

DISTRIBUTION OF INVESTMENTS 31/07/2022



**Attachment 2: Financial Statement for the period ending 31 August 2022**



**MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 August 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 31 August 2022**

	NOTE	2022/23 Budget	Ytd Budget	2022/23 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,360,033	11,282,710	11,265,225	(17,485)	0%
Operating Grants Subsidies and Contributions	1	6,172,224	965,454	830,825	(134,629)	-14%
Fees and Charges		4,416,789	1,926,211	2,090,986	164,775	9%
Interest Earnings	2	325,000	52,498	20,512	(31,986)	-61%
Other Revenue		1,079,015	92,002	91,173	(829)	-1%
<b>TOTAL OPERATING REVENUE</b>		<b>23,353,061</b>	<b>14,318,875</b>	<b>14,298,721</b>	<b>(20,154)</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(9,681,211)	(1,286,767)	(1,224,239)	62,528	-5%
Materials and Contracts	3	(8,702,468)	(1,315,422)	(958,741)	356,681	-27%
Utility Charges		(1,167,337)	(147,236)	(140,522)	6,714	-5%
Depreciation of Non Current Assets		(5,080,238)	(846,678)	(864,778)	(18,100)	2%
Interest Expenses		(253,065)	(62,392)	(57,929)	4,463	-7%
Insurance Expenses		(556,858)	(1,624)	0	1,624	-100%
Other Expenditure	4	(225,549)	9,361	(86,216)	(95,577)	-1021%
<b>TOTAL OPERATING EXPENSE</b>		<b>(25,666,726)</b>	<b>(3,650,758)</b>	<b>(3,332,425)</b>	<b>318,333</b>	<b>-9%</b>
Non Operating Grants Subsidies and Contributions		5,246,091	302,308	548,486	246,178	81%
Profit on Asset Disposals		54,645	1,332	0	(1,332)	-100%
Loss on Asset Disposals		(124,463)	0	0	0	#DIV/0!
<b>RESULTING FROM OPERATIONS</b>		<b>2,862,608</b>	<b>10,971,757</b>	<b>11,514,782</b>	<b>543,025</b>	<b>5%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		69,818	0	0	0	
Depreciation on Assets		5,080,238	846,678	864,778	18,100	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,185,983)	(41,212)	(35,742)	5,470	
Purchase Plant and Equipment		(1,314,956)	0	0	0	
Purchase Furniture and Equipment		0	0	0	0	
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(7,886,066)	(336,728)	(167,937)	168,791	
Purchase Infrastructure Assets - Bridges		0	0	0	0	
Purchase Infrastructure Assets - Footpaths		(259,628)	0	0	0	
Purchase Infrastructure Assets - Drainage		(2,032,117)	(79,063)	(134)	78,929	
Purchase Infrastructure Assets - Parks & Ovals		(2,218,734)	(8,332)	(50,629)	(42,297)	
Purchase Infrastructure Assets - Airfields		(164,500)	(27,416)	0	27,416	
Purchase Infrastructure Assets - Streetscape		(21,000)	(3,500)	(7,677)	(4,177)	
Purchase Infrastructure Assets - Other		(238,150)	0	(116,639)	(116,639)	
Proceeds from Disposal of Assets		379,000	0	0	0	
Repayment of Debentures		(407,957)	0	(97,657)	(97,657)	
Proceeds from New Debentures		2,700,000	0	0	0	
Self-Supporting Loan Principal Income		27,518	0	0	0	
Transfers to Restricted Assets (Reserves)		(340,054)	0	0	0	
Transfers from Restricted Asset (Reserves)		2,859,420	2,849,512	2,557,758	(291,754)	
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			18,262,239	17,955,558	(306,681)	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>595,888</b>	<b>595,888</b>	

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



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 August 2022**

	NOTE				
		22/23 Budget \$	Ytd Budget \$	22/23 Ytd Actual \$	Variances Actuals to Budget \$
					Variances Actuals to Budget %
<b>Operating</b>					
<b>Revenues</b>					
Governance		30,070	760	6,960	6,200 815.83%
General Purpose Funding Other		12,712,487	11,571,169	11,541,503	(29,666) (0.26%)
Law, Order, Public Safety		2,132,072	257,784	257,980	196 0.08%
Health		61,000	6,146	26,804	20,658 336.12%
Education and Welfare		1,200,818	287,492	136,963	(150,529) (52.36%)
Housing		62,277	10,378	9,489	(889) (8.56%)
Community Amenities		3,034,721	1,780,100	1,895,644	115,544 6.49%
Recreation and Culture		1,773,633	53,268	24,289	(28,979) (54.40%)
Transport		6,722,283	397,253	656,150	258,897 65.17%
Economic Services		740,236	227,469	254,726	27,257 11.98%
Other Property and Services		184,200	30,696	36,699	6,003 19.56%
<b>Total Operating Revenue</b>		<b>28,653,797</b>	<b>14,622,515</b>	<b>14,847,208</b>	<b>224,693 1.54%</b>
<b>Expenses</b>					
Governance		(2,409,672)	(434,017)	11,669	445,686 102.69%
General Purpose Funding		(321,096)	(45,457)	(42,068)	3,389 7.46%
Law, Order, Public Safety		(2,481,548)	(375,127)	(267,720)	107,407 28.63%
Health		(390,849)	(55,537)	(70,015)	(14,478) (26.07%)
Education and Welfare		(1,371,049)	(194,280)	(177,264)	17,016 8.76%
Housing		(72,696)	(10,403)	(11,075)	(672) (6.46%)
Community Amenities		(4,049,132)	(448,836)	(553,727)	(104,891) (23.37%)
Recreation & Culture		(5,337,630)	(739,690)	(692,287)	47,403 6.41%
Transport		(6,587,228)	(971,296)	(1,064,937)	(93,641) (9.64%)
Economic Services		(2,719,820)	(381,762)	(385,835)	(4,073) (1.07%)
Other Property and Services		(50,469)	5,647	(79,166)	(84,813) 1501.91%
<b>Total Operating Expenses</b>		<b>(25,791,189)</b>	<b>(3,650,758)</b>	<b>(3,332,425)</b>	<b>318,333 8.72%</b>
<b>NET RESULT</b>		<b>2,862,608</b>	<b>10,971,757</b>	<b>11,514,782</b>	<b>543,025 10%</b>

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



SHIRE OF NORTHAM

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 2022

2. BALANCE SHEET

	22/23 YTD Actual \$	Estimated 21/22 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	7,948,326	9,938,795
Receivables	15,520,436	3,120,591
Inventories & Other Assets	0	27,519
<b>TOTAL CURRENT ASSETS</b>	<b>23,468,762</b>	<b>13,086,905</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	608,173	608,173
Inventories	0	0
Land and Buildings	58,435,014	57,470,183
Property, Plant and Equipment	6,497,139	7,447,579
Infrastructure	170,525,469	170,883,012
Financial & Other Assets	282,557	233,411
<b>TOTAL NON-CURRENT ASSETS</b>	<b>236,348,352</b>	<b>236,642,358</b>
<b>TOTAL ASSETS</b>	<b>259,817,114</b>	<b>249,729,263</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,366,392	3,709,448
Interest-bearing Liabilities	282,383	368,947
Provisions	1,312,900	1,312,900
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,961,675</b>	<b>5,391,295</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	5,370,931	5,370,931
Provisions	151,151	151,151
Payables	159,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>5,681,628</b>	<b>5,681,628</b>
<b>TOTAL LIABILITIES</b>	<b>9,643,303</b>	<b>11,072,923</b>
<b>NET ASSETS</b>	<b>250,173,811</b>	<b>238,656,340</b>
<b>EQUITY</b>		
Retained Surplus	124,073,969	112,254,836
Reserves - Cash Backed	5,567,109	5,868,771
Reserves - Asset Revaluation	120,532,733	120,532,733
<b>TOTAL EQUITY</b>	<b>250,173,811</b>	<b>238,656,340</b>



## SHIRE OF NORTHAM

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 2022

	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>		
Admin Building Minor Works	6,500	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle PN1711 C/fwd	75,000	0
CBFO Vehicle	40,000	0
Inkpen Extension C/fwd	140,000	0
New Single Fireshed Wundowie C/fwd	53,510	0
Wundowie Fireshed	443,000	0
Fire Other Infrastructure	54,655	0
Building Animal Control Stock Yards C/fwd	18,000	0
Upgrade Stock Pound	38,500	0
Driveway and air conditioner Pound	8,700	0
SES Shed Extension - Bays & Garrison Fencing C/fwd	119,597	31,107
<b>Education &amp; Welfare</b>		
Replacement Vehicles ( 2 Hyundai's)	67,000	0
Killara Solar Lights	3,800	0
Daycare Building Upgrade	12,500	0
Upgrade Kitchen Memorial Hall cfwd	61,800	0
Structural Repairs Memorial Hall cfwd	20,000	0
CCTV upgrade Memorial Hall	15,000	0
Memorial Hall Gutters	1,500	0
<b>Housing</b>		
Restoration Pool House	110,000	0
<b>Community Amenities</b>		
Old Quarry Drainage cfwd	28,400	0
Transfer Station Tip Shop cfwd	151,050	116,639
Area Drainage Upgrade/ Renewal	128,669	0
CBD Improvements	14,000	7,677
Community Group RAC Discovering Rail Line	7,000	0
Leach Drain Hoopers Park Toilets	6,500	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Update LED Lights Clackline Hall		4,500	0
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	0
Install Handrail Entrance Northam Rec Centre		5,000	0
Convert Existing Fire Doors Rec Centre		5,000	0
Bert Hawke Pavillion 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	0
Improvements Dr Dunlop Park cfwd		27,000	0
Council Plan Action 3.2.7 Infrastructure B/Hill Precinct		30,000	0
Recreation Precinct Upgrades		50,000	0
Council Plan Action 3.2.8 Bert Hawke Oval/ Hockey Ground Improvements		50,000	0
RV Friendly Bakers Hill cfwd		95,000	0
Overnight Caravan Stay Dump point cfwd		13,500	0
Council Plan Action 3.2.11 Henry Street Oval Improvements		75,000	0
Council Plan Action 3.2.12 Portable Grandstands		80,000	0
Shade Structures Bakers Hill cfwd		50,000	50,540
Council Plan Action 8.3.4 Clackline Playground		40,000	0
Track Enhancements Northam Motor Festival		475,000	0
Northam BMX Redevelopment		223,734	0
Council Plan Action 9.1.8 Electric Charging Stations (Carpark)		220,000	0
Council Plan Action 9.2.8 Improved Tracks & Trails		50,000	0
Council Plan Action 10.4.3 Overnight RV, Northam & B/Hill		245,000	0
Wundowie Oval Scheme Water Conversion		34,700	0
Upgrade CCTV Library		13,500	0
Old Girls School, Install Bird Mesh to Eaves		5,100	0
AVVVA - Roof Repairs		14,000	0
Old Railway Station platform C/fwd		120,000	0
Old Railway Station extra platform lights C/fwd		2,500	0

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 August 2022**

		22/23	22/23
3 ACQUISITION OF ASSETS (Continued)	Note	Revised Budget	Ytd Actual
<b>Transport</b>			
Northam Depot Redesign cfwd		1,608,521	0
Mudalla Way 0- 100		29,150	0
Chidlow Street West SLK 2390-2690		77,110	0
East Street SLK 410-510		27,159	0
Peel Terrace SLK 150-210		26,658	0
Beavis Place SLK 0-90		11,946	0
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	0
Jennapullin Road 1.3-2.05		94,000	0
Jennapullin Road 2.58-3.19		222,220	0
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	0
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
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	0
Parker Street Slk 0-0.65		46,000	0
Cox Street Slk 0-0.23		5,524	-10,571
Forward Street Slk 0-0.22		10,600	0
Clarke Street 0-1		132,480	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	0
BS Forrest Street Slk 0.21-1.03		203,640	2,687
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	0
Kerb Renewal		109,238	0
Culvert Renewal		450,238	1,750
N.002 volvo G930 2014 Grader		382,000	0
John Deere Tractor 2015 (N11063)		77,818	0
Traffic Light Bartco 2 OF 2 1TRA501		14,750	0
Traffic Light Bartco 2 OF 2 1TRA502		14,750	0
John Deere Z-track Ride on Mower-Z997		42,264	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)		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 31 August 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Lot Development		14,500	0
New toilet block		150,000	0
<b>Economic Services</b>			
Replace Gutters Old Post Office		16,800	0
Replace External Lights, LED		5,500	0
Old Northam Fire Station, Wall Panelling		3,400	0
Old Northam Fire Station Kitchen		5,000	0
Old Northam Fire Station, Drainage and Motor Repairs		30,000	0
Rivers Edge Café, New Canvas and Painting		11,400	0
Water Use Study		93,000	0
Water Study Wundowie		17,000	0
Bakers Hill Water Project easement c/wd		25,000	0
BKB Building Phase 2 Interpretive incl fire pit		156,000	0
		<u>17,321,134</u>	<u>375,623</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 2022

3. ACQUISITION OF ASSETS (Continued)	Note	22/23 Revised Budget \$	22/23 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,185,983	35,742
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	167,937
Infrastructure Assets - Footpaths		259,628	0
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		2,032,117	134
Infrastructure Assets - Parks & Ovals		2,218,734	50,629
Infrastructure Assets - Airfields		164,500	0
Infrastructure Assets - Streetscape		21,000	7,677
Infrastructure Assets - Other		238,150	116,639
		<u>17,321,134</u>	<u>378,758</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 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 \$
<b>Law Order &amp; Public Safety</b>						0
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBF80	10,000	0	12,000	0	2,000	0
<b>Welfare</b>						0
Hyundai VF2 I40 2.0 Auto Wagon	15,000	0	12,000	0	(3,000)	0
<b>Transport</b>						0
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	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 Mitsi 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 \$
<b>Plant &amp; Equipment</b>						0
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBF80	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 Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	10,383	0
Instant Weighing Compuload 4000 Digital Scales	3,000	0	3,000	0	0	0
Manual	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitsi 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
	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 31 August 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 \$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club ** 3.18%	102,413	0	0	21,518	0	80,895	102,413	3,877	387
Loan 224 - Recreation Facilities 6.48%	666,660	0	0	56,625	0	610,035	666,660	46,964	2,373
Loan 227 - Youth Space 2.26%	361,611	0	0	48,242	0	313,369	361,611	10,432	1,310
Loan 228 - Swimming Pool 1.88%	4,025,187	0	0	196,233	97,657	3,828,954	3,927,530	102,932	51,917
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
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase 6.48%	545,449	0	0	46,329	0	499,120	545,449	38,424	1,942
	5,701,320	2,700,000	0	407,957	97,657	7,993,363	5,603,663	253,065	57,929

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 August 2022

	22/23 Budget					22/23 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	825,439	18,714	-	(47,278)	796,875	825,439				825,439
Office Equipment Reserve	100,000	2268	-		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				444,889
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				278,478
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)	-
<b>Total Cash Backed Reserves</b>	<b>5,868,771</b>	<b>75,000</b>	<b>265,054</b>	<b>(2,859,420)</b>	<b>3,349,405</b>	<b>5,868,771</b>	<b>-</b>	<b>-</b>	<b>(2,557,758)</b>	<b>3,311,013</b>

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

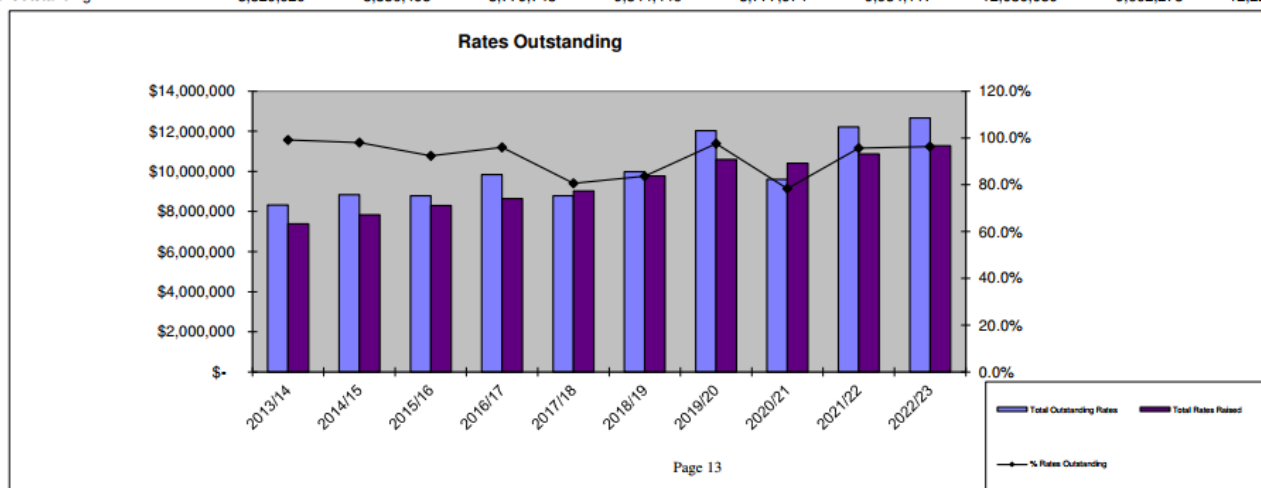
FOR THE PERIOD ENDING 31 August 2022

	22/23 Budget	22/23 Ytd Actual	Estimated 21/22 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	4,938,975	4,070,024
Cash - Restricted Reserves	3,349,405	3,009,351	5,868,771
Self Supporting Loan	21,518	27,519	27,519
Receivables	2,778,816	103,337	536,337
Rates - Current	0	15,352,655	2,433,612
Pensioners Rates Rebate	0	21,930	0
Provision for Doubtful Debts	0	(111,092)	(111,092)
GST Receivables	0	126,087	261,735
Inventories	1,000	0	0
	6,350,739	23,468,762	13,086,905
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(4,148,209)	(1,494,685)	(1,457,792)
Rates Income in Advance	0	(53,964)	(390,171)
GST Payable	0	(34,289)	(81,725)
Accrued Salaries & Wages	0	0	(143,994)
Accrued Interest on Debentures	0	(60,415)	(60,415)
Accrued Expenditure	0	(40,831)	(40,831)
Bond Liability	0	(682,207)	(722,287)
Payg Payable	0	(1)	0
Loan Liability	(464,582)	(282,383)	(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)
	(4,612,791)	(3,961,675)	(5,391,295)
<b>NET CURRENT ASSET POSITION</b>	1,737,948	19,507,087	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	282,383	368,947
Add: Leave Liability Reserve	796,875	825,439	826,135
Add: Budgeted Leave	350,000	350,000	350,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	17,955,558	3,355,495

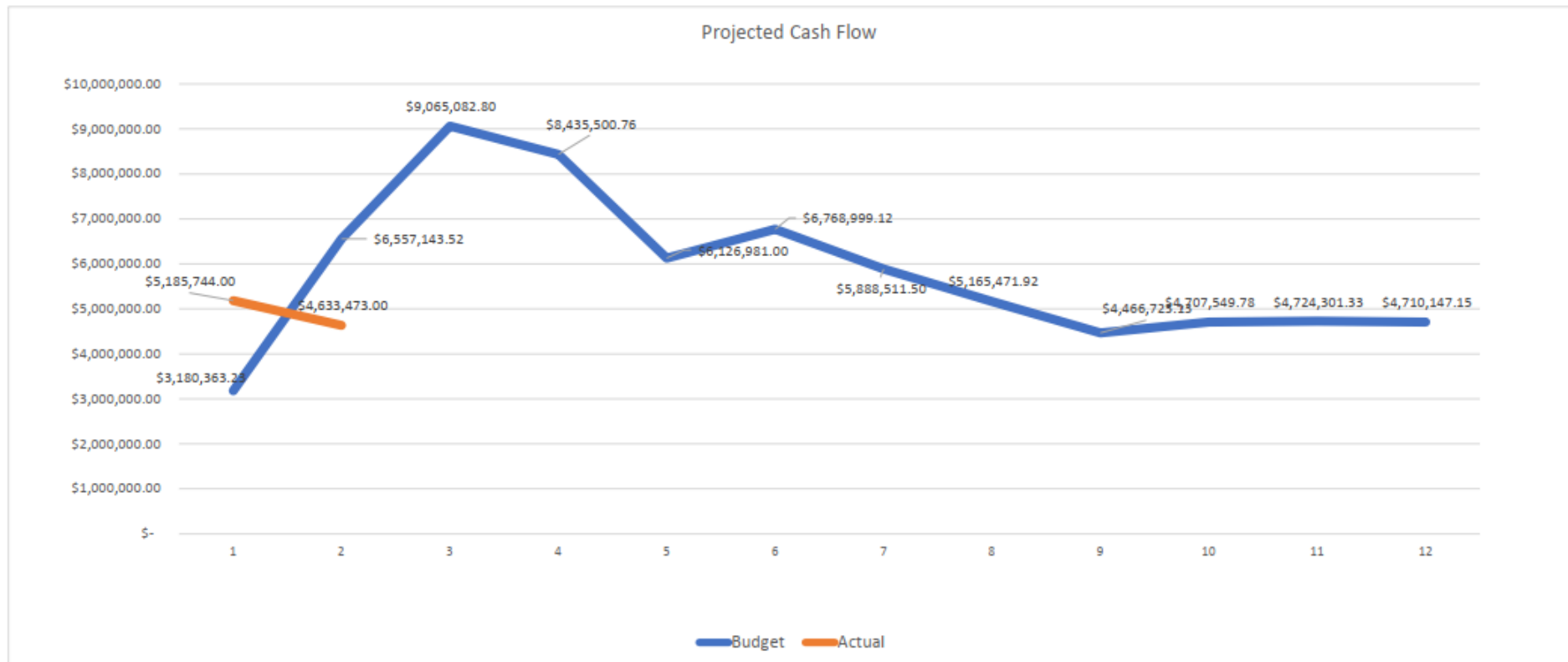
SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2022

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Key Rating Dates</b>										
RATES ISSUED	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022
RATES DUE	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022
2nd INSTALMENT DUE	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022
3rd INSTALMENT DUE	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023
4th INSTALMENT DUE	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023
Outstanding 1st July	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648
Rates Levied	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726
Interest, Ex gratia, interim and back rates less writeoffs	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$2,121
<b>Rates paid by month</b>										
1 July	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363
2 August	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	71,404	182,394	729,304	411,109	2,114,985	1,951,507	300,738	2,651,829	557,700	487,695
% Ytd Rates Outstanding	99.2%	98.0%	92.3%	96.0%	80.6%	83.6%	97.6%	78.4%	95.6%	96.3%

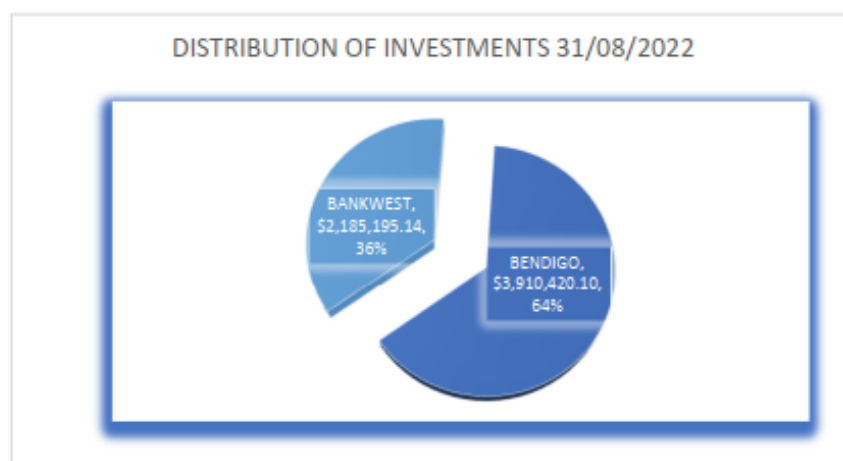
Ytd Outstanding 8,329,020 8,836,495 8,779,743 9,844,446 8,777,974 9,984,117 12,030,059 9,602,275 12,220,915 12,669,800



**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2022**



INVESTMENT REGISTER					
Investor:	SHIRE OF NORTHAM			ng Balance:	
Starting Log Date:	01/07/22			nt Balance:	
Current Date:	31/08/22				
Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY
	Start	End			
Bendigo					
Ref #: 3834910	30/06/22	30/09/22	\$250,810.84	2.20%	3MONTHS
Bendigo					
Ref #: 3834916	30/06/22	31/12/22	\$1,000,920.80	3.10%	6 MONTHS
Bendigo					
Ref #: 3834911	30/06/22	30/04/23	\$2,658,688.46	3.45%	9 MONTHS
Bankwest					
Ref #: 412001820-2	17/08/22	19/06/23	\$1,500,000.00	2.50%	10 MONTHS
Bankwest					
Ref #: 4120000269	16/08/22	17/10/22	\$1,002,822.80	0.10%	2 MONTHS
Bankwest TRUST ARO					
Ref# 412000497	30/07/22	30/08/22	\$178,193.96	0.90%	1 MONTH
Total			\$6,591,436.86		



## 13.5 COMMUNITY SERVICES

### 13.5.1 Draft Northam Trail Master Plan

<b>File Reference:</b>	1.3.16.8
<b>Reporting Officer:</b>	David Emery, Manager Recreation & Youth Services
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

This report seeks council to consider the draft 'Northam Trail Master Plan' and determine whether or not to adopt the plan. In addition, for council to consider the masterplans priority projects list and progress up to three projects for further development.

#### ATTACHMENTS

- Attachment 1: Draft - Northam Trail Master Plan.
- Attachment 2: Northam Trail Master Plan Presentation – Nyoongar Cultural Advisory Group Meeting.
- Attachment 3: Northam Trails Master Plan – Feedback.
- Attachment 4: Base Maps for consultation.
- Attachment 5: Northam Trails Master Plan - Consultation results summary.
- Attachment 6: Northam Trails Master Plan – Priority projects cost estimates.

#### A. BACKGROUND / DETAILS

The development of a trail masterplan is an essential document to effectively manage and provide strategic guidance to council relating to active and passive recreational trail planning. The Shire of Northam has undertaken a review of its trail plans approx. every 10 years.

In 2021 the Shire awarded 'Common Ground Trails Pty Ltd' consultants to review & develop a new master plan. The plan vision is to establish the Shire of Northam as a recognised trails destination with an emphasis on experiences connecting locals and visitors to cultural heritage, environmental values and destinations of significance.

The review included several smaller communities outside of Northam, including Wundowie, Bakers Hill, Clackline, Spencer Brook and Grass Valley it has also

considered other Shires in the Avon Valley, with over 60 kilometres of sanctioned or formalised trails. Should council adopt this masterplan it can then be recognised within the WA State strategic framework (WA Strategic Trails Blueprint) as a 'localised trail plan'.

The draft trail master plan has four key objectives;

1. Create signature trail experiences,
2. Infill immersive experiences (crucial infrastructure i.e. trail info, signs, amenities)
3. Implement robust governance, and
4. Market and promote the experience on offer.

Each objective is to compliment the other to provide a realistic and holistic approach to the plan.

Objective 1 - is the identity of Northam's key trail experiences to establish Northam as a trail destination.

Objective 2 - is delivery of crucial infrastructure, i.e. trail information, signs, amenities or upgrades to promote connection and multi-use.

Objective 3 - is to underpin a sustainable management model that clearly define responsibilities and understanding of strong partnerships.

Objective 4 - defines key marketing and promotion strategies for successful outcomes.

### Project Priorities

The draft master plan identifies 14 projects for further development over the next ten years. For each project a recommendation for responsible lead agency, priority for development (High, medium, low), and summary of next steps.

The below table is a summary of the 14-priority project ranked high to low;

Priority	Trail Project	Responsibility	Est. Cost
High	Mount Ommaney	Shire of Northam	\$364,000
High	Dorntj Koorliny Trail - overall	Shire of Northam	\$500,000
High	Kep Track – Poole St Bridge	Shire of Northam	\$750,000
High	Kep Track – overall	Shire of Northam /National Trust / Main Roads WA	\$570,000
High	Avon River Trail	Shire of Northam in collaboration with Shire of Toodyay and Shire of York	\$9,254,000
High	Avon River Paddle Trail	Shire of Northam	\$22,000
Medium	Dorntj Koorliny Trail - new section	Shire of Northam	\$199,000
Medium	Clackline to Toodyay Rail Trail	Shire of Northam in collaboration with Shire of Toodyay and DoT	\$3,050,000
Medium	Gravel cycle routes	Shire of Northam	\$42,000
Medium	Northam mountain bike hub	Shire of Northam in collaboration with Northam BMX Club	\$294,000
Medium	Mortlock River Trail	Shire of Northam	\$151,000
Low	Wundowie Trail Network	Shire of Northam/ DBCA	\$487,000

Low	Clackline	Shire of Northam in collaboration with Clackline Progress Association	\$52,500
Low	Michell Ave Trail Network	Shire of Northam	N/A

Refer to draft masterplan page 28. for full details

## B. CONSIDERATIONS

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

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

Objective 3.2: Grow participation in sport, recreation and leisure activities with quality regional facilities.

Action 3.2.15: Provide marketing and promotion to raise awareness and participation in local sport, recreation and leisure activities.

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

Objective 9.2: Encourage more people to use active and shared transport.

Action 9.2.9: Provide improved tracks and trails.

### B.2 Financial / Resource Implications

A priority project cost estimates list is attached that outlines funding required to continue development of trail projects.

The Shire of Northam has a provision of \$50,000 allocated within the 22/23 budget toward the improvements of tracks and trails.

### B.3 Legislative Compliance

There are no planning requirements for public works on reserves where the works are consistent with the ultimate purpose of the reserve, which would include pathways and trails. For almost all building and structures it is likely to require a permit with the masterplan trail development process stages 1 thru 8 ensuring appropriate planning is established prior to all developments. The plan provides guidance consideration to sustainability and environmental factors to protect sensitive ecosystems and applying standard practises to minimise disturbances to vegetation.

### B.4 Policy Implications

The adoption of the trail master plan supports a coordinated approach to the Shire of Northam's trail asset provisions and services. The plan aligns with the organisations asset management policy ensuring sustainable outcomes for present and future stakeholders.

### B.5 Stakeholder Engagement / Consultation

Extensive consultation was undertaken with government, cultural, environmental and community organisations and individuals in the development of the trail masterplan.

An online survey was circulated as part of the initial information gathering process. This Survey was distributed through the community user group networks, Local and State Government networks and social media.

The survey results provided an insight into trail use patterns and preferences of trail development locations. It also identified where respondents recreate, how often and in some cases barriers to participation.

Common Ground consultants presented an overview of the trail masterplan development at a Nyoongar Cultural Advisory Group Meeting held on 6 April 2022. The discussion of trail vision, key objectives and overall conclusions were presented with members providing feedback and insight on cultural significance. Subsequent follow-up meetings were held with aboriginal elders to gather their feedback and input into the masterplan.

External feedback was also sourced on the draft trail master plan from –

- a) Department Local Gov. Sporting and Cultural Industries,
- b) Regional Development Aus.,
- c) Dept of Biodiversity Conservation and Attractions,
- d) EastLink WA Project Team,
- e) National Trust WA, and
- f) Avon Valley Environmental Society.

All feedback has been collated on (Attachment 3).

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Priority projects being unaffordable	Possible (3) x Extreme (5) = High (15)	Projects can be staged or reduced. Or partnerships/grants sought with interested agencies.
Health & Safety	Water from Avon River not viable for human activities.	Likely (4) x Extreme (5) = Extreme (20)	Environmental health consultation and approval prior to development of river trails.
Reputation	Projects and strategies not being delivered.	Possible (3) x Medium (3) = Moderate (9)	Projects identified for further development are monitored

			against annual delivery plans.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	Projects negatively affecting ecosystems or vegetation	Unlikely (2) x Medium (3) = Moderate (6)	The master plan encourages use of the trail development process that are to consider environmental factors

### B.7 Natural Environment Considerations

In the development of the trail masterplan below are some of the environmental considerations made;

- Avoiding sensitive ecosystems and old growth trees.
- Keeping users on designated trails.
- Reducing fire management risk (i.e. knowing where users will be).
- Applying standard trail widths, minimising the disturbance footprint and associated effects.
- Development provides the opportunity to rehabilitate trails that are unsustainable and impact environmentally sensitive areas.
- Creating stewards for the environment through facilitating a sense of community ownership of the trails.
- Environmental constraints, such as disease risk areas, the presence of threatened species or ecological communities.
- Environmental benefits through contributions to conservation efforts and preservation of natural areas whilst providing access to open space for communities to enjoy and nurture.
- It should also be noted that any progression of proposed tracks and trails that involve use of or contact with the river, will be subject to the health of the river and the advice of regulatory bodies.

### C. OFFICER'S COMMENT

Officers note that there has been significant emergence of community participation in outdoor active recreation, whether walking, riding, exploring, exercising, paddling, or engaging in outdoor and adventure activities. The adoption of the trail masterplan will support officers to further develop the Northam Shires ability to service this growth area.

The trail master plan also aligns with Shire of Northam tourism strategic vision to 'Visit Northam' and encourages and supports day and weekend visitation to the Shire.

As identified within the masterplan a list of project priorities has been tabled. The council has a provision of \$50,000 within the 22/23 budget towards the further development of tracks and trails (Council Action Plan 9.2.8)

In consideration of these priorities, officers have reviewed the list and based on priority, cost, timing, achievability, and community impact the following projects are considered optimal for further development.

Project Name	Est. Cost	Proposed Works
Mount Ommaney	\$23,800	Stages 1 – 6 (Trail development process) <ul style="list-style-type: none"> <li>• Framework,</li> <li>• Site assessment,</li> <li>• concept planning,</li> <li>• Corridor evaluation, and</li> <li>• Detailed design.</li> </ul>
Northam Bike Hub	\$15,000	Design and provision for an entry information statement
Dorntj Koorliny Trail new section	\$10,000	<ul style="list-style-type: none"> <li>• Framework, and</li> <li>• Site assessment.</li> </ul>
Or Dorntj Koorliny Trail existing		<ul style="list-style-type: none"> <li>• Trailhead signage</li> </ul>
TOTAL Est. Cost	\$48,800 within existing 22/23 budget	

## **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4571**

**Moved: Cr Girak**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Adopt the provided Shire of Northam Trail masterplan subject to the following amendments;**
  - a. Avon River Trail priority being amended from high to low.**
  - b. Clackline to Toodyay Rail Trail priority being amended from medium to low.**
  - c. Northam Mountain Bike Hub priority being amended from medium to high.**
  - d. Wundowie Trail Network priority being amended from low to high.**
- 2. Approve further trail development priority projects.**
  - a. Mount Ommaney: Stage 1 – 6 trail development.**
  - b. Wundowie Trail Network.**
  - c. Dornij Koorliny Trail: Framework and site assessment or Trailhead Signage (subject to external funding being provided).**

**CARRIED 8/0**

Attachment 1 – DRAFT Northam Trail Master Plan



## Contents

Executive Summary	3
Introduction	4
Project Area	4
Planning context	10
Methodology & Consultation	13
Current situation analysis	15
Vision and objectives	22
Recommendations	28
References	30

Prepared by Common Ground Trails Pty Ltd for the Shire of Northam

### Acknowledgements

The authors of this Shire of Northam Trail Master Plan respectfully acknowledge that this land on which the trail network is located is traditional land of the Noongar people who have a rich social, spiritual and historical connection to this country which is as strong today, as it was in the past.

Common Ground Trails wishes to acknowledge the significant contribution of Shire of Northam staff as well as the valuable input from stakeholders, organisation representatives, users and individuals.

Images Common Ground Trails unless noted.

Cover image: Quintessential Northam landscape along the Kep Track. Image source: Donovan de Souza / The Long Way's Better.

### Disclaimer

Common Ground Trails Pty Ltd, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses for any damage or injury of any kind whatsoever and howsoever arising in connection with the use of this Plan or in connection with activities undertaken in mountain biking, hiking and trail running generally.

While all due care and consideration has been undertaken in the preparation of this report, Common Ground Trails Pty Ltd advise that all recommendations, actions and information provided in this document is based upon research as referenced in this document.

Common Ground Trails Pty Ltd and its employees are not qualified to provide legal, medical or financial advice. Accordingly, detailed information in this regard will require additional professional consultation in order to adequately manage and maintain the facilities and reduce risk.

Revision	Description	Date
A	Draft Trails Master Plan for Client Review	25/01/22
B	Final Draft Trails Master Plan for Shire adoption	09/05/22
C	Final Trails Master Plan	28/06/22



## Executive Summary

Trail based pursuits are one of the world's fastest growing recreational and tourism activities and communities that support trails can enjoy a range of economic, social and environmental benefits. Northam has trail opportunities spread across the region, a diversity of experiences and distinctive landscapes to provide a compelling visitor destination. A key point of difference for trail experiences in the Shire will be a focus on Aboriginal and Colonial heritage. Northam is ideally positioned to reap the many and varied benefits of trail development.

This Master Plan has been developed in partnership with key land managers and community groups. Recommendations were developed by assessing the existing supply of trails and infrastructure, events, tourism and commercial products, governance, management and promotion of trail opportunities in the region. Recommendations provided will work towards developing an innovative, high quality and cohesive network of trails, which offers varied experiences, and caters for progression and diverse trail styles while maintaining local character.

The established vision for trails in the Northam region is:

The Shire of Northam will be recognised as a trails destination with an emphasis on experiences connecting locals and visitors to cultural heritage, environmental values and key destinations.

Key to achieving the vision for Northam will be the establishment of trails and infrastructure which deliver captivating experiences showcasing the unique local values. In addition to offering landscape appropriate trail experiences, a well-developed trails destination boasts market and trails community credibility. This is developed through a sense of belonging and camaraderie through user appropriate facilities, services, events, volunteer support and social engagement.

Supporting this vision the master plan has identified four key objectives which are critical to ensure Northam is developed into a vibrant and sustainable trails destination.

### 1. Create signature trail experiences

Creating signature trail experiences with a focus on cultural heritage and environmental values will provide the incentive, enticing trail users to visit Northam. Proposed signature trail experiences include the Dorrty Koorliny Trail, Kep Track and Avon River Trail. These trails provide key connections within and beyond Northam Shire and showcase key cultural and environmental values. The Dorrty Koorliny Trail and Kep track are existing trails that with improvements have potential to become sought after experiences. The Avon River Trail is a long term vision which links Toodyay, Northam and York via the Avon River.

### 2. Infill immersive experiences

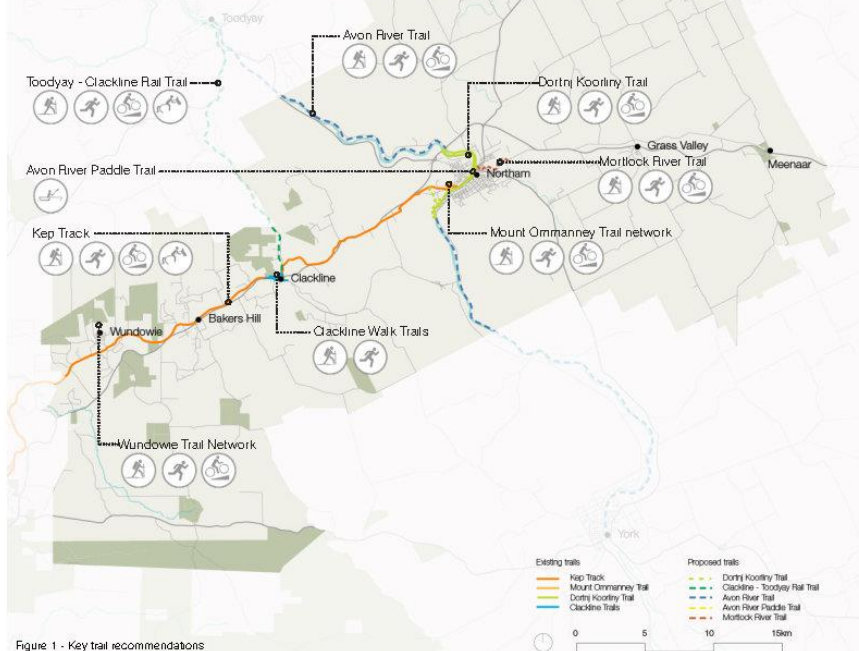
In fill trail experiences will showcase the best of the Northam Region and fill the identified gaps in the existing trail offer, providing variety and, enticing longer stays and repeat visits. Trails proposed and recommended upgrades to existing trails will provide key connections and recreation experiences for local communities and provide the unique experiences that visitors are seeking. It is recommended that Northam focus on walking, trail running and mountain biking trail types as these experiences have emerged as having the most potential given the landscape opportunities and the insights gained through consultation.

### 3. Implement robust governance

Key to the sustainability and longevity of any trail development is an effective and efficient governance and management structure. Given the range of stakeholders with an interest in trails, it is important to ensure management arrangements have broad representation and a willingness by all parties to accept some level of responsibility. To ensure these roles and responsibilities are understood and carried out to a high standard, a governance hierarchy should be formally adopted by all relevant stakeholders. To maintain sustainability and consistency across the Region it is recommended that a single agency take ownership / responsibility for driving implementation of the vision for trails in Northam. The Shire of Northam is ideally suited, having a local perspective. Supporting the lead agency it is recommended that partnerships with other key stakeholders be fostered ongoing including with neighbouring local governments, the Department of Local Government, Sport and Cultural Industries (DLGSCI), the Department of Biodiversity, Conservation and Attractions (DBCA) and trail type peaks bodies. Specific trail projects may also have additional key stakeholders that should be kept up to date.

### 4. Market and promote the experiences on offer

Delivering captivating trail experiences should be a focus for development in the coming years. Secondary to trail development will be ensuring Northam townscape evolves into a vibrant trail town, with facilities and services that cater for trail users. Marketing and promotion of the experience on offer needs to be appropriate to the level of development and to the intended markets. A comprehensive and cohesive strategy looking at how the diversity of experience can be packaged and marketed is needed to entice longer stays and repeat visits.



## Introduction

The Shire of Northam is situated 100km to the east of Perth in the picturesque Avon Valley and has the opportunity to offer a range of outdoor adventure activities for both local residents and visitors to the region. The Shire is found on the wheatbelt plateau east of the Darling Scarp and is characterised by wide open landscapes, agriculture, and scattered pockets of remnant vegetation, the Avon and Morlock Rivers traverse the Shire.

The Shire of Northam is ideally situated to prosper in the growth and economic benefits of trails. Being only an hour from Perth, the Shire has an opportunity to increase tourism market share through developing and promoting trails as an additional draw card. There are many existing reasons to visit the Shire of Northam, including the rich Aboriginal and European history of the town and the rolling agricultural landscapes surrounding.

Prior to European settlement, people in the area now known as the Shire of Northam were part of the Noongar nation and the Ballardong people of the Shire of Northam retain a strong connection to country.

The Shire of Northam currently has a Tracks Master Plan which was developed in 2010. It is envisaged that the new Shire of Northam Trails Master Plan will explore the full potential for the whole of the Shire of Northam and look to integrate with work being done by the State Government to develop the Avon Central Coast Regional 2050 Cycling strategy. The focus will be capitalising on the natural and manmade assets within the Shire to deliver exceptional experiences for locals and visitors.

## Purpose

The Shire of Northam Trails Master Plan will identify a coherent and clearly outlined program of trail infrastructure development across the local government area over a ten-year period (2021-2031).

The Master Plan will focus on a range of trail experiences suited to different user groups, including residents and visitors, and outline the potential to attract both state and national events. The Master Plan will identify opportunities to leverage existing products and services such as accommodation, cafes and restaurants, transport and support services, and other complementary experiences as well as identifying additional facilities which may be considered in the future. It will also identify opportunities to develop a consistent approach to marketing and promotion of a Shire of Northam trails product.

The ultimate objective is for the Shire of Northam to be recognised as a trail tourism destination.

## Activities

Trails considered in the Shire of Northam Master Plan include non-motorised trails:



Figure 2 - Trail types covered by this Master Plan

## Planning context

The WA Strategic Trails Blueprint outlines a planning structure for trails state-wide with regional trails masterplans referencing all trail types falling under state-wide activity based strategies. The Shire of Northam Trail Master Plan falls under localised trail masterplans.



Figure 3 - Planning context

## Project Area

The project area encompasses the Shire of Northam and where appropriate considers other Shires in the Avon Valley. A focus will be placed on trail opportunities in and around the community areas of Northam, Bakers Hill, Wundowie, Grass Valley, Clackline and then how they may link.

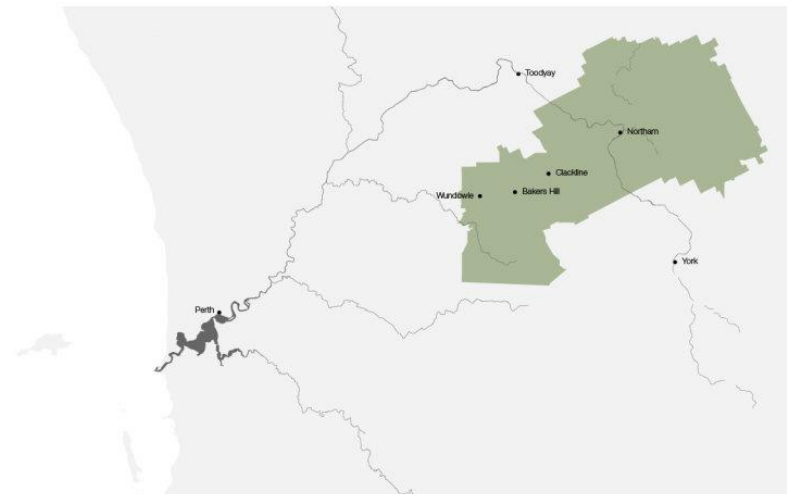


Figure 4 - Project area location

## Environmental and Cultural Considerations

Northam is located in one of Australia's 15 biodiversity hotspots, known as the Central and Eastern Avon Wheatbelt. The dominant vegetation of this area includes woodlands of Wandoo, York Gum, Salmon Gum, Casuarina and some areas of proteaceous scrub heaths. The woodlands contain many of Western Australia's threatened plants and birds. (Department of Agriculture, 2021). Northam townsite is built on the Avon River. Water levels in the river fluctuate annually with rainfall. The Avon River System drains 120,000 square kilometers of land mass. Seasonal flooding is not uncommon. (Weaving, 1994).

That natural vegetation has been extensively cleared with scattered remnant vegetation present in the western areas of the Shire in Nature Reserves and on freehold. Riparian areas associated with the rivers and waterways of the Shire also contain some remnant vegetation.

Trail based activities are inherently a nature-based activity and protection of environmental values is essential for delivering enjoyable trail experiences. By applying sustainable planning, design and construction principles, trails can protect these values, by:

- avoiding sensitive ecosystems and old growth trees
- keeping users on designated trails
- reducing fire management risk (i.e. knowing where users will be)
- applying standard trail widths, minimising the disturbance footprint and associated effects
- development provides the opportunity to rehabilitate trails that are unsustainable and impact environmentally sensitive areas
- creating stewards for the environment through facilitating a sense of community ownership of the trails
- providing recreation opportunities to improve physical and mental health
- connecting people to places
- creating economic development opportunities through tourism and visitor services
- creating passive surveillance

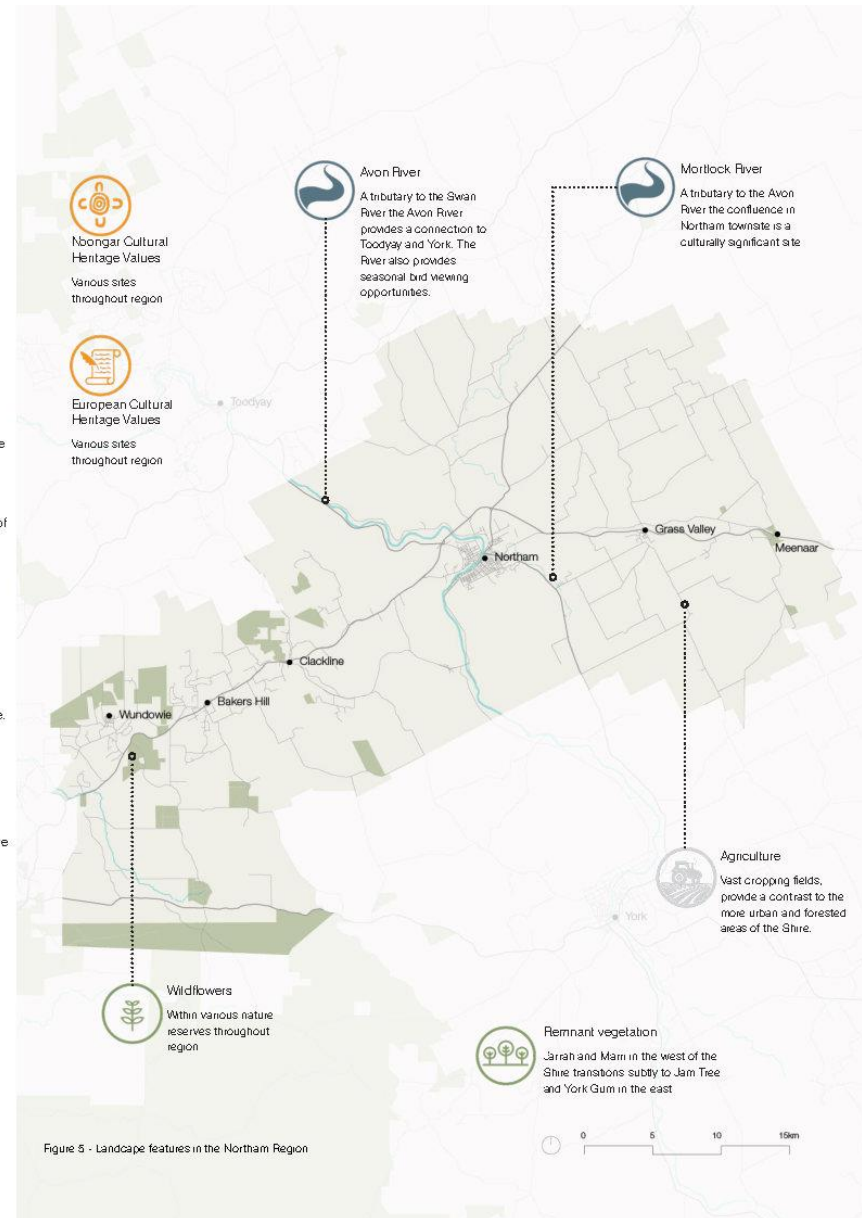
Locations that are popular for trail based recreation can coincide with sites of significance for traditional custodians, given they can both occur in natural, relatively undisturbed areas. There are many areas of significance within the Shire of Northam, including Registered Aboriginal Sites (Aboriginal Heritage Inquiry System, n.d.). During consultation a number of significant sites including birthing sites, massacre sites, burial sites and gathering sites were noted. A desire was noted for some sites to be a part of the trail network with interpretation and story telling forming part of the trail experience.

Should detailed site planning progress for any of the locations recommended in this masterplan, traditional custodians will be consulted in accordance with the relevant legislation and any requirements of the Southwest native title settlement. Ongoing collaboration with the Ballardong people of the Shire of Northam is essential to ensure respect is shown to sites of significance and interpretation opportunities are maximised.

The recently opened Biya Koort Boodja Centre for Nyongar Culture and Environmental Knowledge is located on the foreshore of the Avon River in Northam's CBD. This regional tourist attraction offers an interactive educational experience that recognises the rich Aboriginal and environmental presence in the Nyongar Ballardong region. The Centre aims to protect, celebrate and share the culture of the Nyongar people and highlight land management practices that draws upon the knowledge of the land's traditional custodians.

The Shire of Northam also has a rich European cultural history reflecting the important role the area played in the early days of settlement. Northam was one of the first towns to be established following the founding of the Swan River Colony in 1829 (Heritage, 2021).

Landscape character forms a critical part of the trail user experience. Northam is located on the Wheatbelt plateau which is characterised wide open landscapes with long views. Much of the area has been cleared for agriculture, however scattered remnants stands of vegetation can be found along waterways and surrounding granite outcrops. Northam is the primary commercial and administrative centre, servicing the surrounding agricultural industries. Distinguishing landscape features within the Northam region which have potential to provide iconic trail experiences are outlined in Figure 5. Trails present opportunity to share the many stories that are layered within the Shire's landscapes.



## Project Constraints

All areas with the potential for trail development were considered in the project area, with constraints being part of the assessment process. Some potential constraints to trail development include:

- Conflicting land uses and zoning, such as agriculture, public drinking water source areas and private land access
- Environmental constraints, such as disease risk areas, the presence of threatened species or ecological communities, topography and hydrography
- Aboriginal and non-Aboriginal heritage registered sites and sites of known significance
- Tenure constraints, where potential trails traverse differing tenure types
- Conflicts between trail users

### Agriculture

Agriculture is the dominant industry in the Shire of Northam with 2.8 million hectares of agricultural land holdings generating approximately \$1B in production value per annum. The high value of agricultural produce results from the intensive cropping throughout the area. (Northam, Strategic Community Plan 2017 - 2027, 2017). Trail development is limited to public reserves managed by the Shire and DBCA.

### Public drinking water source areas (PDWSA) and Reservoir protection zones (RPZ)

Operational Policy 13 (2019) implements the Government's response to the 2010 parliamentary committee report on recreation within public drinking water source areas. It is aimed at ensuring recreational PDWSAs is conducted in ways which maximise water quality to protect public health. It identifies that:

- Existing approved recreation (i.e. events and facilities) should be maintained at September 2012 approved levels. New or enhanced recreation (i.e. events and facilities) needs to be located outside proclaimed PDWSAs
- Individuals undertaking passive land based recreation activities (not part of organised events) in PDWSAs (such as trail based activities) are:
- Not supported in Reservoir Protection Zones (RPZ) - public access in reservoir protection zones is prohibited except along public roads
- Supported in PDWSA outer catchments, subject to recreation compatibility requirements noting that recreation cannot exceed 2012 approved levels and new or enhanced recreation needs to be located outside proclaimed PDWSAs.
- Supported in the wellhead protection zones and outer catchments of groundwater source areas.

The south western corner of the Shire falls within the Mundaring Weir Catchment Area.

Shire of Northam | Trails Master Plan

### Unsanctioned trails

There are currently some instances of trail in the Shire of Northam region that are unsanctioned or informal. These comprise fire management access tracks and informal user-created trails. These trails have not been formally planned or designed nor has their construction necessarily been in accordance with best practice. In preparation of this masterplan none of the unsanctioned trails have been formally assessed for their sustainability or suitability for use.

Whilst it can be argued that the continued construction and use of unsanctioned trails is reflective of the demand in the community, it must be acknowledged that the continued construction and use of unsanctioned trails may lead to further degradation and, in some cases, irreversible impacts on environmental and heritage values. This master plan provides the opportunity to investigate locations for potential trail development, which would include a formal assessment of some or all unsanctioned trails within the relevant areas. The outcome of the assessment could be the closure, replacement or upgrade of unsanctioned trails as part of a high quality, sustainable trail network.

From a land managers perspective, unsanctioned trails present many issues including:

- They can have an adverse effect on the site due to lack of planning and/or poor construction or maintenance. Where unsanctioned trails breach environmental legislation, for example through damage to sensitive habitats or designated wildlife and archaeological/cultural sites, they may constitute criminal offences for which the land managers may be held liable
- They can breach planning legislation, leading to enforcement action
- They can cause disruption to routine land management practices
- They can lead to conflict between user groups
- They can pose risks to those building or using unsanctioned trails and features if they are not properly designed, constructed and maintained.

There are a few options for managing unsanctioned trails, in all instances clear, transparent and effective communication between the land manager and unsanctioned trail builder/s is required to ensure effective implementation. At one end of the scale the land manager might choose to close the trail and remove any unsafe features, at the other end there may be opportunities for trail user groups/clubs to have full responsibility for trail design, building and maintenance.

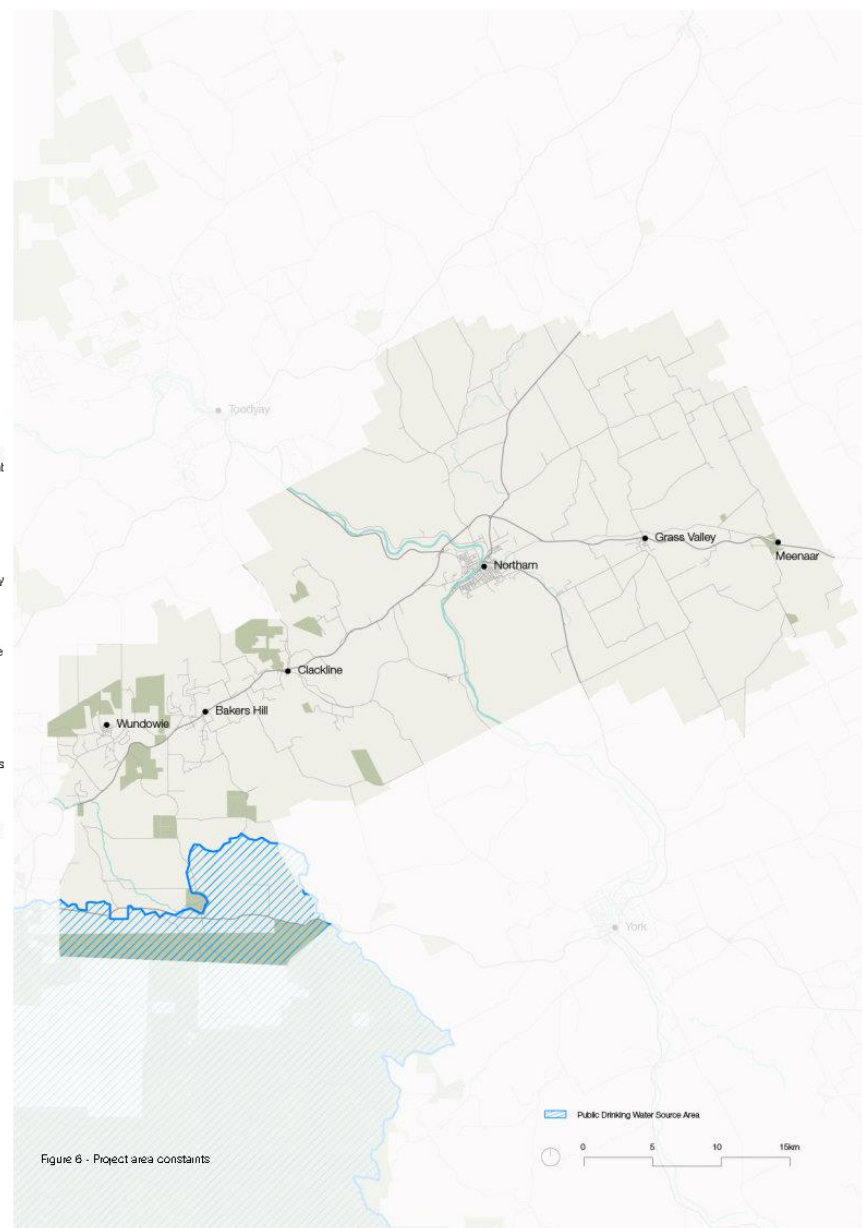


Figure 6 - Project area constraints

# Ordinary Council Meeting Minutes

## 21 September 2022

### Demographics

The Shire of Northam is the most populous Shire in the Wheatbelt. At the 2016 Census the Shire had a population of 11,112, the ABS estimated resident population in 2020 is 11,013 across a total area of approximately 1,432 square kilometres (ID, 2021). The Shire's population is forecast to be 12,360 in 2031, as depicted in the Western Australia Tomorrow population forecasts using the highest growth scenario. Much of this potential growth is likely to occur within the Northam town centre. (Department of Planning, 2016)

The Shire of Northam has a median age of 42 years old, with an even distribution of male and female, 51.5% and 48.51% respectively. There are 2,718 families, and children aged 0 - 14 years make up 18.8% of the population and people aged 65 years and over make up 17.8% of the population. (Statistics, 2016)

It is critical for young children to interact with their natural environment both to develop a positive regard for the environment and to flourish as healthy individuals. Continued participation in outdoor recreation is also important for maintaining quality of life into our later years. Recreational trails will assist Shire of Northam residents' young and old, to maintain quality of life.

### Shire of Northam Visitation

The Shire of Northam has a rich history, with history dating back thousands of years. There are nearly 100 known Noongar cultural sites in the area surrounding the Shire of Northam. These include caves, some of which are the homes of mythological beings, ceremonial sites, rock art, paintings and artefacts.

Northam was one of the first Western Australian inland towns to be settled by Europeans after Perth was settled in 1829. There is a fascinating array of Victorian and Federation architectural styles, making it a very interesting and beautiful town to visit.

There is a strong community focus, with regular events held including multiple local festivals.

In springtime the Shire of Northam and surrounding areas bursts into fields of yellow, as the Canola crops go into flower. There are also pockets of bushland that are carpeted in wildflowers.

Although dominated by the day trip visitor, optimising the region's overnight and multi-day market is critical to increasing the economic value of tourism in the local market.

Whilst a large percentage of the trail market will be day-trippers, trail visitors tend to stay longer in an area than average visitor markets, as they seek out multi trail options and off trail experiences.

The United Nations World Tourism Organisation (UNWTO) identified in their Global Report on Adventure Tourism (2013) (Organization, 2013) that by nature, adventure travellers are:

- less sensitive to deficiencies in hard tourism infrastructure, such as airports and paved roads
- more sensitive to soft tourism infrastructure, such as signage, high-quality guide training and clean trails
- they tend to seek a variety of activities during their holiday, not limited to their primary reason to travel
- appreciate destinations that offer a greater diversity of active and immersive activities.

Recently the Shire has placed a focus on increasing awareness of Northam as a highly desirable place to both visit and ultimately live, portraying the Avon Valley and Northam especially as the place of choice for those looking for a day-trip, weekend getaway and ultimately a tree change. This is being achieved through the delivery of destination branding material which is linked to strategic marketing campaigns, combined with an underlying public relations campaign endorsed daily by the Visitor Centre and its staff. (Northam, Annual Report 2019-2020, 2020)

While the delivery of events was impacted by COVID-19 in the later part of 2019/2020, the Shire supported a number of well attended events such as the Avon River Festival, the Australia Day Ceremony and Concert, and Christmas on Fitzgerald. There has also been a focus on increasing local experiences by leveraging opportunities for hosting key events such as the 2021 Women's World Hot Air Ballooning Championships, which has been confirmed to be now taking place in 2023 as a result of COVID-19 impact.

COVID-19 has had the positive outcome of increasing Western Australians' knowledge of travel options available closer to home and this has had the advantage of Northam seeing more day-trippers, weekend getaways, increased visitor spending and general brand awareness as people discover the delights of the town and the Avon Valley region.

Development of trails present an opportunity to further build on the Northam events calendar and provide more opportunities for locals and visitors to participate in nature based adventure activities.



Hot air balloons preparing for take off. Image credit: Tourism WA

# Ordinary Council Meeting Minutes

## 21 September 2022

### Market segments and Motivators

Trail Users come from a variety of backgrounds and are categorised according to whether trail usage was their primary motivation for travel or as an incidental activity. When assessed against key tourism markets identified by Tourism WA and Tourism Australia (refer Table 2) there are noted similarities.

There are three distinct trail user markets that include locals, 'destination trail users' and 'trail users while on holiday'. Further research is required to determine the size and potential for growth of these markets, as well as the benefits and impacts resulting from increased visitation to the Shire of Northam.

#### Locals

Trails are key attractions for visitors looking for quality nature-based experiences. Equally important are the local users, many of whom have worked hard to drive the development of trails so others may enjoy them and without whose efforts many trails would not exist. The local trail user market includes trail users who reside in or near the Shire of Northam. There is potential for sustainable growth in participation within the local trail user markets through ensuring appropriate and sufficient trails are provided and community volunteer sporting and trail care groups are encouraged and supported.

#### Destination trail users

The destination trail user market includes experienced trail users who regularly travel with the trails as a primary motivator. They have likely visited other Australian or international trails destinations. They seek high quality trail with good supporting infrastructure in scenic / natural locations. Locations that combine desirable terrain with tourist activities and infrastructure have the best market appeal for destination trail users. This group also includes event participants who travel to a destination specifically for the event, typically spending additional time pre or post event to explore the area. Destination Trail Users are more likely to be "Dedicated Discoverers" under Tourism WA's segmentation of Experience Seekers.

#### Trail users while on holidays

The trail users while on holidays market includes typically less experienced trail users, whose primary motivator for travel is not the trails. They generally comprise the leisure market and represent the largest market potential. This market view trail use as a secondary motivation for their visit and will participate in trail activities incidentally. They will likely hire equipment as required. They may place less emphasis on the trail and more on accessibility of the facility, the setting and nearby attractions and amenities. These users are usually found in 'holiday' destinations and are seeking a unique holiday experience, relating to either culture, nature, cities, comfort, leisure, cafes/restaurants etc. Locations that combine these tourist attractions with trail opportunities have the best market appeal for this market segment. Northam already has notable visitation due to the marvelous Heritage values of the town, and busy events calendar. Trails will enhance visitors experience and may encourage extended stays.

#### Market segmentation comparison

When assessed against the segments of the key markets identified by Tourism WA and Tourism Australia it can be seen that the two types of trail tourists share many common traits.

Table 1: Tourism market segment comparison  
Identified Tourism Market

	Destination Trail Users	Trail users while on holiday
Off the Beaten Track		
Love the outdoors, especially hiking and camping	✓	✓
Seek the best value for money	✓	✓
Are practical and carefully make decisions	✓	
Have a lot of free time but keep active with hobbies	✓	✓
Are not too fussed about socialising/shopping/restaurants	✓	
Are environmental and love the simple life	✓	
And are seeking:		
To avoid crowds and touristy destinations	✓	
Nature and wildlife experiences	✓	✓
Holidays within Australia with a preference for regional destinations (rather than cities)	✓	
Affordable accommodation in standard hotels/motels or resorts, with friends and family, or in caravan or camping accommodation	✓	✓
Best value for money	✓	✓
Escape & Connect		
Value relationships and are socially active	✓	✓
Like to challenge themselves and be creative	✓	✓
Are passionate and busy with hobbies & interests	✓	✓
Have a strong interest in food, at home and out	✓	
Are motivated in their careers	✓	
Value fashion and style		✓
And are seeking:		
To disconnect and have a complete break from responsibilities and worries	✓	
A chance to reconnect with their partner	✓	✓
Food & wine experiences and sightseeing	✓	✓
Willing to pay more for a quality experience	✓	
More likely to choose higher end accommodation and have a higher average spend per trip	✓	

#### Market motivators and needs

Depending on the market, different motivators and experiences will be placed as the primary decision for engaging in the activity. Different user groups are driven by varying motivators, depending on whether they are undertaking travel or using the trails for recreation.

Further research is required to understand the primary motivators for travel for all trail activities. The needs of the various markets will be different for different trail user groups and need to be considered when developing a location. Broadly, the primary motivators are controllable factors that influence destination choice, and can include:

#### Diversity

A large quantity and variety of trail types and classifications located in varied terrain and topography.

#### Uniqueness

Iconic, memorable and fun experiences in a unique setting. Typically, in a natural landscape, with high visual and emotional value and often connected to an attraction.

#### Quality

A range of high quality experiences, predominantly on purpose designed trail. Also relates to the provision of quality information, services and infrastructure.

#### Accessibility

Trails located within close proximity of residences and short stay accommodation. Also relates to the provision of cohesive, well signed, mapped and promoted trails. Connectivity to other trails, transport, services and infrastructure increase accessibility from the trails. Visitor services to improve accessibility for less experienced users.

#### Community

An established user group community offering market credibility, a sense of belonging and camaraderie through events, volunteer support and social engagement.

### Trail type specific markets

Walk/hike run, paddle and equestrian

Walking, trail running and equestrian trail users can be further differentiated based on psychographic characteristics (shared personality traits, interests and lifestyles) identifying the following:

**Leisure Trail Users:** typically, holiday makers who seek out accessible trails for use with family and friends. Time spent on trails is often short to half-day in duration.

**Active Trail Users:** outdoor enthusiasts who will plan their visit to include use of trails. Time spent on trails is often half to full day or overnight stay.

**Adventure Trail Users:** dedicated trail users who will seek out challenging trails or unique and extended experiences. Time spent on trails is often overnight and multi-day. See

In order to successfully cater for these diverse markets, this strategy aims to identify opportunities to develop quality trails within scenic locations with nearby attractions and amenities to suit different expectations and experiences.

### Mountain biking and cycling

Trail type defines the style of trail and its typical attributes, different trail types suit different styles of riding and typically each trail type will have a specific kind of mountain bike designed to suit. Different cohorts use different types of trails and all trail types can have varying classifications. Trail types include Cross Country, All Mountain, Downhill, Freeride, Park and Touring, refer to the South West MTB Master Plan for a full definition of each trail type.

Understanding the various trail users and trail cohorts needs, expectations and requirements is essential in ensuring the long term sustainability of trails. Mountain bikers are generally divided into the following cohorts each with differing trail requirements and expectations. Each cohort has differing trail type requirements, however there are also numerous overlaps between some segments. Different cohorts also have different barriers to entry and require different levels of trail user friendliness.

### Leisure

Includes general cyclists of all ages and abilities and is potentially the largest market. Typically, they ride infrequently, often have limited appropriate skills and require very accessible trails. They are not members of clubs and they are more likely to use highly accessible routes close to home or make the journey to trail facilities with amenities and services such as bike hire, cafes and toilets.

### Enthusiast

Enthusiasts are purely recreational mountain bikers with moderate skills and variable fitness and ride weekly. They are typically aged 29-49 and form the existing market majority. They typically don't compete in events and they possess limited outdoors experience. They prefer trails with good trail signage and seek technical but not too challenging trails. Enthusiast Mountain Bikers are the most likely to take short breaks to different areas.

Shire of Northam | Trails Master Plan

### Sport

Competitive mountain bikers, who ride regular routes multiple times a week and are members of mountain bike clubs, they are a small but influential market. They are willing to seek less accessible trails, have a high fitness level and are technically proficient but may have limited outdoor skills. They ride a very wide variety of trails.

### Independent

Skilled outdoor enthusiasts who ride once a week and are technically proficient with good level of fitness. Generally they are a small market. Often involved in other outdoor activities, they are capable of planning their own rides and ride a very wide variety of trail classifications. The adventurous aspect is more important than the technical challenge and they seek more remote trails.

### Gravity

Highly skilled technical riders who seek very challenging trails, typically ride at least once a week and are often members of clubs. They represent a small market that requires purpose-built trails, which are repeatedly used in a concentrated manner. Gravity riders seek specific trails with the highest classifications.

## Participation in recreational activity

Across Australia participation in trail based sport and physical recreation has seen significant increase when comparing the Participation in Sport and Recreation (Australia) surveys from 2016/17 to 2020/21 outlined in the table below. Compelling evidence shows that increase levels of physical activity can bring wide-ranging benefits to communities, which extend beyond physical health to include benefits around mental health, personal wellbeing and social cohesion. Making recreational facilities accessible in all communities is a critical strategy for increasing physical activity and preventing obesity. The cost of physical inactivity to the Australian economy is estimated to be around \$14 billion (\$1.4 billion in WA) and productivity loss equates to 1.8 working days per employee per year at a cost of \$458 nationally (WA, 2012).

Table 2: Persons participating in Sport and Physical Recreation 2016-2021 (Australian Sports Commission, 2021)

Activity	Adult Participants		Participants	Change
	2016/2017	2020/2021		
Walking (Recreational)	8,655,600	9,856,500	+ 14%	
Bush walking	1,252,200	2,077,400	+ 66%	
Cycling	2,284,000	3,187,600	+ 40%	
Mountain Biking	297,200	468,400	+ 58%	
Canoeing/kayaking	322,900	434,800	+ 35%	
Equestrian	193,800	224,500	+ 16%	

The same Participation in Sport and Recreation Survey found that overall males tended to engage in recreational activity at a greater rate than females. Whilst females were more likely to walk or horse ride for exercise than males, males were more likely than females to participate in cycling and mountain biking as shown in the table below.

Table 3: Participation rate for Sport and Physical Recreation 2020/21 (Australian Sports Commission, 2021)

Recreational Activity	Participation Rate (%)	
	Males	Females
Cycling	62	38
Mountain Biking	83	17
Walking (recreational)	38	62
Bushwalking	47	53
Canoeing / Kayaking	57	43
Equestrian	15	85

The Australian Sports Commission (Australian Sports Commission, 2021) reports that walking (excluding bushwalking) continues to be the most popular activity nationally, across gender and age demographics. Cycling is rated the fifth most popular activity, followed by bushwalking (sixth most popular).

## Emerging Markets/Trends

There are also growing market segments in mountain biking driven by different styles of riding and bikes uses, which should be given consideration when developing trail networks and experiences. Bike packing is growing in popularity and is particularly relevant considering the Kep track.

Another new market which is revolutionising the cycle market is e-bikes. Terrain is becoming less of a barrier and the leisure cyclist can explore over longer distances with greater ease. With increased technology and affordability e-bikes are improving accessibility for all ages, particularly ensuring older age groups can remain active more often. Bike shops now include e-bikes in the bike hire range, most popular with holiday travellers, offering an option for them to trial the bikes before they purchase them.

Other emerging trends include increasing popularity of soft-adventure trails and guided or self-guided experience packages that provide information, accommodation, transport and equipment; use of digital technologies (such as smart phones and apps) and social media to access information about trails and record their trail activities.

Aboriginal tourism in Western Australia continues to be of great interest to visitors, with four in five visitors saying they would be interested in experiencing Aboriginal tourism in Western Australia if it were easily accessible (Tourism WA, 2020). However, participation levels remain relatively low, with less than one in five visitors actually having an Aboriginal tourism experience in 2019-20; a decline compared to the previous year. Raising awareness and supply of Aboriginal tourism experiences is critical to meet visitor demand. Northam has potential to develop experiences which will help fill this gap.

## Planning context

### Key documents

As part of the development of this Master Plan a desktop review was undertaken of existing strategic policies, guidelines and planning documents. This information will be used to provide context for the Master Plan to ensure that future trail development is considerate of and relevant to local and regional planning and embodies the direction of existing state policies and strategies.

Table 4: Key planning documents

Document	Summary
Government Planning & Policy	
Shire of Northam Strategic Community Plan 2017-2027	A long-term planning document that sets out the community's vision and aspirations for the future, and the key strategies we will need to focus on to achieve our aspirations.
Northam Recreation Facilities Development Plan	Provides a strategic plan for the leisure needs of the Shire.  The recommendations are reflective of the aspirations of the local community and the forecast demographic and social profile of Northam and responsive to forecast participation rates and trends in leisure activities.
Northam Regional Centre Growth Plan	A key document that provides the necessary foundation for Northam to achieve the goal of becoming a significant Regional Centre in Western Australia.  It provides a sustainable Growth Plan to guide Northam on its journey from a town with a permanent population of over 7,000 people.
Operational Policy 1: recreation within public drinking water source areas on Crown land DRAFT update for public comment (2018) - Department of Water and Environment Regulation	The intent of this policy is to protect drinking water quality and public health by managing recreation in public drinking water source areas on Crown land.
Trail Planning and development	
Western Australian Strategic Trails Blueprint 2017-2021	Provides background on growth and trends in trails; Summarises current situation in WA, supply, demand; Identifies issues for trail development in WA. Provides guiding principles, strategic directions and actions for consideration across the state. Is a guide for consistent and coordinated planning, development and management of quality trails and trail experiences across WA.
Western Australian Mountain Bike Strategy 2015 – 2020	Identifies priority areas for development of mountain bike trails, racing, events, participation and tourism.
Western Australian Mountain Bike Management Guidelines Parks and Wildlife, 2019	Provides guidelines for development and management of all mountain bike trails in WA. Aspiration to be adopted by all land managers.
Western Australia Hiking Strategy 2020	Proposes opportunities and benefits of bushwalking and trail running for Western Australia. Addresses existing challenges and provides guidance and structure for decision makers, land managers, trail planners and the community. Advises on infrastructure and facilities, trail classifications, code of conduct, management and governance
Taking the Reins, The Western Australian Recreational Horse Trail Strategy 2015	Proposes opportunities and benefits of horse trail riding for Western Australia. Addresses existing challenges and provides guidance and structure for decision makers, land managers, trails planners and the community. Advises on infrastructure and facilities, trail classifications, Code of Conduct, Management and Governance
Department of Transport Avon and Central Coast 2050 Strategy (in preparation at time of Master Plan preparation)	Will outline recommendations for primary, secondary and local cycling routes throughout the region.
Northam Bike Plan 2020	Provides guidance on the local cycling network and infrastructure.

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### Benefits of trails

Time spent outdoors participating in recreation activities including walking and cycling provide a range of health, social and economic benefits to local communities and regions.

A local scale trail network providing a place for the community to recreate can bring significant benefits to local communities and participants including:

- Environmental benefits through contributions to conservation efforts and preservation of natural areas and providing access to open space for communities to enjoy and nurture
- Social and health benefits, through improved physical and mental health, increased community cohesion and connection to others
- Economic benefits, through increased tourism and spend in local communities with trails. Spend can include bike hire, food and beverage, accommodation and other goods services.

The Australian Transport Assessment and Planning Guidelines (ATAP) provide a framework for estimating the benefits associated with cycling and walking. The ATAP guidelines estimate the health benefits of cycling at \$1.58 per km and walking at \$3.12 per km (in 2020 dollars). This is a cumulative value that includes the following benefits:

- Health and physical activity – in terms of increased life expectancy and reduced risk of disease and illness
- Health system benefits – in terms of a reduction in costs borne by the health system as a result of physical inactivity.

### Trail development

Ensuring sustainable trails both from a management and trail experience perspective requires a thorough development process. As outlined in the Trail Development Series (DLGSC, Trail Development Series, 2019) working within a standardised methodology is especially important in high conservation areas and building rigor into the development process ensures high quality outcomes on the ground.

Following adoption of the Northam Trails Master Plan the trail development process involves 8 stages and involves a constant evaluation, review and improvement process as trails are extended or revised. The diagram below provides a summary of the trail development process.

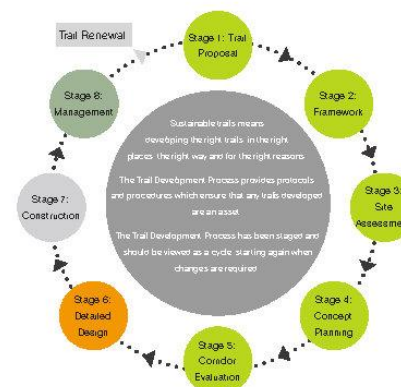


Figure 7 - Eight Stage Trail Development process (DLGSC, Trail Development Series, 2019)

June 28, 2022 | 10

### Development drivers

The needs and drivers of the various markets are different and need to be considered when developing a location. Trails can be both a primary motivator for travel and an activity undertaken whilst a traveller is visiting an area for another primary purpose. It can also be an activity undertaken by residents of a community surrounding trail facilities. Apart from primary motivators, development drivers for a location or site will make it attractive to visitors. When assessing locations in Northam, the development drivers were considered, as outlined below.

Table 5: Development drivers and considerations

Development driver	Development considerations
Recreation	Located within proximity to or with good access from major population centres Diversity of trail experiences
Events	Event specific infrastructure designed to cater to specific racing formats and to industry standards. Emphasis on quality of trails and facilities
Tourism	Located within proximity to other tourism experiences, accommodation and visitor services Align to unique landscape and biodiversity experiences
Community	Located within proximity to or with good access from major population centres Existing community involvement Ensure good engagement and involvement of community based trail bodies Emphasis on quality of trails and facilities

### Management models

Successful trail development is dependant on implementation of appropriate management model and securing funding for both implementation and ongoing maintenance. A variety of management models need to be given further consideration to ensure sustainable growth of the opportunities associated with trails in the region. The table below provides a comparison of possible management models.

	Public	Private	Partnership
Description	<ul style="list-style-type: none"> <li>Government agency has sole management responsibility of the trail facility.</li> <li>Commercial and event operators may contribute financially to the management of trails.</li> </ul>	<ul style="list-style-type: none"> <li>Private land owner has sole management responsibility of the trail facility.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple stakeholders share management responsibility of the trail facility.</li> <li>Partners could include non-government incorporated agencies, such as peak bodies, state government bodies, private bodies, foundations or trusts, and volunteer mountain bike bodies.</li> <li>Volunteers may contribute to the management of trails.</li> </ul>
Advantages	<ul style="list-style-type: none"> <li>Clarity on roles and responsibilities.</li> <li>Majority of tenure is Crown land.</li> <li>Consistent approach to development processes and standards.</li> </ul>	<ul style="list-style-type: none"> <li>Reduced political interference with decision making.</li> <li>Can be flexible and responsive to market preferences and trends.</li> <li>Can provide a specific and unique experience to fill a gap without consideration of broader priorities.</li> <li>Lunga Longa bike park is a successful example in the South West</li> </ul>	<ul style="list-style-type: none"> <li>Leverage a broad support base for maintenance, development, funding, events and promotion.</li> <li>Multiple funding contributors.</li> <li>Risk can be shared.</li> <li>Funding can come from a range of partners.</li> <li>Single management entity to take responsibility on behalf of stakeholders.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Maintaining the status quo will mean limitations on resourcing.</li> <li>Political pressures lead to uncoordinated priorities.</li> <li>Grants not always available to government bodies.</li> </ul>	<ul style="list-style-type: none"> <li>Decisions can be made, such as trail closures, with no public consultation.</li> <li>Caters to a limited market.</li> </ul>	<ul style="list-style-type: none"> <li>Larger number of stakeholders.</li> <li>Potential for political pressures to influence decision making.</li> </ul>

Trail users are passionate about building and maintaining trails, and typically 'custodian' communities naturally form around popular trail networks and parks which can often be leveraged into a volunteer base to assist in trail management. Whilst the responsibility for management generally lies with the trail owner, it is possible to create partnerships to involve volunteers in some trail management tasks, such as:

- Trail auditing inspections and condition reporting
- Trail building initiatives
- Event support
- Emergency response

Incorporating clear roles and responsibilities for volunteer bodies in the ongoing management of trails can yield a number of positive outcomes, including:

- Reduced management costs through using volunteer resources
- Creation of stewards for the environment
- Creating a fun and vibrant community
- Strengthened relationships and networks

### Funding models

There are a range of fee/income/business options that have been trialed or implemented in other jurisdictions in order to receive a user contribution for trail management and maintenance. Some possible revenue/income sources that may be considered in the Northam region are summarised in the table below.

Table 6: Possible revenue/income options

Fee/Income Type	Description	Example
Facility or attraction fees	Paid to enter or use a specific facility or attraction	Trail passes/permits
Parking Fees	Payment for timed parking	
Licence charges	Charges or shares of revenue paid by businesses operating on trails or within reserves	Charges to operate cafe, hire facility, tour operators, coaching businesses, event promoters, accommodation etc.
Leases	Lease fees for operating a business or concession	Charges to operate cafe, hire facility, accommodation etc.
Merchandise	Sale of merchandise/souvenirs	
Licences and Permits	Instruments required by private companies or individuals to conduct commercial activities on trails or within reserves	Guided tours, events
Rates	Proportion of council rates paid by residents used for maintenance of community facilities	
Sponsorship and donations	Individual or company sponsorship or donations for specific area or facility	Trail sponsorships, bequests, donation boxes, other donations e.g. tap and go
Partnerships	Partner with others who will derive a benefit from park, facility or program	E.g. partner with health funds for exercise programs or facilities in parks
Volunteers	Individual or groups of volunteers assist with management and maintenance of a trail or trail network	
Events	A per participant or flat charge paid to support the facilities on which the event is based	

## Trail hierarchy

A number of strategies are employed to ensure the appropriate trail models and trail types are developed in the appropriate locations. Factors for consideration include location significance, spatial distribution, event requirements and trail model detail. The significance hierarchy for trails as defined in the WA Trails Blueprint is as follows

National Significance – a trail facility for a large population centre and/or a tourism resource that caters for at least a week of unique riding.

Regional Significance – a trail facility for a small population centre or large community and/or a tourism resource that caters for short breaks or weekend trips.

Local Significance – a trail facility for a small community and/or a tourism resource that caters for day trips.

Northam has been identified as having the potential to be a destination of local significance. Locally Significant locations capture the tourism market for day trips and overnight stays and also provide for local residents.

## Trail models

A trail model defines how a location's trail offerings can be developed and applies to a population centre or an individual area. The four main trail models, as outlined below, are typically used to plan for development and are not necessarily promoted to the user.

Trail model	Features
Trail Centre	A trail centre is a single site with dedicated visitor services and trail facilities, provided by a single trail provider. It includes multiple signed and mapped trails of varying type and classification. A trail centre can be part of a trail town and incorporates a trail network. They are typically located close to major population centres or iconic locations.
Trail Town	<p>A trail town is a population centre or popular recreation destination that offers a wide range of high quality trails as well as related services, facilities, businesses, strong branding and supportive governance. They can incorporate trail centres and typically have multiple trail networks. A trail town may consist of a number of sites, hosting several signed and mapped trails of varying type and classification.</p> <p>Trail facilities such as car parking and visitor services are available within the vicinity, typically provided by independent businesses. In order to appeal to the market majority, it is important trail towns are user friendly and have high quality directional signage and maps.</p> <p>Trail towns benefit from having a single central information and service centre to promote and provide access to trails. Although different, these can act similarly to a trail centre. Trail towns should have at least one cohesive trail network offering multiple classifications and trail types within a single uninterrupted area (for example, with no major road crossings).</p> <p>To be classed as a Trail Town a location/town needs to be assessed and accredited as per the Blueprint.</p>
Trail Network	<p>A trail network is a single site with multiple signed and mapped trails of varying type and classification, with no visitor centre and limited user facilities. A trail network may be standalone within a population centre or individual location, or form part of a trail centre or trail town. If not part of a trail town, trail networks are often located away from population centres, or in a location that does not provide essential visitor services.</p> <p>Trail networks suit locations where demand does not exist for significant development and there is no supporting population centre. They also suit locations close to residential population centres as passive recreation facilities for community use.</p> <p>With careful planning, trail networks can be designed to accommodate staged development with a view to becoming a trail centre as demand increases.</p>
Individual Trails	<p>Trails come in a variety of types and configurations and are defined by their model, system, use, direction and classification. They can accommodate a range of user types.</p> <p>Individual linear or looped trails are generally not considered as a development model for a destination. Long distance trails can link individual trails and can also be the precursor to developing a destination. Small individual trails typically form part of a trail town, centre or network model.</p>

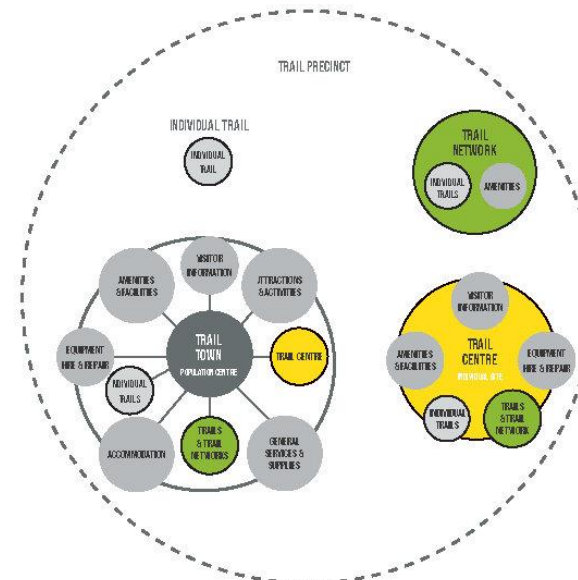


Figure 8 - Trail models

## Methodology & Consultation

### Project methodology

In order to develop the Trails Master Plan the following methodology is being employed:

#### Stakeholder and Community Consultation

Consultation is an integral component of the master plan delivery. Stakeholder and community input assisted in identifying and determining the region's appropriate long-term vision. Consultation assisted in identifying the following issues:

- Existing trails and their demand.
- Local constraints and objectives
- Locations potentially suitable for trail development
- Governance opportunities for on-going management
- Infrastructure requirements
- Event opportunities

In order to identify these issues and successfully meet the project objectives, the following mechanisms were employed:

- Review of recent consultation outcomes
- User group consultation
- Stakeholder consultation
- User survey
- Drop in session

#### Trails audit and detailed gap analysis

On the ground audits of existing trails and potential locations, including assessment of associated infrastructure and marketing. Assessment of trail demand and comparison to current supply.

#### Constraint definition and opportunity planning

Identify and review the Region's opportunities and constraints including potential facilities, existing trails and social, cultural, environmental and physical constraints.

#### Master Plan Preparation

Draft documentation, steering committee review and final documentation and distribution of Northam Trails Master Plan.

### Stakeholder consultation

Stakeholders and Partners have a vested interest in ensuring that the outcomes of the Trail Master Plan support their organisations strategic direction and management plans. It is intended that this document becomes a planning tool for all organisations and private investment and partnerships are encouraged to progress trails development in the region. Identified stakeholders and partners include:

- Shire of Northam
- Local Traditional Owners
- Avon Valley Environmental Society Inc
- Department Biodiversity Conservation & Attractions (DBCAs)
- Department Local Government Sport & Cultural Industries (DLGSCI)
- Regional Development Australia (RDA)
- Tourism WA
- Wheatbelt Tourism
- National Trust
- Department of Transport
- Main Roads
- Local businesses, Commercial operators
- Funding bodies:
  - Lotterywest
  - RAC
  - Department of Transport
  - RDA/SWDC

The key feedback from stakeholder consultation included:

- Existing trails are in need of rejuvenation
- The Shire has potential to be a trails destination with key points of difference being the Avon River and associated environmental values, cultural heritage both Noongar and European and proximity to Perth.
- Kep Track is a key trail within the Shire which needs more maintenance, realignment in places including minimising on road sections and improving entry into Northam.
- Key partnerships could be strengthened to assist with trail development and ongoing maintenance. For example, working closely with Westcycle, Main Roads and National Trust in sourcing funding for the Kep Track, working with neighbouring local government areas on development of longer trails.
- There is opportunity to link trails and experiences with the Bilya Koorit Boodja centre providing opportunity for on Country tours and experiences.
- Trail development needs to follow a planning process using the guidelines 'Principles of Trails Development Series' which includes long term environment, social and economic sustainability considerations.
- Marketing and communication including a unified brand and signage needs to be consistent.
- As a priority, develop loop trails in existing recreation sites that have infrastructure in place.
- Marketing and communication including a unified brand and signage needs to be consistent.
- Ensure promotion is developed in a collaborative manner, engaging with the landowner and tourism bodies.
- Preference for trails in scenic locations, with a mix of highly accessible and more remote but unique environments



### User group & community consultation

User group consultation identified gaps in the supply of trails, trail opportunities, club capacity to assist in the trail development process and current issues relating to trails. A review of recent consultation in particular for the Northam Bike Plan 2020 and the Avon and Central Coast 2050 Cycling Strategy has also informed identification of gaps in current trails provision.

An online trail user survey was distributed to the wider community as part of the information gathering process. This Survey was distributed through the user group networks, Local and State Government networks and social media.

The survey proved a useful tool in providing an insight into trail use patterns and preferences for trails and development locations. It also identified where respondents recreate, how often and in some cases barriers to participation.

A community open house session was held in Northam with discussion focussed on current situation, opportunities, gaps, barriers and Northam's point of difference.

Key insights from user group and community consultation included:

- Northam's point of difference includes the river, heritage values and proximity to Perth
- Signage needs a consistent and legible approach
- Improve pre-visit information for trails and develop a marketing strategy which includes imagery and videos to build the hype.
- Sanctioned trails to incorporate where possible universal accessibility, link neighbouring towns with multi-use trails.
- Develop the town and trails for the local residents, economic benefits from trail development and visitors will result. Important to ensure the character of Northam is retained.
- The top three preferred recreational activities of survey respondents was mountain biking, walking/hiking and gravel cycling. 86.2% of respondents indicated their level of experience in their preferred recreational activity as intermediate or advanced.
- Of those that responded to the survey and use the trails within the Shire, 76.5% are not a member of a club or incorporated association and 20% are a member of a club or incorporated association. From this data it can be concluded that the trails in Northam provide an important recreational asset for informal recreation and for people that prefer to not be a member of a club.
- Responses to the survey indicate the most popular activity for exploring the trails in the Shire of Northam is mountain biking closely followed by walking and/or hiking.
- The majority (82.6%) of exploration of trails in Northam is undertaken in small groups of 6 people or less, while 26% of exploration of the trails within Northam is undertaken solo. Shire residents are more likely to use the trails on their own than non-residents.

An analysis of survey results by gender revealed the following profile for female and male respondents.

#### Female

- typically aged between 45 and 54 years
- most likely walking or hiking to explore trails within Northam
- likely not a member of a club or social media group
- most likely to explore the trails with a friend or partner
- use the trails in Northam to be in nature, for exercise and fitness and to spend time with family and friends.

#### Male

- typically aged between 35 and 44 years
- most likely to be exploring the trails in Northam by bicycle
- more likely to be either a member of a club or a social media group
- most likely to explore the trails with a friend or partner
- use the trails in Northam for exercise and fitness, for the physical challenge and to be in nature.



Consultation and survey activities undertaken for this project and others including informal tracks and trails consultation completed in December 2020, the Avon Central Coast 2050 Cycling Strategy Engagement Report and Northam Bike Plan 2020 highlighted a range of key themes and areas for improvement. A number of comments received, acknowledged the Shires potential to become a key trails destination in the State. Key themes are noted below

#### Trail Maintenance

The general comments collected in the survey strongly suggested improved maintenance of existing trails is required. The Kep Track was specifically mentioned as needing maintenance.

#### Signage

Overall signage of existing trails was considered poor, including both way finding and trailhead signage. Incorporating information on cultural and heritage history, environmental values and significant sites along trail routes was suggested to enhance the trail experience. Trailhead signage was also identified as an area for improvement, incorporating relevant information to ensure the safety of the trail user and to enhance the trail experience.

fitness are the main reasons people use trails  
being in nature  
physical challenge



#### Trail Information

Consultation participants highlighted information on trails and trail experiences in Northam was lacking and not readily available. The right information, readily available, is essential to safety of the trail user and marketing and promotion of trail experiences.

#### Trail Types

Consultation activities highlighted a need to address trail supply across all user groups - mountain biking, horse riding including multi-use trails and user compatibility. Improving accessibility and suitability of trails for people of all abilities including mobility scooters, wheelchairs was recommended.

Specifically, in regard to the Kep Track, concerns were raised in relation to the Eadine Rd section of the track, and an off-road alternative was recommended to improve trail user safety.

#### Connectivity

Trails play a role in connecting people to where they live, work, play and learn. Considering the role existing and future trails in Northam can play in providing this connectivity was identified through consultation activities. Developing a network of regional multi-user trails linking towns and natural areas was considered an avenue to capitalise on the regions natural assets and improve trail experiences on offer within the Shire.

#### Amenities & Supporting Infrastructure

Many consultation participants mentioned the need to improve amenities on existing trails within the Shire, including toilets, water points, seating, shelter and car parking facilities. Improved amenities can enhance the visitor experience, improve safety and care of the environment and encourage use of trails and repeat visitation.

The consultation undertaken on the Master Plan was an inclusive and valuable process, which together with review of other recent consultation results greatly informed had provided useful insight and data. The consultation generally highlighted the increasing demand and lack of existing trails in the region. User feedback reflected the stakeholder desire to develop sustainable trails for all types and abilities within the recreation and tourism sectors. There is a general community frustration at the length of time required to develop trails and identified need to develop a unified brand so that the region can capitalise on current and future marketing opportunities. The feedback highlighted the need for the Master Plan and reinforced the project vision to develop Northam as a trails destination.

## Current situation analysis

### Current trail supply

The Northam area currently has a limited range of trails across the different trail user types. None of the existing designated trails in the region are characterised by formalised trail towns or centres. Experiences vary from short walks (less than 1km), to half day walks/ trail runs and mountain bike rides, through to multi day bushwalks/ rides. The Region as a whole contains 64km of designated sanctioned trails (walk, MTB, cycle, horse).

A broad trail audit was undertaken on sanctioned trails in the project area including an assessment of trail quality and visitor services. Quality of trail considers the visitor experience and physical condition of the trail itself, the ratings applied (excellent, good, average, poor) compare the trails against best practice international standards (such as IMBA). Visitor services assesses trail related infrastructure such as parking, signage, amenities, accessibility and information, the ratings applied (excellent, good, average, poor) compare these services against world best practice for local level trail networks. Note these assessments were of a broad nature and intended only to provide a snapshot of the current situation, a more thorough assessment of trail condition and visitor services is recommended.



Figure 10 - Snapshot of current trail supply

Shire of Northam | Trails Master Plan

Table 7: Existing trails

Name	Type	Length (m)	Grade	Land manager	Trail manager
Kep Track (length within Northam)	Dual use Walk/MTB/ Equestrian	38,000	Grade 2/Easy	Varies (Water Corp, Main Roads, Shire of Northam)	National Trust/LGAs/ Water Corp
Mount Ommanney	Dual use Walk/MTB	1,953	Grade 3/Easy	Shire of Northam	Avon Valley Environmental Society
Dorntj Koorliny Track - Burlong Pool	Dual use Walk/MTB	4,117	Grade 3/Easy	Varies (DPLH, Main Roads, Shire of Northam)	Avon Valley Environmental Society
Dorntj Koorliny Track - East Trail	Dual use Walk/MTB	9,152	Grade 3/Easy	Varies (DPLH, Main Roads, Shire of Northam)	Avon Valley Environmental Society
Dorntj Koorliny Track	Dual use Walk/MTB	2,485	Grade 3/Easy	Varies (DPLH, Main Roads, Shire of Northam)	Avon Valley Environmental Society
Nannamullen Brook Trail	Walk	1,466	Grade 2	Shire of Northam/Main Roads	Clackline Progress Association
Warranine Homestead Trail	Walk	537	Grade 3	Shire of Northam/Main Roads	Clackline Progress Association
The Lion Loop	Walk	474	Grade 4	Shire of Northam/Main Roads	Clackline Progress Association
Clackline Brook Flora Trail	Walk	1,100	Grade 5	Shire of Northam/Main Roads	Clackline Progress Association

### Kep Track

The multi-use Kep Track uses the rail formation between Mundaring in the Perth Hills, to Northam. The trail is 75km long of which 38km is within Northam Shire. It is vested in the National Trust with management responsibility falling with Shire of Mundaring and Shire of Northam. The alignment follows an old railway reserve with some sections of on road riding within the Shire of Northam along Clackline Rd and Wenbee Road. At Mundaring it connects with the 1,000km Bibbulmun Track eventually joining Albany on the south coast. It also has connectivity with the Munda Biddi Track and Kattamorda Track.

The surface is largely gravel and some natural surface. It is a spectacular walk for wildflowers and crosses from one vegetation type at Northam (Jam Tree and York Gum) to another vegetation type (Marr and Jarrah) to the west, with the transition largely taking place between Clackline and Bakers Hill. There are excellent stands of Wandoo Woodland along this track. If done in stages, the track is

a walk for all ages and levels of fitness as it is mostly accessible from roads. Points of interest include several wetlands – including the listed Koojeda Swamp and associated vegetation. Some of these wetlands hold fresh water. The Kep Track travels through Clackline, Bakers Hill, Wundowie, Woorloo, Chidlow, Mount Helena and Mundaring where refreshments are available.

The Kep Track will be impacted by the proposed Eastlink road development, both in terms of needing a revised alignment in places and in terms of experience with the proposed road running parallel the track for much of the alignment within the Shire of Northam.

### Mount Ommanney

Mount Ommanney is a major feature in the Northam landscape providing an elevated view point over the town and surrounds. It rises 80m from the Mitchell Avenue road level to the carpark and lookout at the top. From almost every aspect there are spectacular views of the Avon Valley. Track surfaces are natural following firebreaks with steep sections covered in woodchips to prevent erosion. There are also some concrete steps in very steep places. The vegetation is Jam Tree and other wattles with some York Gum and other biodiversity. Frequent burning in the past has damaged the biodiversity to the extent that the ground cover is largely introduced grasses including wild oats.

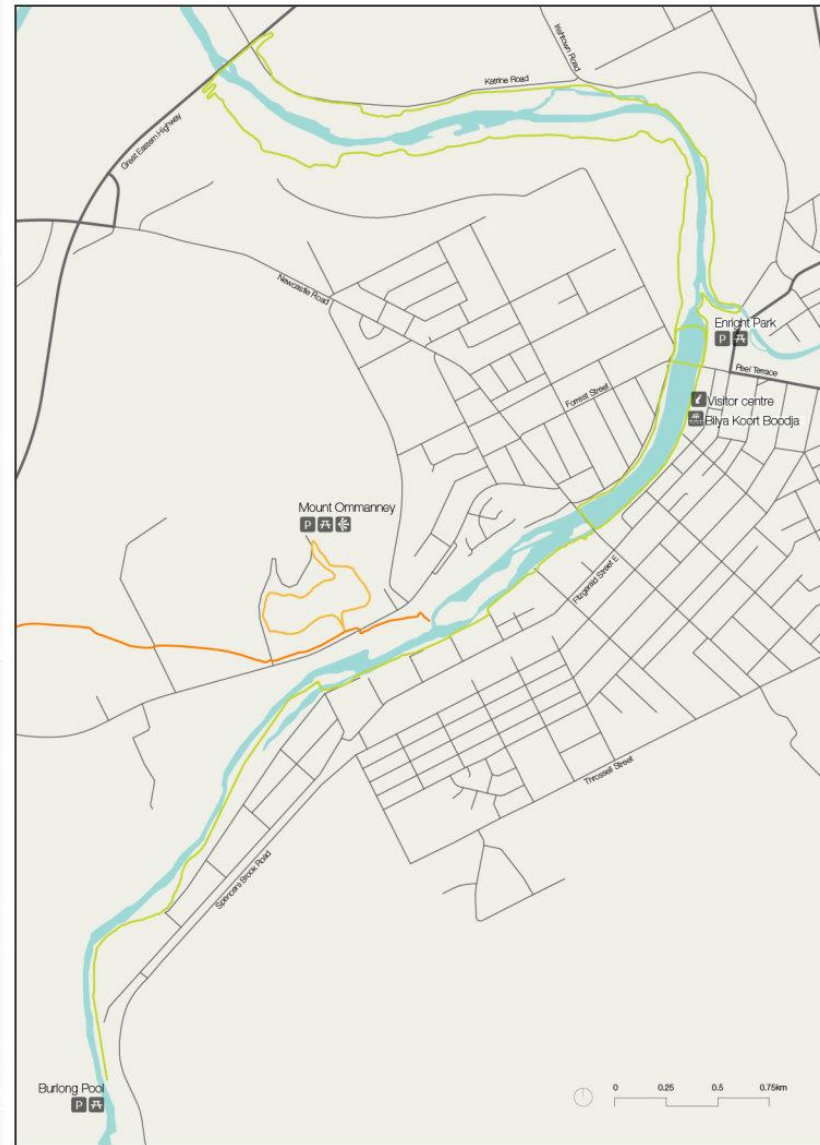
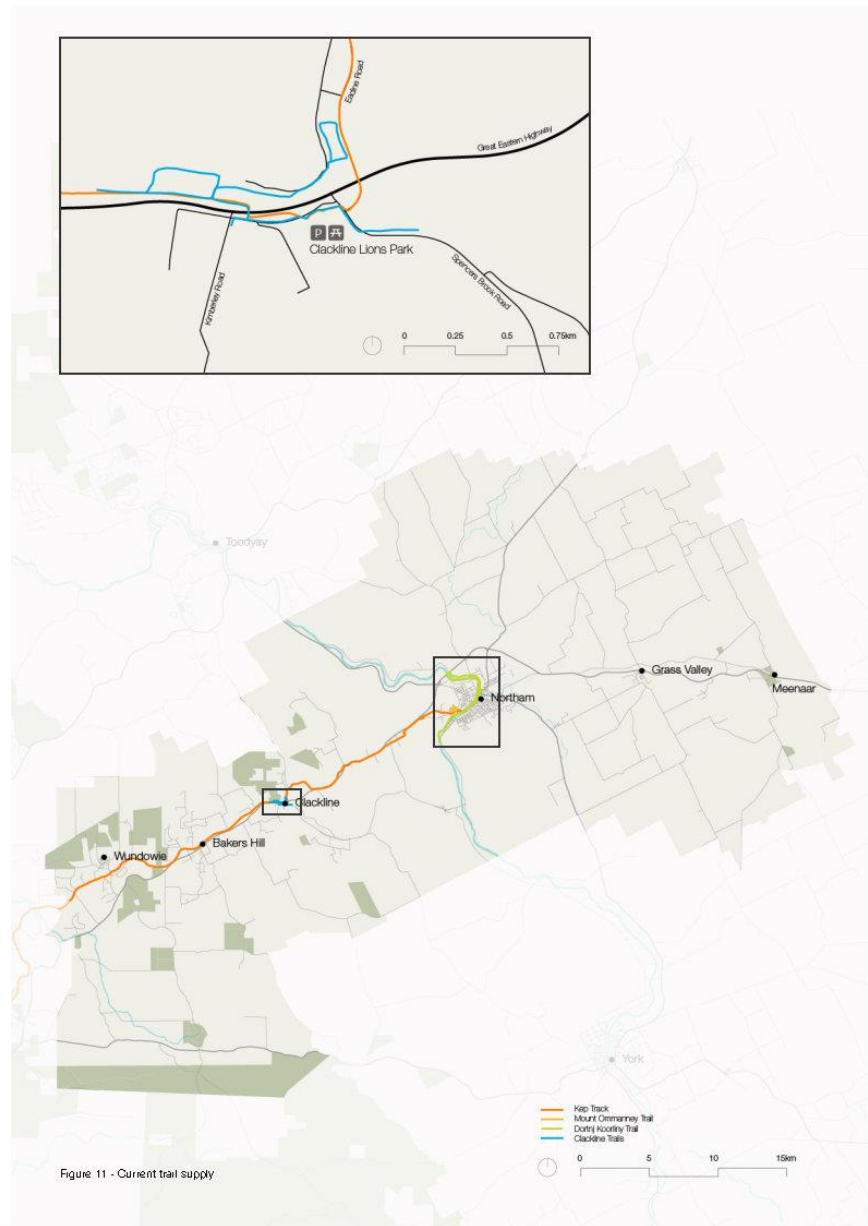
### Dorntj Koorliny Trail

The Dorntj Koorliny Trails include a series of trails alongside the Avon River which have been developed over time by the Avon Valley Environmental Society. The Trail extends from Bernard Park in Northam (adjacent the Visitor Center and BKB Centre) South to Burlong Pool and north to the Great Eastern Highway. The trail includes an accessible loop between Peel Terrace and Gardner Street alongside the River and narrower, natural surface single track further out from the town. There are numerous raised walkways over low lying areas and the river. Several points of interest include the cemetery, old goal site, old St James church site, old government well, Aboriginal Heritage Sites, the original town site and Gnollu Maya (Our Place) formally known as the Aboriginal Reserve.

The trail connects Island Farm, Enright Park, Bernard Park, pistol and gun clubs, trotting track, hockey/cricket grounds and Equestrian Park. The trailhead upstream is at Burlong Park – a registered Aboriginal Heritage Site and pleasant picnic area with ample interpretive signage. Vegetation is mostly riparian in nature and a series of islands create a unique and safe environment for fauna. Bird life is prolific and wildlife such as kangaroos can be seen. River crossings have created the opportunity for a wide variety of 'loop' walks.

### Clackline Trails

There are four tracks at Clackline that have been constructed and are maintained by the Clackline Progress Association. The trails connect points of interest in the landscape including historic sites.



June 28, 2022 | 16

## Walk/Trail run trails

Bushwalking and trail running trails in the region varies from short half hour walks through to multi day walks along the Kep Track. There is a total of 4km of designated walk/run trail within the region and a further 60km of shared use trails.

User profile based on the survey indicates a majority of bushwalkers are female, participate with a friend or partner and prefer defined basic camping if staying overnight. Mountain biking, cycling and running were identified as the top three other trail based activities walkers participate in. Trail runners on the other hand prefer to run alone and majority are in the 35-44 age range. Trail running is a trail based activity that has seen a recent boom in terms of participation, the Shire of Northam has potential to capitalise on this participation by supporting existing and proposed trail running events and promoting the activity on trails in the region.

In terms of the identified trail user markets for bushwalking and trail running the following outlines for each the experiences sought:

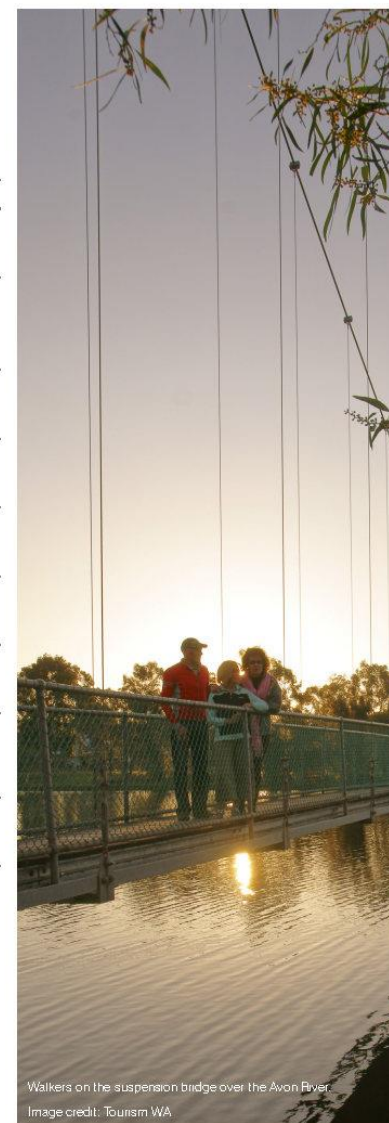
**Leisure Market** - Key expectations and needs from the trail experience include being close to nature, exercise, a sense of awe and opportunity for learning. Primary visitor benefit of trail proposals is accessibility, accomplished by trails located in trail centres based around existing established destinations. Iconic trails accessible from visitor centres or high visitation locations make trails accessible to the broadest market.

**Active Market** - Key expectations and needs from the trail experience include challenge, exercise, connectivity, variety and socialising. Catering for this market requires creating extended iconic landscape experiences that also provide a bit of challenge.

**Adventure Market** - Key expectations and needs from the trail experience include escape, solitude and risk. Hikers in this market are seeking less curated and more challenging experiences.

Table 8: Walk/Trail run trails gaps and desired improvements

Issue	Gaps	Desired improvements
Market	Current participation rates nation-wide for walking (recreation) (66%) and bushwalking (14%) are high and growing. The trail user survey indicated walking is a popular activity for locals	Further develop recreation walk trails in population centres connecting key services and destinations
Demand	State-wide participation rates for walking are high and 28% of those surveyed noted bushwalking and trail running is their preferred activity. Trail running is a popular activity in the area with numbers participating in events growing.	Improve supply of trails that provide quality experience
Participation	A sustainable trails community requires a strong leisure and beginner cohort but only 25% of those surveyed said they were of a beginner standard (noting the survey bias towards trail enthusiasts).	Improve access and growth in beginner participation
Trail significance	The only Regionally significant trail in the region is the Kep Track.	Identify where the potential trail experience quality is high and focus on developing opportunities in these locations.
Infrastructure and facilities	State, regional and local trails have minimum infrastructure and facilities requirements, but few of the trails assessed meet these in particular for pre visit information, trailhead signage and trail markers	Ensure trail developments have adequate infrastructure relevant to scale of development proposed.
Quality	Trail users are seeking a high quality trail experience but no existing trails assessed are considered to be excellent quality	Focus investment on consolidation and provision of high quality trails.
Quantity	All trails except the Kep Track and are less than 10km in length, but 26% of those surveyed indicated they like to spend all day on the trail. There is a lack of day hike (approx. 20km) options.	Improve variety of trail length options in the region, with a focus on day loops taking in key attractions in the region.
Uniqueness and experience	The trail experience is duplicated across multiple trails in close proximity and while trails are typically well located in terms of scenic quality and natural attractions, trail alignment often doesn't make the most of the opportunity or maximise the trail user experience.	Improve quality of existing trails and ensure outcomes are sustainable through a rationalisation program which prioritises unique experiences
Usability	Trail systems should be easy to navigate and intuitive, but survey responses indicated that signage quality was below average and availability of trail related information was also below average	Improve existing trail cohesiveness, signage and pre-visit trail information.



Walkers on the suspension bridge over the Avon River  
Image credit: Tourism WA

## Mountain biking and cycle trails

Mountain biking is a popular activity in the region with the Kep Track providing the main drawcard. The Dornit Koorliny and Mt Ommann Trails within Northam provide a local cross country style trail. While there are no designated and promoted on-road or gravel routes a look at Strava Heat Maps indicated the region offers appeal for these cyclists.

User profile based on the survey indicates a majority of mountain bikers are male, participate in small groups and prefer formal campgrounds if staying overnight. A majority rated their riding ability as advanced. Hiking, running and cycling were identified as the top three other trail based activities mountain bikers participate in. Survey results indicated that mountain bikers make the most trips to the region per year.

Cycling has become more and more inclusive over recent years with an expansion in adaptive bikes. These adaptive bikes include trike bikes, hand bikes and wheelchair bikes for differently abled riders. They do however require a certain type of trail to be ridden. Steering will vary depending on the type of equipment but is typically achieved through standard handlebars or hand cranks that manoeuvre the front wheels.

At a national level, Break the Boundary, advocates for accessibility and inclusion of people with physical and neurological disabilities in Mountain Biking and provides information on adaptive trails in Australia. Trailforks also provides information on adaptive mountain biking trails. Within WA, Collee has just recently opened adaptive trail riding experiences in Arklow and at Wellington National Park.

In terms of the identified trail user markets for mountain biking and cycling, the experiences sought are outlined below:

**Leisure riders** - typically don't use mountain biking or cycling as a primary motivator for travel and typically favour accessibility and uniqueness. They have lower expectations of diversity but still seek quality.

**Enthusiasts** - typically use mountain biking or cycling as a primary motivator for travel and typically seek destinations with quality and diversity, but they still value community. They have extremely high expectations and seek uniqueness. When riding for recreation enthusiasts seek accessibility and diversity and also value community.

**Sport riders** - typically use mountain biking or cycling as a primary motivator for travel and typically seek destinations with community and diversity. They have moderate expectations and still seek quality. When riding for recreation, sport riders seek diversity.

**Independent riders** - typically use mountain biking or cycling as a primary motivator for travel and typically seek destinations with uniqueness and diversity. They have low expectations. When riding for recreation independent riders seek diversity.

**Gravity riders** - typically use mountain biking as a primary motivator for travel and typically seek destinations with community and quality. They have high expectations and seek some diversity. When riding for recreation gravity riders seek accessibility.

In order to successfully cater for these diverse markets, this master plan will identify opportunities to develop quality trails within scenic locations with nearby attractions and amenities to suit different expectations and experiences.

Table 9: Mountainbike and cycle trails gaps and desired improvements

Issue	Gaps	Desired improvements
Market	Mountain biking and cycling have seen participation growth over the past 7 years and Northam area has experienced the growth in mountain bike and cycling tourism. The current trail offer lacks diversity and quantity to continue to attract Enthusiast, Sport and Independent markets.	Investigate opportunity to increase provision of purpose built trails in strategic locations, with a focus on diversity of trail style and classification
Demand	Cycle tourism is a growing niche tourism market, the Kep Track caters for this market however the level of service needs improving, there is also opportunity to provide additional longer distance trails.	Improve and promote existing experiences and develop cycle trails which engage riders in the key landscapes of the region and connect key destinations such as towns and wineries/breweries/restaurants
Participation	A sustainable trails community requires a strong leisure and beginner cohort but only 6% of those surveyed said they were beginner riders (noting the survey bias towards trail enthusiasts). A vast majority of those surveyed were male.	Improve access and growth in beginner participation
Infrastructure and facilities	State, regional and local mountain bike trails have minimum infrastructure and facilities requirements, but no locations in the region meet these in particular for variety of trail style and supporting infrastructure and services. Trail centres, trail towns and visitor services make mountain biking more accessible but there are currently no locations that have trail centres or locations that have infrastructure to meet trail hub criteria.	Ensure trail developments have adequate infrastructure relevant to scale of development proposed. Develop trail opportunities focused around trail towns, trail centres and visitor servicing.
Uniqueness and experience	Uniqueness is a primary travel motivator, but the mountain bike and cycle trails in the Region offer largely the same trail style and experience.	Investigate development of mountain bike and cycle opportunities in unique locations, and cater for a variety of riding styles.
Usability	Trail systems should be easy to navigate and intuitive, but existing networks are not cohesive and a majority of those surveyed indicated that signage was below average and indicated availability of trail related information was also below average	Improve existing trail cohesiveness, signage and pre-visit trail information.
Trail classification	There is little provision within the Region for advanced riders but 97% of survey respondents indicated their technical ability is intermediate/advanced.	Improve diversity of classifications to achieve a suitable mix of classifications and allow progression of trail users.



Cycling the Kep Track. Image credit: Mark Pybus / Life of Py  
Shire of Northam | Trails Master Plan

### Equestrian Trails

The Kep Track allows horse use, there are no other designated equestrian trails in the region however horse riding is currently permitted on public roads and the survey indicated some use of management roads in the western area of the Shire. The trail user survey indicated little demand for dedicated horse trails in the area.

In terms of the identified trail user markets for equestrian trails the following outlines for each the experiences sought:

**Leisure Market** - Key expectations and needs from the trail experience include being close to nature, exercise, a sense of awe and opportunity for learning. Primary visitor benefit of trail proposals is accessibility, accomplished by trails located in trail centres based around existing established destinations. Iconic trails accessible from visitor centres or high visitation locations make trails accessible to the broadest market.

**Active Market** - Key expectations and needs from the trail experience include challenge, exercise, connectivity, variety and socialising. Catering for this market requires creating extended iconic landscape experiences that also provide a bit of challenge.

**Adventure Market** - Key expectations and needs from the trail experience include escape, solitude and risk. Riders in this market are seeking less curated and more challenging experiences.

Table 10: Equestrian trail gaps and desired improvements

Issue	Gaps	Desired improvements
Participation	A sustainable trails community requires a strong leisure and beginner cohort but only 2% of those surveyed said they were beginners (noting the survey bias towards trail enthusiasts).	Improve access and growth in beginner participation. There is also potential for engagement of aged or retired riders from various disciplines.
Infrastructure and facilities	Equestrian trail users have specific needs particularly at trailhead and trail access points, there is a lack of existing infrastructure that caters specifically for equestrian users.	Ensure trail developments have adequate infrastructure relevant to scale of development proposed.
Usability	There is a lack of information available regarding where horse use is allowed.	Improve signage and pre-visit trail information and ensure adequate infrastructure is provided.

### Paddle Trails

There are no designated paddle trails in the project area however there is formal river access provided at several locations on the Avon River in Northam.

The trail user survey indicated some demand for recreation paddle trails with most respondents indicating they paddle but it is not their preferred trail use. The Avon Descent is a popular event held annually and is one of WA most iconic and longest running multisport races, the event starts in Northam.

In terms of the identified trail user markets for paddle trails the following outlines for each the experiences sought:

**Leisure Market** - Key expectations and needs from the trail experience include being close to nature, exercise, a sense of awe and opportunity for learning. Primary visitor benefit of trail proposals is accessibility, accomplished by trails located in trail centres based around existing established destinations. Iconic trails accessible from visitor centres or high visitation locations make trails accessible to the broadest market.

**Active Market** - Key expectations and needs from the trail experience include challenge, exercise, connectivity, variety and socialising. Catering for this market requires creating extended iconic landscape experiences that also provide a bit of challenge.

**Adventure Market** - Key expectations and needs from the trail experience include escape, solitude and risk. Riders in this market are seeking less curated and more challenging experiences.



Table 11: Paddle trail gaps and desired improvements

Issue	Gaps	Desired improvements
Market	There is potential for the on water experience particularly on the Avon River to attract the Ad-venture Market who are seeking more challenging experiences.	Improve promotion of the opportunities in the region
Usability	Trail systems should be easy to navigate and intuitive, but survey responses indicated that signage quality was below average and availability of trail related information was also below average	Improve existing trail cohesiveness, signage and pre-visit trail information.
Infrastructure and facilities	Paddle trail users have specific needs particularly at trailhead and trail access points, there is a lack of existing infrastructure that caters specifically for paddlers	Ensure trail developments have adequate infrastructure relevant to scale of development proposed.

### Governance

#### Existing governance

The stakeholders involved in trail development can be very diverse. Local Governments, Regional Councils, Community Advisory Committees, Development Commissions, Tourism Bodies, Government Departments and user group bodies all play a vital role in the governance of trails.

Typically, trail development bodies across the state have worked in isolation, however more recently there has been a movement towards cooperative governance structures. The emerging hierarchy of trail governance includes the following key bodies:

Table 12: Trail related governance bodies

Governance Body	Role
WA Trails Reference Group	Advises on implementation of State trail strategies and monitors progress and proposed actions and outcomes reporting back to government and industry.
Trails WA	Established to advocate for the development of trails and to market trails.
Local Government	Development and management of trails on local government estate for recreation and tourism benefit.
Department of Biodiversity Conservation and Attractions	Development and management of trails on State Government estate for recreation and tourism benefit.
Hike West	Peak Body for bushwalking/hiking in WA.
Westcycle	Peak body for cycling and oversees all variations of cycling including mountain biking in WA.
Australian Trail Horse Riders Association	Peak body for equestrian recreation in Australia.

Each of these bodies typically has an interest in both trail advocacy and events. They have or aspire to have formal structures and are capable of assisting the trail development process. Trails typically rely heavily on volunteer trail bodies for sustainable development and management of the activity. Strengthening the role, representatives and resourcing of the Trails Reference Group as outlined in the WA Trails Blueprint is also imperative to effective management of trails going forward. There is opportunity to implement governance structures which support trail development including establishment of a range of management models.

The WA Trails Blueprint identified the lack of resources for trail maintenance and the pressures placed on volunteers and land managers who undertake this work. As part of the Blueprint implementation, establishment of an online resource for trail planning, design and maintenance guideline was recommended together with development of trail design, construction, visitor risk management and maintenance workshops for trail management organisations and user groups.

Shire of Northam | Trails Master Plan

#### Volunteer trail management

Trail users are passionate about building and maintaining trails, and typically 'custodian' communities naturally form around popular trail networks and parks.

Good facility management is key to ensuring a sustainable and consistent product which can be promoted confidently. Whilst the responsibility for management generally lies with the trail owner, it is possible to create partnerships to involve volunteers in some of these activities, such as:

- Trail auditing inspections and condition reporting
- Trail building initiatives
- Event support
- Emergency response

Incorporating clear roles and responsibilities for volunteer bodies in the ongoing management of trails can yield a number of positive outcomes, including:

- Reduced management costs through using volunteer resources
- Creation of stewards for the environment
- Creating a fun and vibrant community
- Strengthened relationships and networks

Table 13: Trail governance gaps and desired improvements

Issue	Gaps	Desired improvements
Governance	Structure hierarchical governance with single authority responsibility and paid employees is identified as a critical success factor in development and sustainability, but the region's volunteer bodies and individuals work in relative isolation with minimal leadership.	Establish a governance hierarchy, including steering committees comprised of stakeholder representatives, and identify lead roles and responsibilities.
Management and maintenance	Maintenance is heavily reliant on volunteer bodies, is not standardised and is not well resourced. Consistency across tenures is poor	Set appropriate quality standards, improve management models and reduce pressure on volunteer bodies. Diversify trail management model, and increase resources available to fund trail management.
Resourcing	Paddle trail users have specific needs particularly at trailhead and trail access points, there is a lack of existing infrastructure that caters specifically for paddlers	Ensure trail developments have adequate infrastructure relevant to scale of development proposed.
Funding	Lack of government funding for trails.	Campaign for appropriate funding of trail infrastructure, with a focus on planning, design and construction of the priority locations.
Research	Trail use data across all trails in the Region is limited as is market visitation data.	Improve research on markets and trail use

June 23, 2022 | 20

### Events

Events are an important part of trail use, promoting participation, progression, and tourism. The main recreation trail related event in Northam is the Avon Descent.

Social and competitive events contribute to the creation of strong trail communities. Racing events are a major motivator for the sport user type, and to an extent a motivator for enthusiasts, but do not typically appeal to the leisure market.

Events are a core marketing activity which create regional advocates and help drive repeat visitation year after year or even pre or post event. There is potential to investigate adding trail based events to the calendar within the Northam Region.

### Promotion and marketing

Promotion is a vital part of trail destinations and can increase both recreation, tourism and event markets. The best marketing for a trails destination is achieved through inspiring advocates amongst existing users through the creation of desirable and marketable trails. Generally the marketing of trails in the Northam Region is very limited and the following information is intended as a snapshot of initiatives at the time of consultation.

Key government agencies and major user groups/peak bodies promote trail based activity and benefits of participation in general. State, regional and local tourism organisations, and visitors centres are the bodies which market and promote the region and its destinations. Typically promotion is focused on websites, social media, media familiarisations, and printed material such as visitors guides, but can include television commercials. Visit Northam and the Visitor Centre is responsible for promoting the region.

At a state level Tourism WA and WestCycle commissioned the WA Cycle Tourism Strategy in 2018 to identify the potential of the cycle tourism market and outline development priority areas. In this strategy marketing and events were outlined as key priorities in order to raise the profile of WA as a cycle tourism destination, encourage regional dispersal and deliver the greatest return on investment.

The Avon Valley Environmental Society has produced a trails map that incorporates all local Northam town trails for visitor information. Information on the Kap Track is provided via various online sources.

Trails WA is the current leader in online promotion of trails through its website and social media. The website hosts detailed information, maps and links to multiple formats of digital trail information. While providing a snapshot the current marketing isn't targeted and lacks sufficient detail for the enthusiast and sport markets. Online information sources such as Trailforks and Strava are also generally the go to for trail users seeking information regarding trails in an area.

Table 14: Promotion and marketing gaps and desired improvements

Issue	Gaps	Desired improvements
Trail Information	Current trail information and maps are available from a range of sources, such as land managers, Trails WA, clubs and other trails resources, but there is inconsistency in detail, content and accuracy. Signage and way-finding on trail networks is often inconsistent, lacking or absent.  The survey indicated a majority of trail information is currently sourced from social media and word of mouth. There is a need to have a central resource to link back to with accurate information.	Consolidate accurate information on trails and make available via Trails WA and local tourism bodies. Ensure trailhead and trail directional signage is up to date.
Accessibility	Inability to find trails, trail information or trails with appropriate facilities prohibits many from using trails as often as they would like.	Set appropriate quality standards, improve management models and ensure existing and future trail facilities are well signed with adequate visitor services where appropriate.
Tourism	There are currently limited marketable tourism products.	Establish quality trail facilities, and a value proposition that can be promoted to engage and attract trail tourists and general tourists.
Promotion	Trail based activities are poorly promoted with specific information on how or where to undertake trail based activity limited.	Clarify and coordinate responsibilities for marketing and branding to improve understanding and promotion of all trail opportunities in the Region.
Destinations & Experiences	Unique destinations are more likely to attract tourists. The Northam Region contains characteristics and values that set it apart from other trail destinations yet these are not promoted well.	Create unique trail destinations that attract intra and interstate visitors, utilising the regions positioning, landscapes and biodiversity values. Balancing development with environmental values.



Forrest views on the Kap Track. Image credit: Donovan de Souza / The Long Way's Better

## Vision and objectives

The Shire of Northam will be recognised as a trails destination with an emphasis on experiences connecting locals and visitors to cultural heritage, environmental values and key destinations.

Supporting this vision are four key objectives which are critical to ensure Northam is developed into a vibrant and sustainable trails destination.

1. Create signature trail experiences
2. Infill immersive experiences
3. Implement robust governance
4. Market and promote the experiences on offer

Key to achieving the vision for Northam will be the establishment of trails and infrastructure which deliver captivating experiences showcasing the unique local values. In addition to offering landscape appropriate trail experiences, a well-developed trails destination boasts market and trails community credibility. Market and community credibility, and social engagement are based on the following factors:

- good reputation within the various trail fraternities, typically gained through quality all encompassing trail experiences (signage, quality of trails, trailhead facilities, welcoming community)
- provision of diverse, well built, managed and maintained trails
- a local community of trail users who have a history of engaging friendly and professionally with other users of their trails
- facilities and services which cater to the trail user community and their typical travel habits, such as food and drink venues, thoughtful accommodation touches such as bike racks and knowledgeable equipment stores with locally branded apparel

Northam has trail opportunities spread across the region, a diversity of experiences and distinctive landscapes to provide a compelling visitor destination. A key point of difference for trail experiences in the Shire will be a focus on Aboriginal and Colonial heritage. Northam is ideally positioned to reap the many and varied benefits of trail development.

It is recommended that Northam focus on walking, trail running and mountain biking trail types as these experiences have emerged as having the most potential given the landscape opportunities and the insights gained through consultation.

Creating signature trail experiences with a focus on cultural heritage and environmental values will provide the incentive, enticing trail users to visit Northam. Infill trail experiences will showcase the best of the Northam Region and fill the identified gaps in the existing trail offer, providing variety and, enticing longer stays and repeat visits. Trails proposed and recommended upgrades to existing trails will provide key connections and recreation for local communities and provide the unique experiences that visitors are seeking.

It is recommended that the Biya Koorit Boodja (BKB) Centre provide information regarding trail opportunities in the region and that key trails such as the Dorrit Koorliny Trail and the Kep Track start at the centre enabling visitors to learn about the cultural heritage of the area before heading out onto the trails to discover more. A direct link to the BKB Centre will also enable tours to be set up through the centre. Investigating Ballardong naming of trails and key sites as well as use of colour and imagery/symbology in signs and infrastructure that has significance for the Ballardong people of the Shire of Northam will also help to establish a strong connection to culture and a cue for visitors regarding the significance.

Delivering captivating trail experiences should be a focus for development in the coming years. Secondary to trail development will be ensuring Northam townscape evolves into a vibrant trail town, with facilities and services that cater for trail users, with the BKB and information centre the primary trails hub. The proposed RV park at the former swimming pool site in Northam is ideally located to link directly to a number of key trails. Similarly the RV Park in Wundowie is well located for visiting trail enthusiasts. Marketing and promotion of the experience on offer needs to be appropriate to the level of development and to the intended markets. A comprehensive and cohesive strategy looking at how the diversity of experience can be packaged and marketed is needed to entice longer stays and repeat visits. Equally important is getting the governance and management right with the key recommendation being establishing the Shire of Northam as the driver of the project and creation of a trails committee or body that informs the development of trails, ensuring a consistent approach across all land tenures.



View of the Mortlock River from Ennis Hall

## Objective 1. Create signature trail experiences

Proposed signature trail experiences include the Dorntj Koorliny Trail, Kep Track and Avon River Trail. These trails provide key connections within and beyond Northam Shire and showcase key cultural and environmental values. The Dorntj Koorliny Trail and Kep track are existing trails that with improvements have potential to become sought after experiences. The Avon River Trail is a long term vision which links Toodyay, Northam and York via the Avon River.

All three signature trails are proposed to start or pass the Biya Koor Boodja Centre and should maintain a key connection enabling opportunities for visitors to connect learnings from the centre out into the landscape. An upgrade of interpretation across all trails is recommended with a focus on providing an engaging format, such as audio and visual mediums combined with opportunities for guided and self guided tours.

### Dorntj Koorliny Trail

The Dorntj Koorliny Trail provides an ideal opportunity to connect with the Avon River and associated cultural and environmental values. Bridges over the river and a diversity of trail style along the route open up opportunity for users to vary the length and style of their experience. The trail is proposed to remain dual use for walkers/ trail runners and cyclists. Linking directly to the Biya Koor Boodja Centre there is also opportunity to encourage development of self guided and guided tours utilising the trail to connect the centre to sites of significance including Burlong Pool and the confluence of the Avon and Mortlock Rivers at Enright Park.

The trail will appeal to both the leisure and active hikers providing opportunity for shorter immersive experiences and slightly longer more challenging adventures. The leisure mountain bike market will enjoy the opportunity to journey along the river.

Significant upgrades to the trail and associated infrastructure are recommended to bring the trail up to the standard required to provide safe, quality trail experience, it is also recommended that a new section of trail be investigated linking Burlong Pool to the Kep Track.

A notable constraint to be negotiated is land tenure. Currently a majority of the trail traverses unallocated crown land adjacent the Avon River. Other tenures traversed by the trail include Shire managed reserves and road reserves.

Table 15: Dorntj Koorliny Trail key priorities (refer to Figure 12 and 14 for Map ID locations)

Map ID	Key priorities
N/A	Undertake detailed trail audit to determine scope of works required to upgrade trail inline with current standards (refer to WA MTB Management Guidelines (DBCA, 2015)) including surfacing, bridge crossings, under-passes, support infrastructure.
01	Further establish the loop between Peel Terrace and Newcastle Road as universal access, with a focus on interpretation of natural and cultural values of the river environment.
02	Establish a guided and/or self guided cultural tour from Biya Koor Boodja Centre to Burlong Pool.
06	Investigate a link from Burlong Pool across the river north to the Kep Track utilising the parcels of crown land (one being the former molo cross track site).

### Kep Track

The Kep Track is a key multi use trail (walk, cycle, equestrian) in the region providing opportunity for visitors to learn about the European cultural heritage of the region and also provides a connection from Northam to Perth. The Kep Track allows opportunity for varied length experiences and also provides a transport option for locals as it connects townships of Wundowie, Bakers Hill, Clackline and Northam. There are also a range of points of interest along the trail which should be enhanced. The Northam Army Camp on Yongah Hill is a site with potential for development as a point of interest. The target market for this trail are the active hikers, horse riders and leisure, enthusiast and independent mountain bike riders.

Significant upgrades to the trail and associated infrastructure are recommended to bring the trail up to standard (refer to WA MTB Management Guidelines (DBCA, 2015)). Reestablishing a crossing of the Avon River at Poole St is also a priority recommendation which will allow the Kep Track to terminate in the centre of Northam at Avon Park.

The trail will be impacted by the proposed Eastlink road development.

Table 16: Kep Track key priorities (refer to Figure 12 and 14 for Map ID locations)

Map ID	Key priorities
N/A	Work with Main Roads WA to ensure good outcomes in realignment of the Kep Track due to Eastlink works. Where possible realign the track off roads.
N/A	Undertake maintenance works and advocate partner land managers to undertake maintenance works to ensure the track is maintained to a high standard.
01	Investigate reinstatement of a bridge over the Avon River in the vicinity of Poole St.
N/A	Work with Westcoast and Natural Trust to secure funding to assist in ongoing maintenance of the Track.

### Avon River Trail

The Avon River Trail is a proposal to create a trail alongside the Avon River from the headwaters in Yearling to Wilyunga pool in Bullsbrook, approximately 270km in length. The trail would connect Avon Valley towns of Beverly, York, Northam and Toodyay along the Avon River. The trail has potential to become a sought after multi mode adventure experience with users able to walk/run, ride or paddle different sections. Located in the heart of Noongar Ballardong Country there is also opportunity for the trail to have a focus on opportunities to share stories and sites of significance.

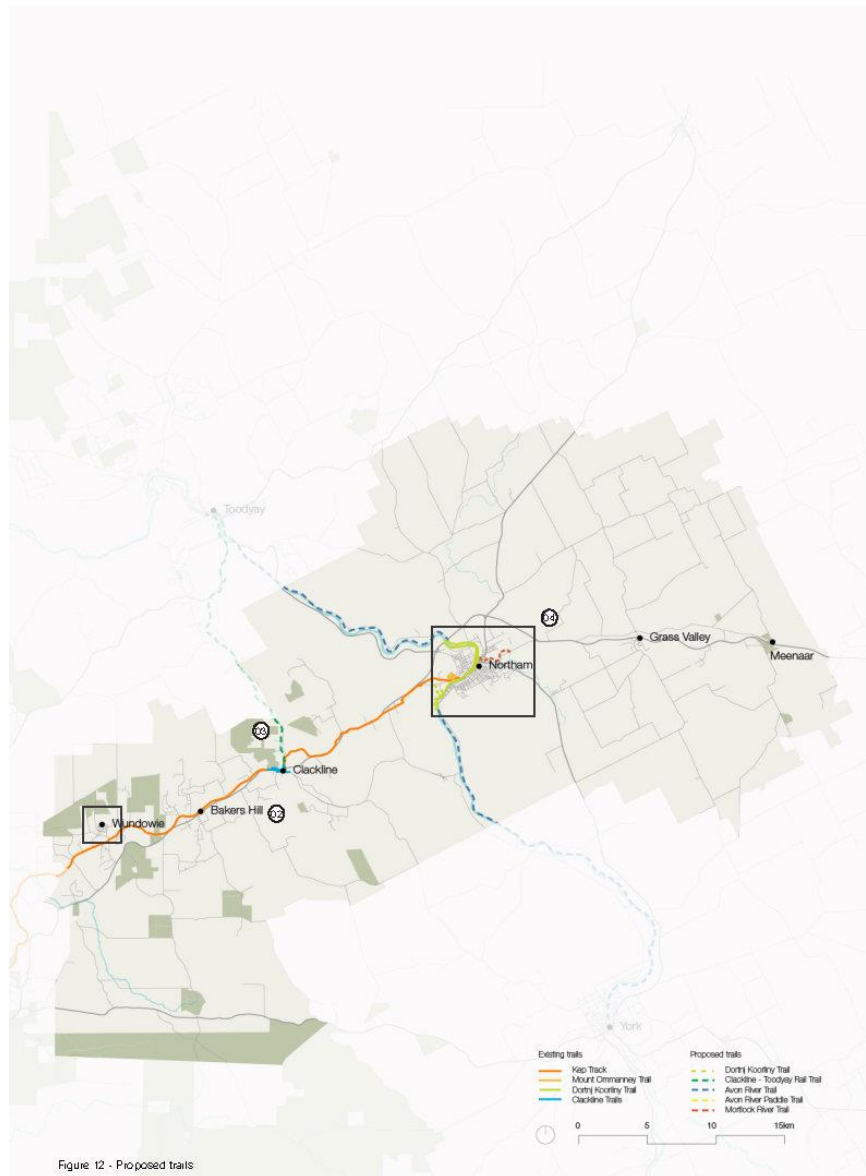
The target markets for this trail are the active hikers/leisure, enthusiast and independent mountain bike riders and active and adventure paddlers. This type of experience if well curated with supporting infrastructure and services also attract the high yield trail users who will spend in the region.

Significant constraints to be worked through include tenure and sensitive environmental and cultural values along the river.

It is recommended that as a first stage a shorter segment of the trail between York, Northam and Toodyay be investigated with the Shire of Northam, in collaboration with Shire of Toodyay and Shire of York to conduct a feasibility study. Designing and creating an off road shared use trail which links to the pools along the river will provide a quality trail experience.

Table 17: Avon River Trail key priorities (refer to Figure 12 for trail location)

Map ID	Key priorities
N/A	Establish a partnership with Shire of Toodyay and Shire of York to undertake a feasibility study for the Avon River Trail.



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Figure 13 - Proposed trails - Wundowie town context



June 28, 2022 | 24

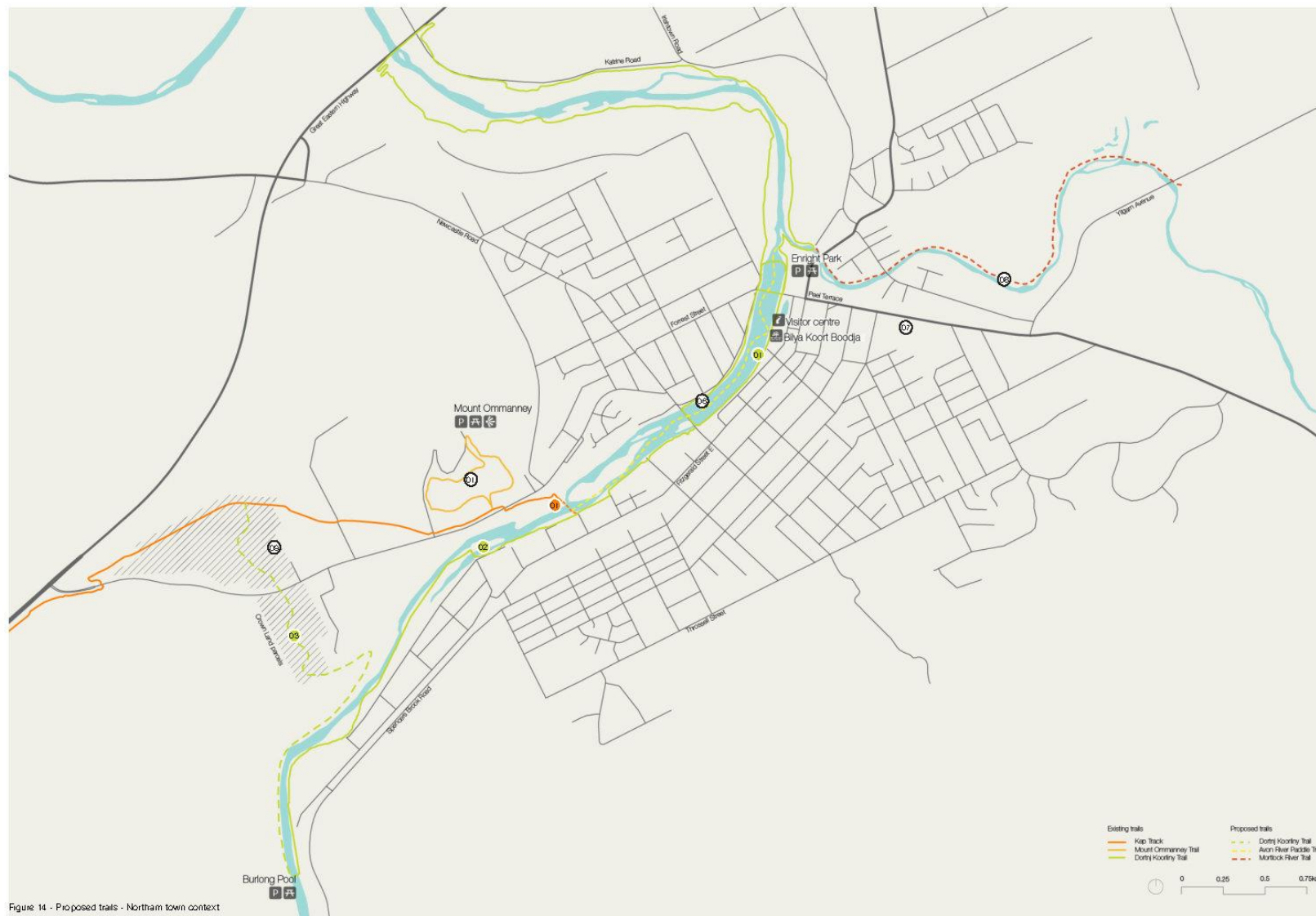


Figure 14 - Proposed trails - Northam town context

Shire of Northam | Trails Master Plan

June 28, 2022 | 25

## Objective 2. Infill immersive experiences

Infill trails will deliver experiences that showcase the best of the Northam Region and fill the identified gaps in the existing trail offer. Trails proposed and recommended upgrades to existing trails will provide key connections and recreation experiences for local communities and provide the unique experiences that visitors are seeking.

The recommendations outlined below will help to ensure ongoing management of existing trails and development of new trails is consistent and implemented to a high standard.

Table 18: Existing trails (refer to Figure 12 and 14 for Map ID locators)

Map ID	Name	Significance	Length (km)	Grade	Recommendation	Target Market
01	Mount Ommanney	Local	10	Grade 3/Easy	Create a local scale trail network which caters for mountain biking and walkers/trail runners. Existing trail should be assessed for retention in the revised network and expanded with purpose designed single trail.	Leisure/Active (walk) Leisure/Enthusiast (MTB)
02	Clackline Walk Trails	Local	3.5	Grade 2	Offering a great short walk with points of historic interest the Clackline trails should be maintained and directional signage and mapping/information upgraded.	Leisure



Historic Clackline Rail Bridge. Image credit: Donovan de Souza / The Long Way's Better

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Table 19: Proposed trails (refer to Figure 12, 13 and 14 for Map ID locators)

Map ID	Name	Significance	Length (km)	Grade	Recommendation	Target Market
03	Clackline to Toodyay Rail trail	Regional	23	Grade 3/Easy	Investigate feasibility of a rail trail linking Clackline to Toodyay via the disused rail corridor. The trail would enable loops to be created using the Kep This Trail has also been identified as a tourism trail in the Avon Central Coast 2050 Cycling Strategy.	Leisure/Active (walk/equestrian) Leisure/Enthusiast (MTB)
04	Gravel routes	Local	Ranging from 20-100	N/A	Develop a series of marketable gravel routes throughout the area, utilising the extensive network of unsealed roads in the region. The routes could connect key points of interest such as churches, silos, pubs and artworks. These routes should be detailed in online and print and signposted at key intersections on the ground. Information for each route should include, access, distance, elevation, optional features, points of interest and scenic values.	Enthusiast/independent
05	Wundowie Trail Network	Local	5-10km	Grade 3/ easy-intermediate	There is potential to create a small local scale network in the unallocated crown land parcels surrounding Wundowie. The network could be developed to cater for both walkers/trail runners and mountain bikers. Located close to town services and camping RV park, the network also has potential to draw trail users into town from the Kep Track.	Leisure/Active (walk) Leisure/Enthusiast (MTB)
06	Avon River Paddle Trail	Local	5	Easy	The Avon River is a key feature of the Northam landscape. While seasonality limits paddling experiences there is opportunity to investigate shorter paddle trails in pools which are located close to Northam.	Leisure / active
07	Northam mountain bike hub	Local	N/A	Easy/ intermediate	Establish the Northam BMX Club as the mountain bike hub in town with development of a pump track and short skills development loop trail.	Leisure/Enthusiast (MTB)
08	Mortlock River Trail	Local	3km	Grade 2/Easy	Investigate a trail along the north bank of the Mortlock River linking Enright Park and the Dorrl Koorliny Trail to Yilgarn Ave and the Northam Caravan Park.	Leisure/Active (walk) Leisure/Enthusiast (MTB)
09	Mitchell Ave Trail Network	Local	10	Grade 3/ Easy-intermediate	If future demand warrants investigate development of a local scale trail network in the parcels of crown land on Mitchell Avenue south west of Northam.	Leisure/Active (walk) Leisure/Enthusiast (MTB)

Infrastructure and services associated with trails are crucial to trail user experience. A thorough and coordinated approach to provision of trail information, signs, trailheads, amenities etc. will ensure trail users gain access to the experience they are seeking and prompt return visits. There is a range of existing infrastructure and facilities which support existing trails in the region. Revitalisation of this

infrastructure is recommended alongside ensuring new trail experiences are supported by infrastructure and facilities appropriate to the scale and significance of the trail.

June 28, 2022 | 26

### Objective 3. Implement robust governance

Key to the sustainability and longevity of any trail development is an effective and efficient governance and management structure. Given the range of stakeholders with an interest in trails, it is important to ensure management arrangements have broad representation and a willingness by all parties to accept some level of responsibility. To ensure these roles and responsibilities are understood and carried out to a high standard, a governance hierarchy should be formally adopted by all relevant stakeholders.

Characteristics of effective governance models include:

- Structure and accountability which is clear and simple to implement in the long term
- Clearly defined and allocated responsibilities and authority for each stakeholder
- A focus on ensuring quality visitor experience, product development and marketing
- Robust range of funding sources with revenue raising avenues established to ensure cash flow and enable self generated investment into maintaining and enhancing trails, facilities and services.
- Risk management protocols and processes are considered and implemented to reduce risks to staff, volunteers and trail users.
- Direct liaison and involvement of user and community groups to build support within the local community.

To maintain sustainability and consistency across the Region it is recommended that a single agency take ownership / responsibility for driving implementation of the vision for trails in Northam. The Shire of Northam is ideally suited to taking leadership, having a local perspective. It is recommended that partnerships with key stakeholders be fostered and nurtured to support the lead agency. Key stakeholders may include neighbouring local governments, the DLGSC, DBCA and trail industry peak bodies. Specific trail projects may also have additional key stakeholders that should be kept up to date.

Of particular importance is the involvement of local trail organisations such as the Avon valley Environmental Society and volunteers who have driven the advocacy and management of trails in the Region. The successful delivery and ongoing management of trail developments will depend on the participation and awareness activities generated by these groups, as well as the communities they have created. Collaboration with the Noongar Ballardong people of the Shire of Northam is also important to ensure quality outcomes and maximisation of opportunities for involvement in trail development.

Trail maintenance is one of the key operational considerations of any trail destination. In general terms, a high-quality trails destination will require regular maintenance, to ensure trails are maintained to a standard expected by the trail users. It is recommended that current volunteer groups are supported and bolstered to ensure that the trails remain in good condition.

Shire of Northam | Trails Master Plan

### Objective 4. Market and promote the experiences on offer

Marketing and promotion of the experience on offer needs to be appropriate to the level of development and to the intended markets. A comprehensive and cohesive strategy looking at how the diversity of experience can be packaged and marketed is needed to entice longer stays and repeat visits.

On an ongoing basis, it will be important to maintain up to date, accurate trail information to ensure accurate communication and accessibility for users. Content development and management (including continual updates) is often the biggest challenge for destinations as no one agency takes the lead. It will be vital to invest in a resource (either in-house or lead agency delivering the Master Plan or external) who will be responsible for generating or commissioning editorial and imagery and management of the brand. This will ensure consistency of the messaging, inspirational content development and that the key messages are adapted by the industry and promoted through external partners and networks.

Events can provide considerable economic benefit to the local communities in which they are hosted. With implementation of this Master Plan, there will be a multitude of trail opportunities to create new events and improve existing events. These opportunities will be of interest to organisations already running events as well as the existing and emerging private event promoters market. It will be important to manage the increase in competition in the events market, and to grow it sustainably, ensuring adequate infrastructure and support.

June 28, 2022 | 27

## Recommendations

For each identified objective the following pages provide a summary of recommendations and actions required to achieve the vision for Northam as a trails destination.

### Objective 1. Create signature trail experiences

### Objective 2. Infill immersive experiences

Objective 1 and 2 are about delivering the trail experiences which will underpin the establishment of Northam as a trails destination. The signature experiences and identified infill experiences provide a diverse mix of opportunities.

Area	Recommendation
1.1 Trail development and delivery	1.1.1 Progress development of identified priority trail projects
	1.1.2 Develop an operational plan which includes a timeline for the delivery of trail projects as per the trail development process outlined in the Trail Development Series
	1.1.3 Prepare a strategy encouraging the creation of public-private partnerships, identifying market opportunities and steps to form partnerships.
	1.1.4 Ensure appropriate engagement and collaboration with the Ballardong people of the Shire of Northam is undertaken in all stages of trail development, consistent with the relevant legislation, and the South West native title settlement.
	1.1.5 Develop a signage plan to help deliver a regionally consistent approach to signage, covering the full hierarchy of signage from trailhead to wayfinding and interpretation. Ensure consistency with the branding and marketing strategy.
	1.1.6 Develop a maintenance plan for trails as part of trail development and investigate and implement the most sustainable and suitable management model for each development.
1.2 Infrastructure	1.2.1 Ensure support infrastructure is provided in accordance with trail significance.
	1.2.2 Investigate Ballardong naming of trails and key sites as well as use of colour and imagery/ symbology that has significance for the Ballardong people of the Shire of Northam in the design of signs and other infrastructure

Table 20: Trail Development process (DLGSC 2019)

	STAGE	OUTCOME
PLANNING	1. PROPOSAL	The trail development is either supported in principle for trail development, or is not supported due to environmental, social or cultural constraints. The purpose of the proposal could be to identify suitable areas for consideration.
	2. FRAMEWORK	A project outline, developed by project steering group (stakeholders), including: project objectives, project management model, stakeholder roles, target market, requirements, standards, execution, and ongoing trail management model.
	3. SITE ASSESSMENT	Undertake a broad scale study of the area and identify constraints, soil types, vegetation etc.
	4. CONCEPT PLANNING	Identify opportunities and conceptual trail plan including broad trail corridors and infrastructure requirements.
	5. CORRIDOR EVALUATION	Detailed assessment of trail corridors for use in determining the final trail alignment.
	6. DETAILED DESIGN	Detailed trail design produced and physically flagged in the field, including: trail classifications, technical trail features (TTFs), construction types and specifications.
CONSTRUCTION	7. CONSTRUCTION	Trail is constructed in line with the detailed design.
MANAGEMENT	8. MANAGEMENT	Management plan implemented detailing maintenance and monitoring requirements.

Shire of Northam | Trails Master Plan

Priority trail projects are listed in table 21 below. For each project the following has been identified:

- Responsibility – lead agency in bold with support agencies also listed.
- Priority for development – High, medium, low
- Next steps as per the Trail Development process outlined in the Trail Development series (refer to table 20.)

Table 21: Priority Trail projects summary

Trail project	Responsibility	Priority	Next Steps
Dorrlg Koorliny Trail - overall	Shire of Northam	High	Detailed trail audit to understand scope of works required to bring the trail inline with current best practice standards. Considerations include, trail width, surface, bridges, road crossings/underpasses, trailhead facilities.
Dorrlg Koorliny Trail - new section	Shire of Northam	Medium	Investigate feasibility of a trail linking Burlong Pool to the Kep Track
Kep Track – overall	Shire of Northam / National Trust / Main Roads WA	High	Ensure Kep track realignment due to Eastlink works is not compromised in terms of alignment and experience.
Kep Track – Poole St Bridge	Shire of Northam	High	Investigate options for a bridge over the Avon River at Poole St, options to consider include restoration of the historic structure, advocating for public use of the Water Corporation pipeline bridges or a new structure.
Avon River Trail	Shire of Northam in collaboration with Shire of Toodyay and Shire of York	High	Conduct a feasibility study of trail along Avon River from West Toodyay to York
Clackline to Toodyay Rail Trail	Shire of Northam in collaboration with Shire of Toodyay and DoT	Medium	Conduct feasibility study of the potential to use disused Clackline to Toodyay Rail for the purposes of a shared use trail.
Gravel cycle routes	Shire of Northam	Medium	As per Trail development process, develop a framework to determine project scope and details.
Wundowie Trail Network	Shire of Northam/ DBCA	Low	As per Trail development process, develop a framework to determine project scope and details.
Avon River Paddle Trail	Shire of Northam	High	As per Trail development process, develop a framework to determine project scope and details, including launch sites and infrastructure requirements.
Mount Ommanney	Shire of Northam	High	As per Trail development process, develop a framework to determine project scope and details.
Clackline	Shire of Northam in collaboration with Clackline Progress Association	Low	Undertake a detailed trail audit to determine scope of works to revitalise trails and trail information.
Northam mountain bike hub	Shire of Northam in collaboration with Northam BMX Club	Medium	Seek funding to develop concept plan for redevelopment of the site and revitalisation of existing facilities.
Mortlock River Trail	Shire of Northam	Medium	As per Trail development process, develop a framework to determine project scope and details.
Michell Ave Trail Network	Shire of Northam	Low	If demand for additional trails is evident post implementation of medium and high priority recommendations, investigate development with preparation of a framework to determine project scope and details.

June 28, 2022 | 28

### Objective 3. Implement robust governance

A sustainable trails destination requires good management models, a governance hierarchy with clear responsibilities, a comprehensive understanding of the market, strong partnerships between key stakeholders including the community and diverse revenue raising pathways.

Area	Recommendation
3.1 Governance	3.1.1 Establish the Shire of Northam as the lead agency responsible for delivery of the Trails Master Plan, with support from key stakeholders.
	3.1.2 Conduct an annual review of the Master Plan recommendations to monitor progress and ensure outcomes are achieved and carry out a complete review of the Master Plan within 10 years.
	3.2.3 Develop and nurture partnerships with key government stakeholders, the Ballardong people of the Shire of Northam and local community groups
3.2 Management	3.2.1 Build upon the volunteer program to assist with ongoing management of trails across tenures, involving the Avon Valley Environmental Society and other local clubs/groups. Formalise roles and responsibilities and ensure the program is accessible, well promoted, coordinated and adequately resourced.
	3.2.3 Install single standard research tools and data collection devices at all existing and new locations to create a database to aid in management and future planning. Develop or improve an existing system for collecting tourism visitation data.
3.3 Partnerships	3.3.1 Undertake ongoing advocacy with stakeholders to realise high priority, longer term projects, which do not have current support or resources.
	3.3.2 Develop written MOU's between land managers and user groups to facilitate ongoing trail maintenance and management
	3.3.3 Ensure trails are considered as part of the Shire of Northam Aboriginal Advisory Group discussions and seek to engage with the local indigenous community and promote opportunities for engagement through skills workshops or trail maintenance days etc.
3.4 Revenue	3.4.1 Investigate a diverse suite of suitable revenue raising options and implement.

### Objective 4. Market and promote the experiences on offer

A key to the success of a trails destination is effective marketing and promotion of the trail experiences on offer.

Area	Recommendation
4.1 Strategy	4.1.1 Work closely with the Visitor Centre, Destination Perth and the local community in establishing a cohesive, hierarchical marketing and promotion strategy for Northam that incorporates a trails as a key attraction.
	4.1.2 Facilitate the inclusion of trail information on Trails WA and links to other prominent online, including but not limited to, local government websites, tourist information centres.
	4.1.3 Record and analyse trail usage data and market visitation for all existing and new trail facilities. Work with other trail managers to create a central reporting system to provide information for the industry.
	4.1.4 Develop content and imagery which can be repurposed across a range of mediums and promotional organisations
4.2 Events	4.2.1 Support and review the value of existing events and provide event infrastructure to enhance their ongoing value.
	4.2.2 Develop a fee structure in consultation with event organisers for hosting events, with proceeds going toward the ongoing management and improvement of trails and facilities.
	4.2.3 Where appropriate, encourage the creation of new events with consideration being given to the potential impacts on established events and recreation participation.
4.3 Itineraries	4.3.1 Develop a range of multi-day itineraries which demonstrate how trail users can experience the Northam region (including travel distances, times, complimentary experiences)
	4.3.2 Encourage partnerships between travel and tour companies and local accommodation providers
4.4 Packages	4.4.1 Develop packages with Perth and key interstate trade partners to increase promotion and awareness within source markets
	4.4.2 Develop packages which appeal to the identified target markets (can include fly/drive components)

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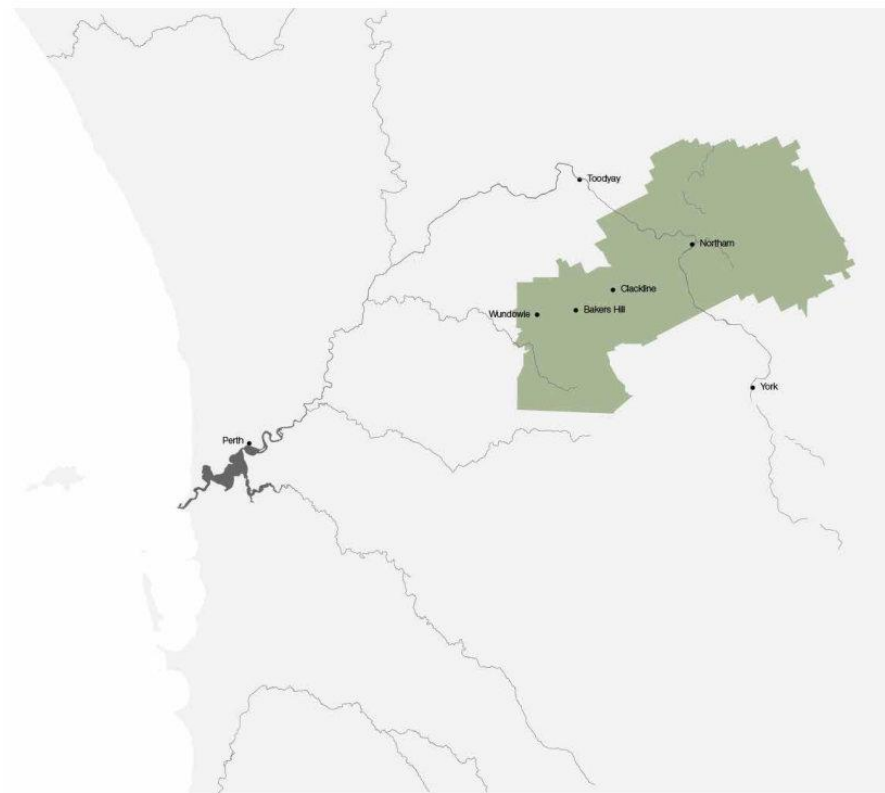


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## Attachment 2 – Northam Trail Master Plan Advisory Committee Presentation



## PROJECT AREA



## PLANNING CONTEXT

WA STRATEGIC TRAILS BLUEPRINT



STATE-WIDE ACTIVITY BASED TRAIL STRATEGIES



REGIONAL TRAILS MASTER PLANS



LOCALISED TRAILS PLANS

Shire of Northam  
Trails Master Plan



Walk/hike



Run



Mountain bike



Gravel/Road Cycle

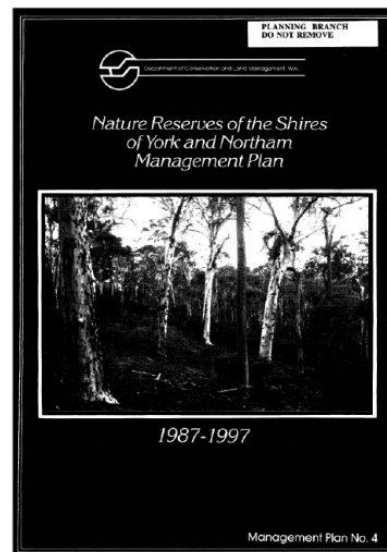
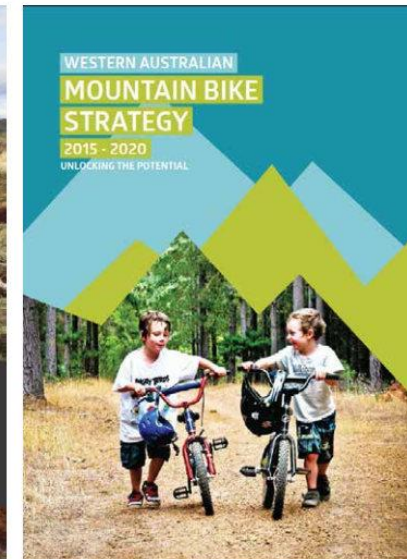
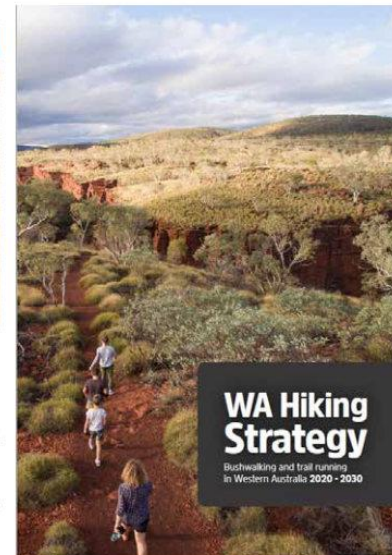
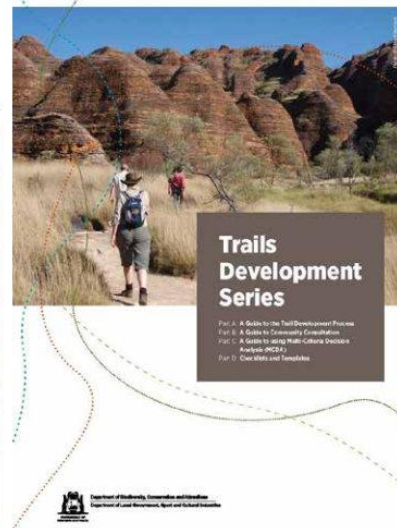
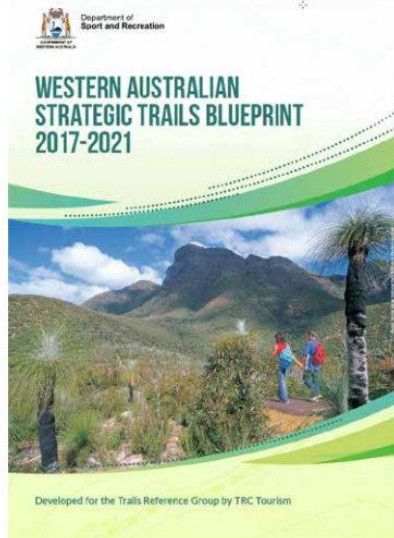


Equestrian



Paddle

# PLANNING CONTEXT



## KEY TARGET MARKETS

### LOCALS

Locals who use trails in the region. There is potential for sustainable growth in participation through ensuring appropriate and sufficient trails are provided. providing local connections between everyday destinations is also critical to growing participation and seeing the benefits socially of getting communities outside.

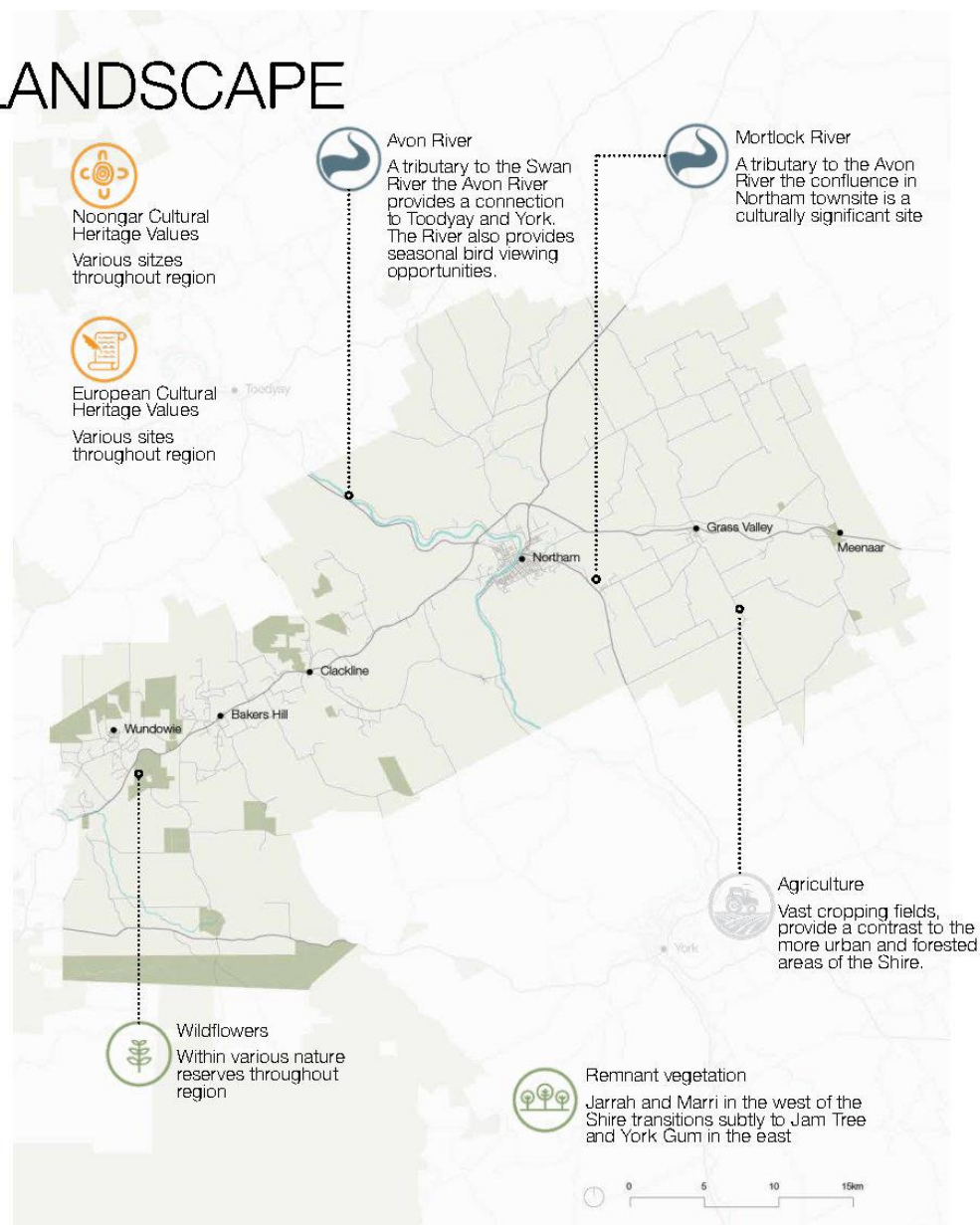
### TRAIL USERS WHILE ON HOLIDAY

Typically less experienced trail user whose primary motivator for travel is not the trails. Generally comprise the leisure market and represent the largest market potential. Trail use is a secondary motivation for their visit and will participate in trail activities incidentally.

### DESTINATION TRAIL USERS

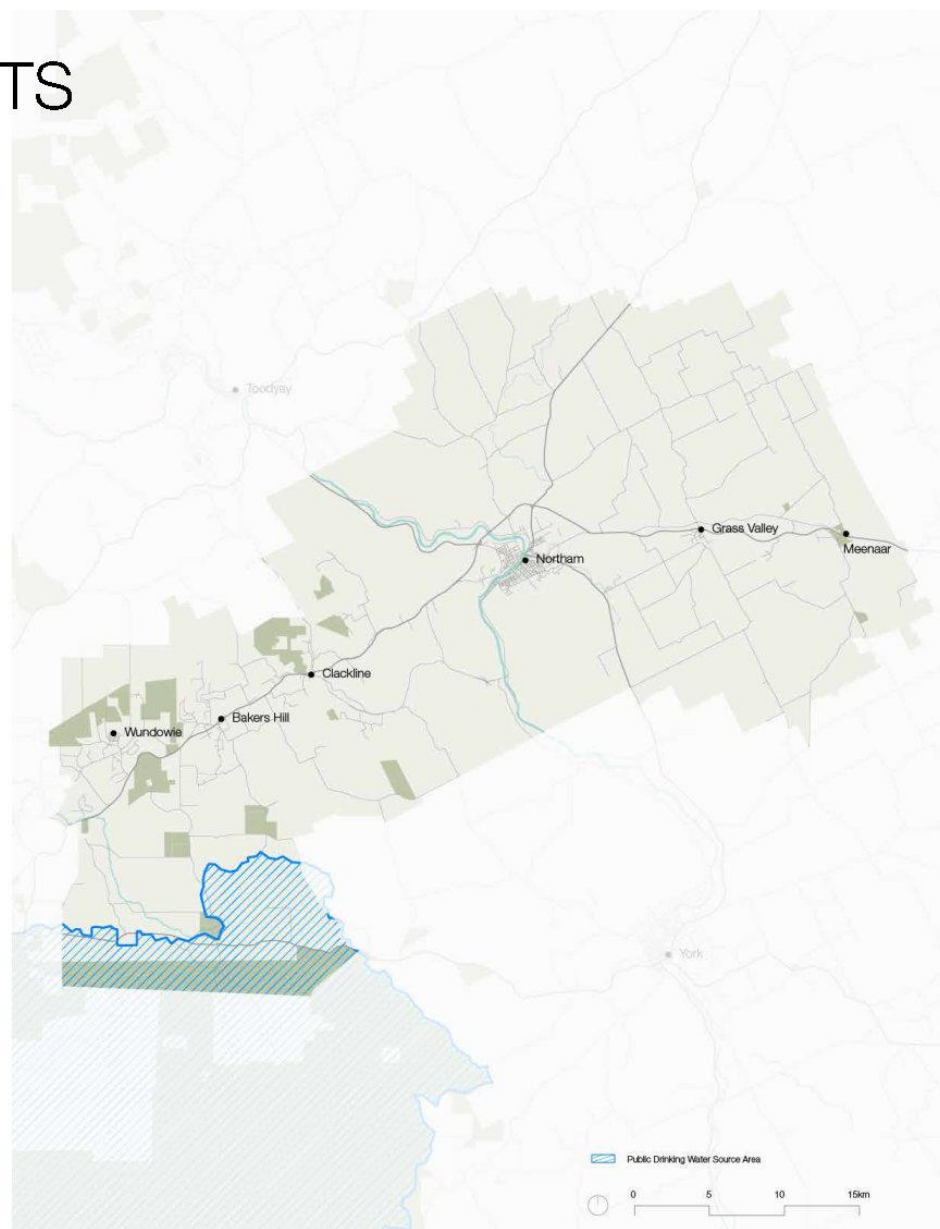
Experienced trail users who regularly travel with the trail as a primary motivator. Seek high quality trail and good supporting infrastructure in scenic / natural locations

## SETTING & LANDSCAPE



## CONSTRAINTS

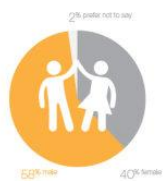
- Conflicting land uses and zoning, such as agriculture, public drinking water source areas and private land access
- Environmental constraints, such as disease risk areas, the presence of threatened species or ecological communities, topography and hydrography
- Aboriginal and European heritage registered sites and sites of known significance
- Tenure constraints, where potential trails traverse differing tenure types
- Conflicts between trail users



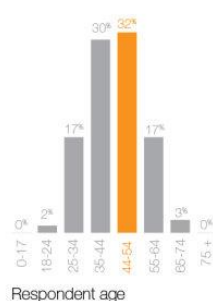
# SURVEY & CONSULTATION



Respondent postcode



Respondent gender



Respondent age

## KEY THEMES

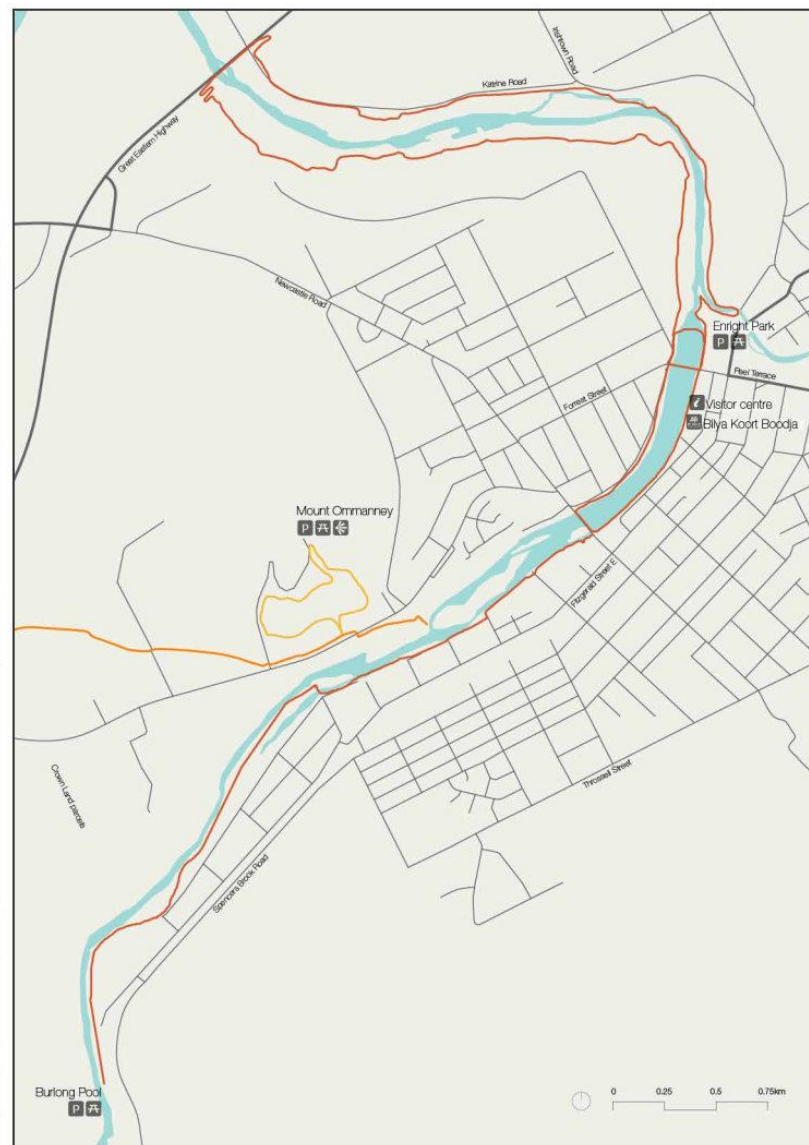
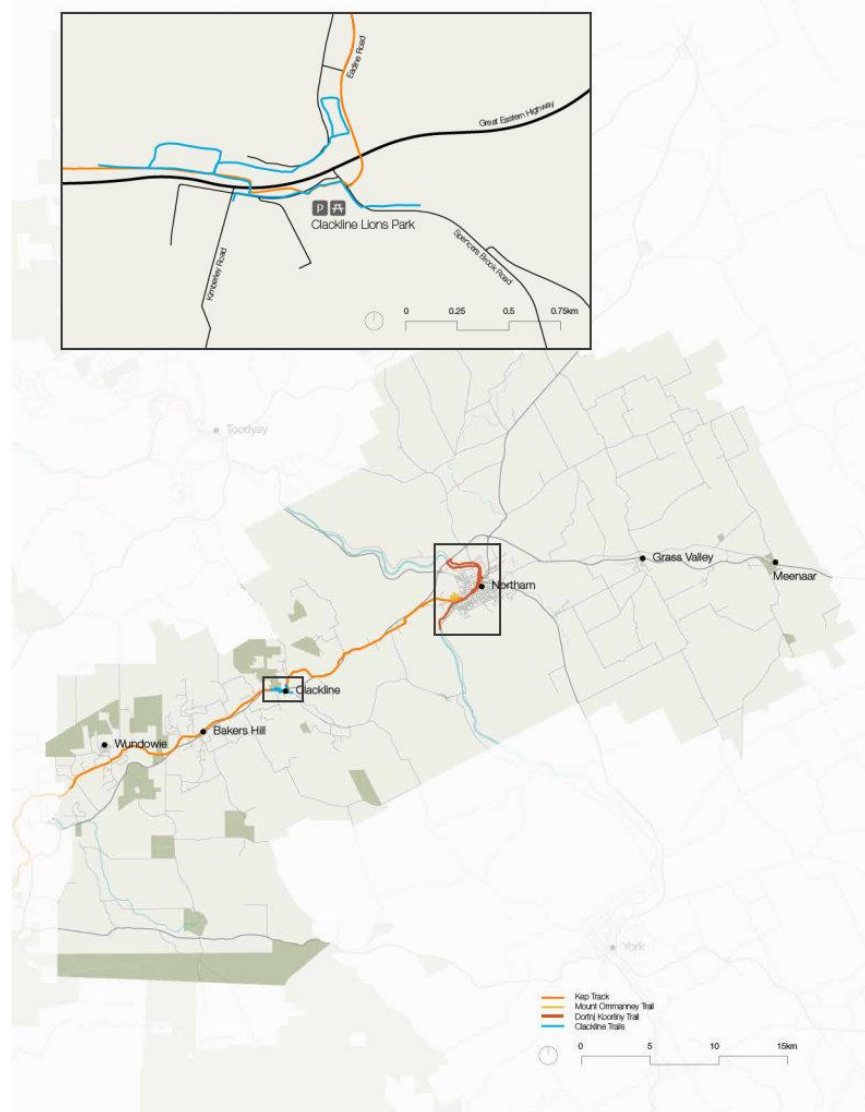
- additional maintenance required
- signage and pre visit information needs improvement
- there is demand for additional trails in particular accessible trails
- some existing trails need improvements to safety and existing amenities need upgrading
- Connecting the region with longer distance trails was raised as a key opportunity



fitness, being in nature, physical challenge are the main reasons people use trails



## EXISTING TRAILS



## EXISTING TRAILS



## GAPS

### MARKET

- investigate provision of purpose built MTB trails
- improve promotion of paddle opportunities

### UNIQUENESS

- improve quality of existing trails and focus on unique experiences

### QUALITY

- improve quality of trail related services and infrastructure
- loop trail opportunities

### ACCESSIBILITY

- Improve existing trail cohesiveness, signage and pre-visit trail information.

## VISION

**The Shire of Northam will be recognised a trails destination with an emphasis on experiences connecting locals and visitors to cultural heritage, environmental values and key destinations.**



## OBJECTIVE 1 CREATE SIGNATURE TRAIL EXPERIENCES

DORNTJ KOORLINY TRAIL

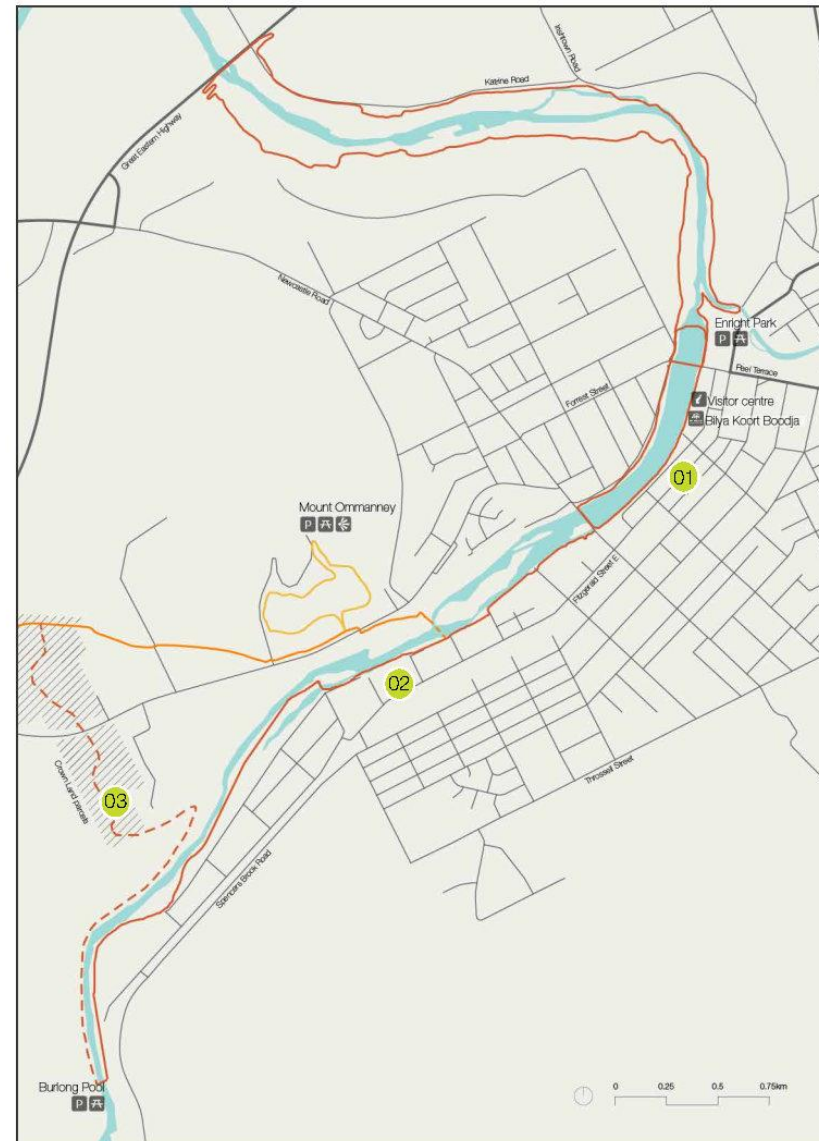
KEP TRACK

AVON RIVER TRAIL



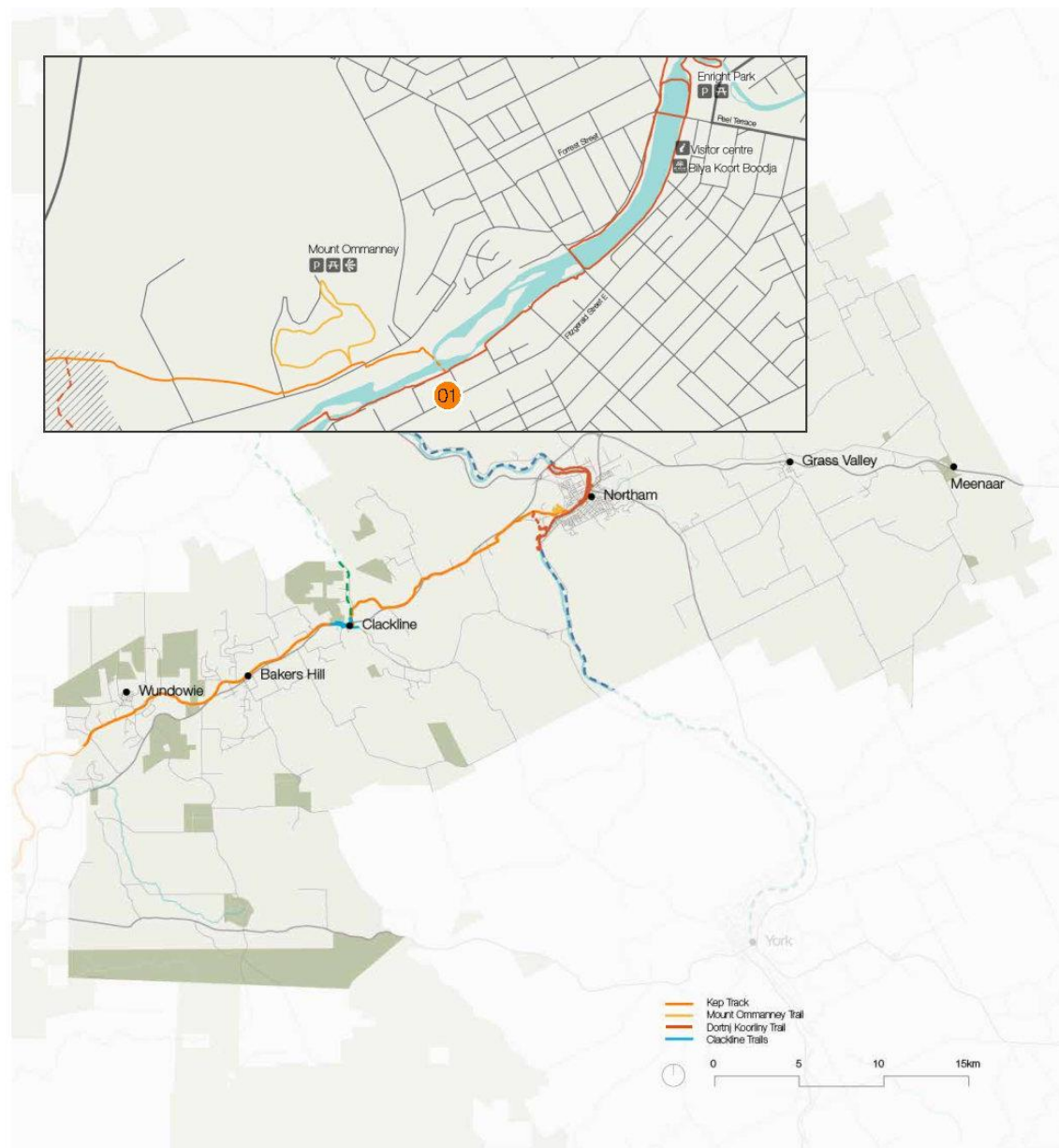
## DORNTJ KOORLINY TRAIL

Map ID	Key priorities
N/A	Undertake detailed trail audit to determine scope of works required to upgrade trail inline with current standards (refer to WA MTB Management Guidelines (DBCA, 2015)) including surfacing, bridge crossings, under-passes, support infrastructure.
01	Further establish the loop between Peel Terrace and Newcastle Road as universal access, with a focus on interpretation of natural and cultural values of the river environment.
02	Establish a guided and/or self guided cultural tour from Bilya Koort Boodja Centre to Burlong Pool.
03	Investigate a link from Burlong Pool across the river north to the Kep Track utilising the parcels of crown land.



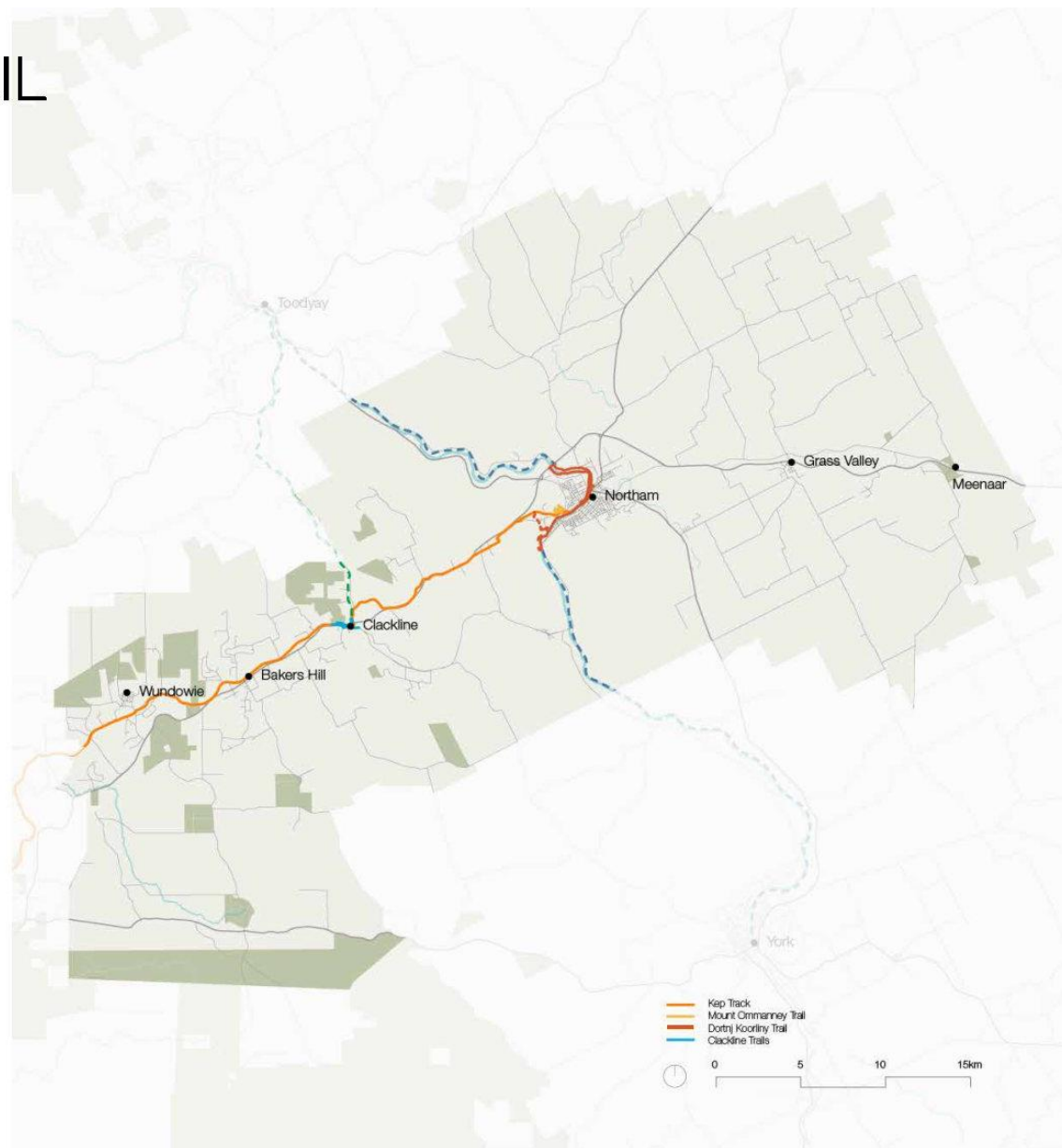
# KEP TRACK

Map ID	Key priorities
N/A	Work with Main Roads WA to ensure good outcomes in realignment of the Kep Track due to Eastlink works. Where possible realign the track off roads.
N/A	Undertake maintenance works and establish strong partnerships with other land managers to ensure the entire track is maintained to a high standard and is a consistent experience.
01	Investigate reinstatement of a bridge over the Avon River in the vicinity of Poole St.
N/A	Work with Westcycle and Natural Trust to secure funding to assist in ongoing maintenance of the Track .



## AVON RIVER TRAIL

Map ID	Key priorities
N/A	Establish a partnership with Shire of Toodyay and Shire of York to undertake a feasibility study for the Avon River Trail.



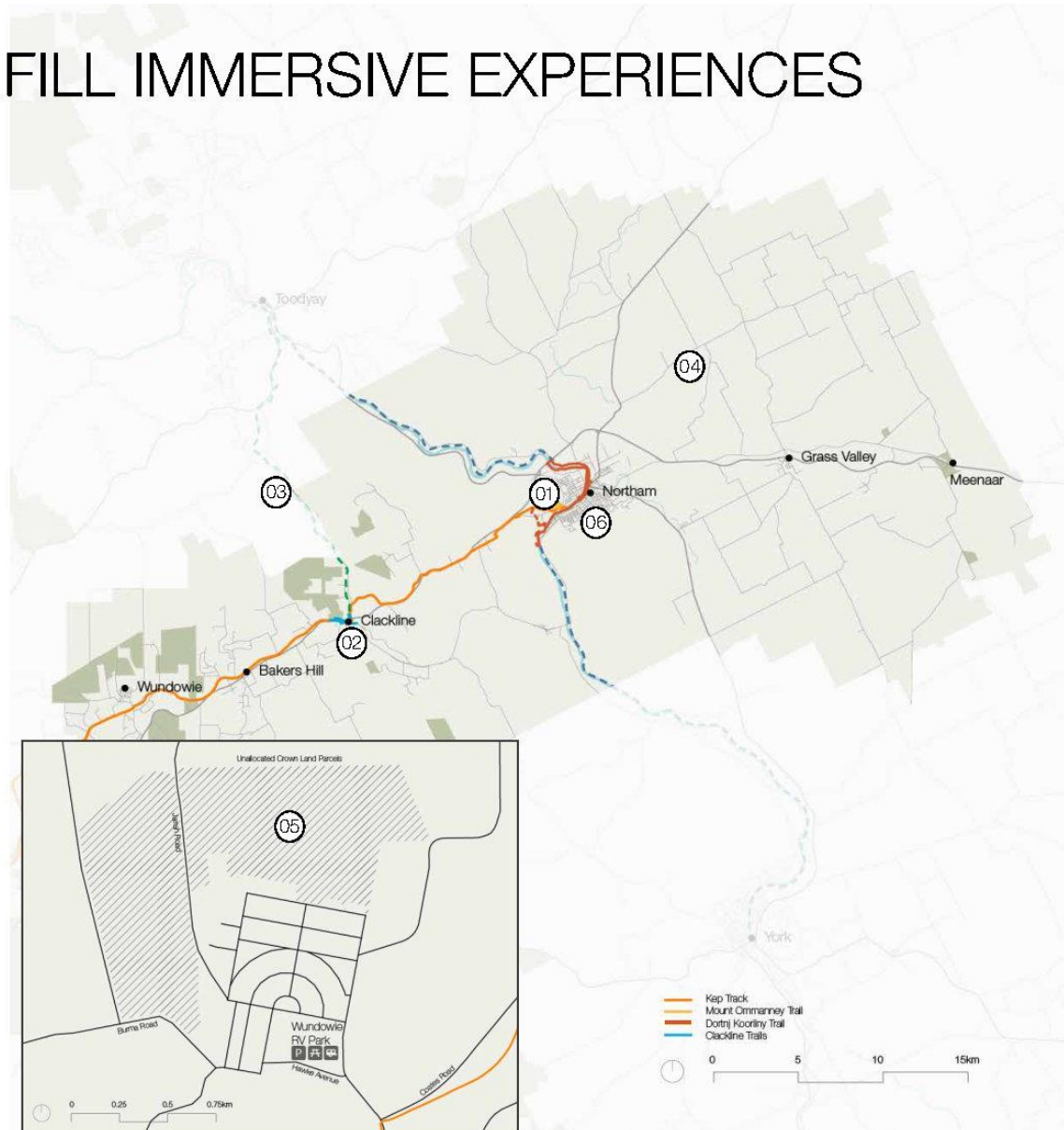
## OBJECTIVE 2 - INFILL IMMERSIVE EXPERIENCES

### EXISTING TRAILS

Map ID	Name	Recommendation
01	Mount Ommanney	Create a local scale trail network which caters for mountain biking and walkers/trail runners.
02	Clackline Walk Trails	Maintain and upgrade directional signage and mapping/information

### PROPOSED TRAILS

Map ID	Name	Recommendation
03	Clackline to Toodyay Rail trail Shared use trail - walk, cycling and horse.	Investigate feasibility of a rail trail linking Clackline to Toodyay via the disused rail corridor.
04	Gravel routes	Develop a series of marketable gravel routes throughout the area, utilising the extensive network of unsealed roads in the region. The routes could connect key points of interest such as churches, silos, pubs and artworks.
05	Wundowie Trail Network	There is potential to create a small local scale network in the unallocated crown land parcels surrounding Wundowie. The network could be developed to cater for both walkers/trail runners and mountain bikers.
06	Avon River Paddle Trail	The Avon River is a key feature of the Northam landscape. While seasonality limits paddling experiences there is opportunity to investigate shorter paddle trails in pools which are located close to Northam.



## OBJECTIVE 3 IMPLEMENT ROBUST GOVERNANCE

### KEY RECOMMENDATIONS:

- Shire of Northam key lead agency implementing Trails Master Plan recommendations
- Partnerships with key government agencies, community groups and Ballardong people
- Strengthened volunteer program to assist with ongoing management of trails
- Investigate opportunities to engage with Ballardong people in trail development through workshops and ranger program

## OBJECTIVE 4 MARKET & PROMOTE THE EXPERIENCES ON OFFER

### KEY RECOMMENDATIONS:

- Develop a cohesive marketing and promotion strategy for trails
- Facilitate inclusion of trail information on Trails WA and other prominent online sources
- Support development of trail based events
- develop a range of itineraries and packages promoting trails in the Northam region

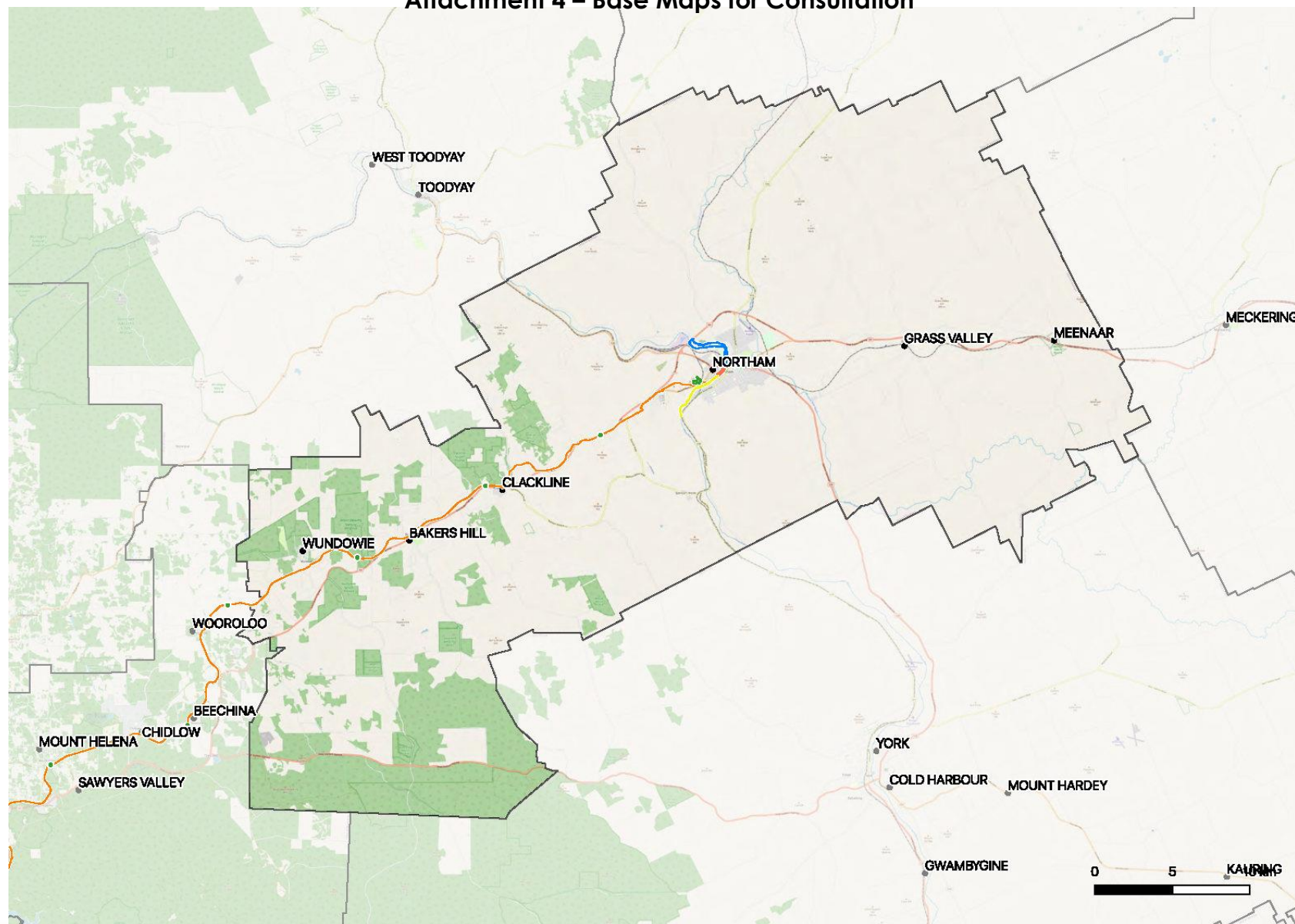


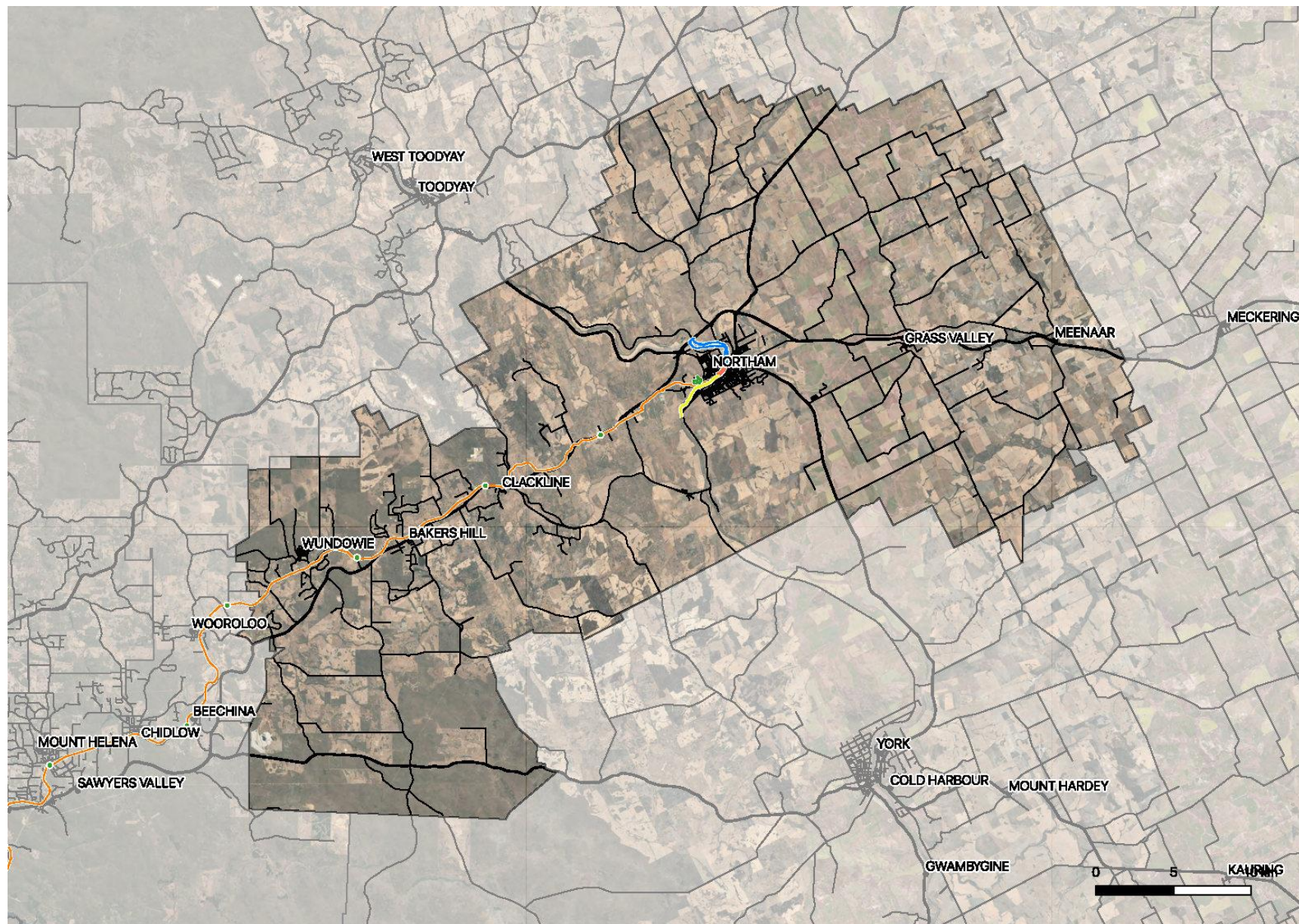
### Attachment 3 – Draft Northam Trail Master Plan Feedback

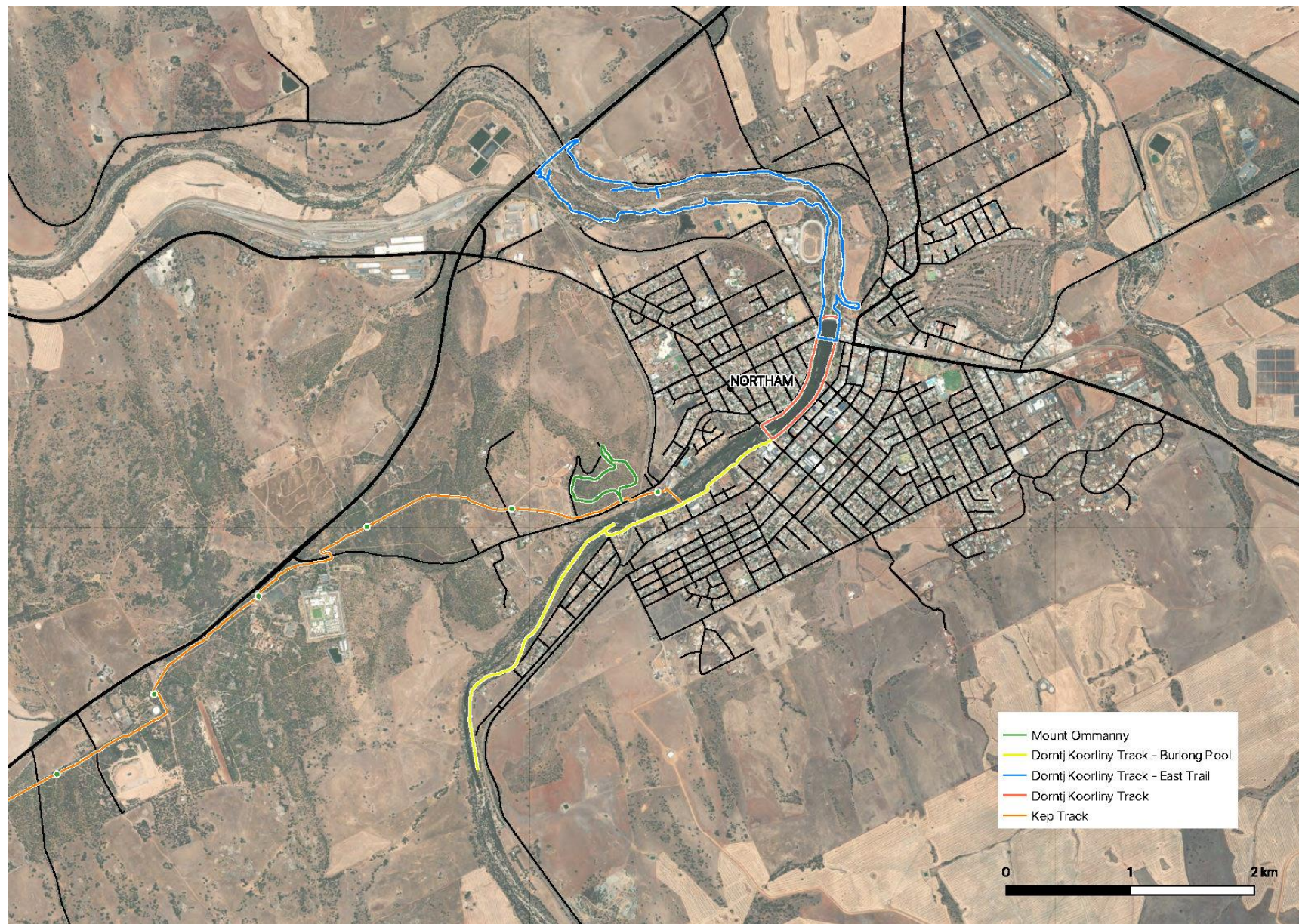
NORTHAM TRAIL MASTER PLAN		
FEEDBACK ON DRAFT		
COMMENT	WHO BY	COMMON GROUND TRAILS RESPONSE
Noted a number of additional specific sites of cultural significance	Jermaine Davis	Updated Trails Master Plan pg 5 noting specific sites
Suggest interactive interpretation signage at key locations	Jermaine Davis	Updated pg 23 to note importance of interpretative signage at key locations and need to develop in collaboration with Ballardong community
Need to engage and collaborate with a wider range of Ballardong locals	Jermaine Davis	Collaboration is noted in the Master Plan, the Shire will need to ensure this continues to occur moving forward in implementing Master Plan recommendations
Potential to add Ballardong family names to trails	Jermaine Davis	Noted on page 22 and recommendation 1.2 on page 27
Change wording in doc from Ballardong people to Ballardong people of the Shire of Northam	Jermaine Davis	Updated throughout document
Make BKB more of a focal point for trails	Jermaine Davis	Noted on page 22
The Avon River Trail while a long term vision presents significant opportunity for the Shire of Northam	RDA Wheatbelt	Noted and agreed, the Avon River Trail is in the Master Plan as an Iconic trail experience. We recommend the Shire work with RDA and other key Stakeholders to drive the idea forward.
Recommend comprehensive consultation with the Noongar elders, community and NRM Rangers to ensure cultural values and cultural integrity are recognised and incorporated into all aspects of the plan.	RDA Wheatbelt	Noted and agreed this is reflected in recommendation 1.1.4 and 3.2.3
Need to include reference to the proposed Northam Pump track and MTB skills course	DLGSC	Included on pg 25 and 27
need to consider trail proposals in neighbouring LGAs and ensure complimentary offer as well as a collaborative approach to implementing trail projects	DLGSC	agree with need for strong collaboration noted on page 26
Trail running in particular events have potential within the Shire	DLGSC	agree, added additional note regarding trail running participation boom and event potential on page 17

DLGSC are keen to work with the Shire in implementation of the trail master plan	DLGSC	key partnerships with stakeholders is noted on page 26.
		<p>1. <b>Caravan park to town centre following Mortlock River</b> – possibly extended to Grass Valley Updated Master Plan to include Mortlock river trail linking enright park to the caravan park</p> <p>2. <b>Tracks around Southern Brook</b> Not considered a priority given other recommendations cater to identified level of demand</p> <p>3. <b>Avon Arc – Perth-Beverley-York-Northam-Toodyay-Perth</b> This is covered in the proposed Avon River Trail and the Kep Track</p> <p>4. <b>Northam (Burlong Park) to Spencers Brook</b> Proposed Avon River Trail will provide this link</p> <p>5. <b>Burlong to Northam track on the North side of the Avon River</b> Proposed link from Burlong gPoole to the Kep track achieves this link and adds variety to the loop from Northam.</p>
A number of additional trail suggestions were put forward (refer AVES Submission)	AVES	
Would like to see on ground works on DK Trail rather than more planning (refer AVES submission for list)	AVES	Understand frustration regarding lack of action on ground, however as outlined in the master plan we recommend that as a first step the Shire engage professional trail designer/builder to audit the trail and determine works required to lift the overall standard of the trail.

#### Attachment 4 – Base Maps for Consultation







## Attachment 5 – Northam Trails Master Plan Consultation Results Summary

### Northam Trails Master Plan

#### User group & community consultation

User group consultation identified gaps in the supply of trails, trail opportunities, club capacity to assist in the trail development process and current issues relating to trails. A review of recent consultation in particular for the Northam Bike Plan 2020 and the Avon and Central Coast 2050 Cycling Strategy has also informed identification of gaps in current trails provision.

An online trail user survey was distributed to the wider community as part of the information gathering process. This Survey was distributed through the user group networks, Local and State Government networks and social media.

The survey proved a useful tool in providing an insight into trail use patterns and preferences for trails and development locations. It also identified where respondents recreate, how often and in some cases barriers to participation.

A community open house session was held in Northam with discussion focussed on current situation, opportunities, gaps, barriers and Northam's point of difference.

Key insights from user group and community consultation included:

- Northam's point of difference includes the river, heritage values and proximity to Perth
- Signage needs a consistent and legible approach
- Improve pre-visit information for trails and develop a marketing strategy which includes imagery and videos to build the hype,
- Sanctioned trails to incorporate where possible universal accessibility, link neighbouring towns with multi-use trails,
- Develop the town and trails for the local residents, economic benefits from trail development and visitors will result. Important to ensure the character of Northam is retained.
- The top three preferred recreational activities of survey respondents was mountain biking, walking/hiking and gravel cycling. 86.2% of respondents indicated their level of experience in their preferred recreational activity as intermediate or advanced.
- Of those that responded to the survey and use the trails within the Shire, 76.6% are not a member of a club or incorporated association and 20% are a member of a club or incorporated association. From this data it can be concluded that the trails in Northam provide an important recreational asset for informal recreation and for people that prefer to not be a member of a club.
- Responses to the survey indicate the most popular activity for exploring the trails in the Shire of Northam is mountain biking closely followed by walking and/or hiking.
- The majority (62.6%) of exploration of trails in Northam is undertaken in small groups of 6 people or less, while 28% of exploration of the trails within Northam is undertaken solo. Shire residents are more likely to use the trails on their own than non-residents.

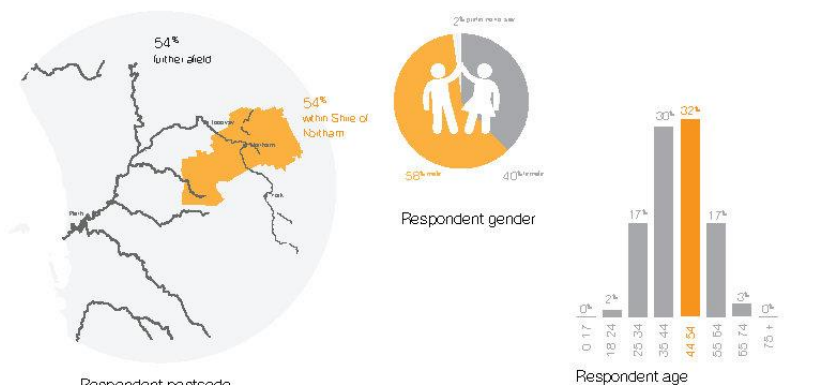
An analysis of survey results by gender revealed the following profile for female and male respondents.

#### Female

- typically aged between 45 and 54 years
- most likely walking or hiking to explore trails within Northam
- likely not a member of a club or social media group
- most likely to explore the trails with a friend or partner
- use the trails in Northam to be in nature, for exercise and fitness and to spend time with family and friends.

#### Male

- typically aged between 35 and 44 years
- most likely to be exploring the trails in Northam by bicycle
- more likely to be either a member of a club or a social media group
- most likely to explore the trails with a friend or partner
- use the trails in Northam for exercise and fitness, for the physical challenge and to be in nature.

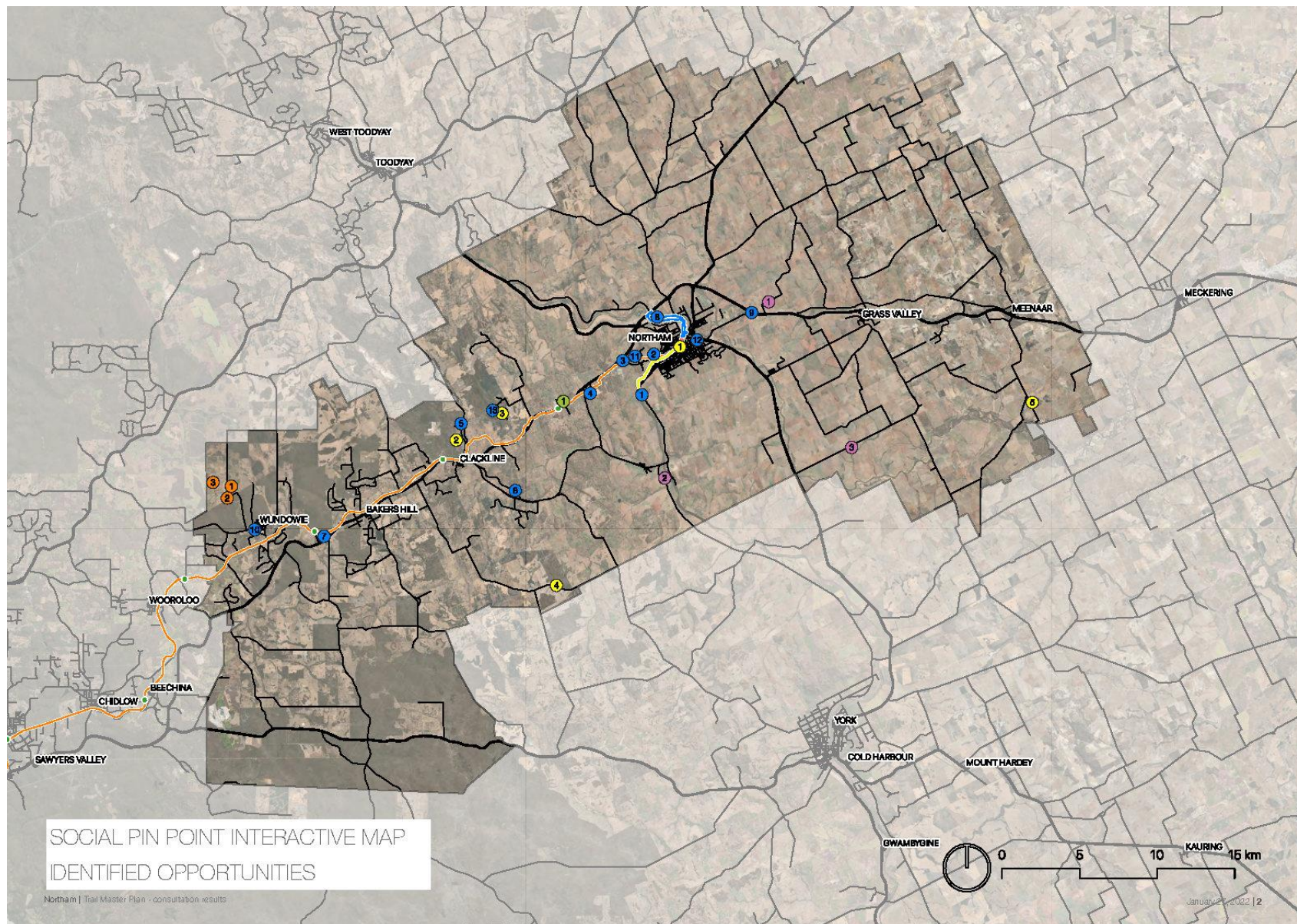


**fitness** are the main reasons people use trails  
**being in nature**  
**physical challenge**



Top 3 sources of information about trails

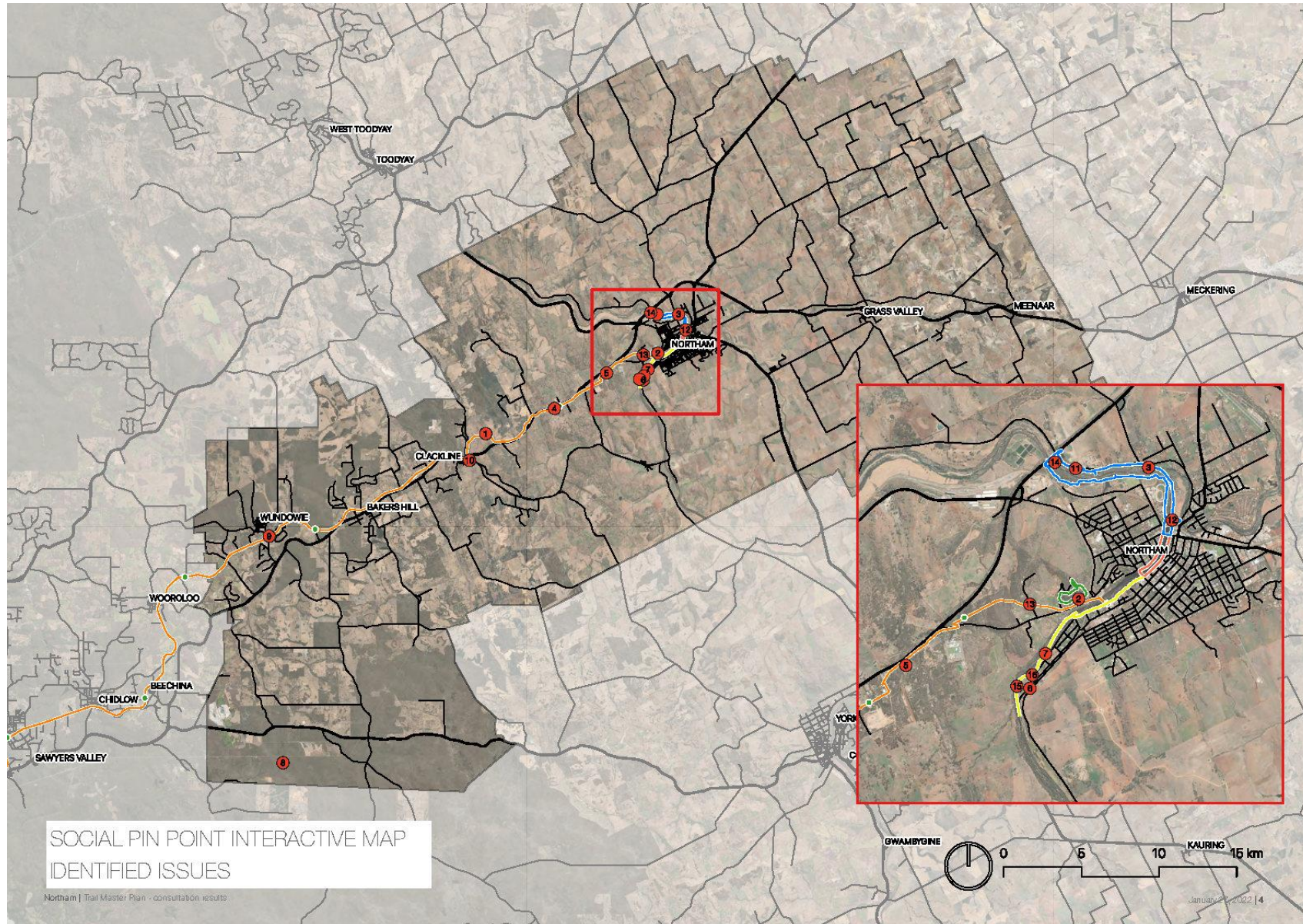
Online survey results summary



## Ordinary Council Meeting Minutes 21 September 2022

### IDENTIFIED OPPORTUNITIES

Marker Number	Comment	Up Votes	Down Votes
<b>CYCLING (ROAD/GRAVEL)</b>			
1	Perfect gravel cycling road to southern brook road.	0	0
2	Spencers Brook, Grass Valley, Jennaubine as a 3 point ride to each tavern (a stop in Northam if extra food/water needed)	2	0
3	Carter Road provides a good road training route given its rolling hills. Good loop if followed all the way around.	1	0
3	Great ride with classic Avon Valley farm scenery. Relatively quiet most of the time.	0	0
<b>EQUESTRIAN</b>			
1	There are 2 tracks that exit this corner, not sure where they go.	0	0
2	There are 2 tracks that exit this corner, not sure where they go. (Sorry I put this note in previously but I put it on the wrong corner and didn't know how to delete it).	0	0
3	There is an open space here which used to be open to the public but is now closed/locked. It would be great if residents could have access to this area. Residents purchased properties with this as an incentive but it has since been locked off. It would be great for all types of trail activities.	0	0
<b>MTB</b>			
1	Jump on the railway service road to muresk. Good quality	1	0
2	An Xc loop would be perfect here	1	0
3	Alternative location for an xc loops	0	0
4	Slight trail built in here but think abandoned	0	0
5	Possible Clackline - Toodyay Rail Trail	3	0
5	Rail trails are the perfect type of trail. First, they retain the heritage/ history and second, the gradients cater for riders of all abilities, especially families.	1	0
6	Why realign Kep track if there is an opportunity for an extra trail?	0	0
6	Clackline - Spencers Brook Rail Trail (possible realignment of Kep Track)	4	0
7	Need to ensure that Kep Track is preserved/enhanced as part of MRWA "East Link" project	4	0
8	Have to get on bitumen here. Would be great to extent the track to the bridge and stay off the boring road	1	0
9	There is enough bush on the side of the road to make an xc loop to Clydesdale road. Car park at the top of the hill.	1	0
10	Wundowie townsite is based in a valley with potential for challenging xc loops throughout. The town has established services and rv parking which could develop into a central location similar to that found at Lysterfield Park in Victoria	0	0
11	Downhill?	0	0
12	BMX track/area provides a perfect opportunity for a pump track and MTB skills course to be a cycling hub for the town. Then suggest the inclusion of signage to encourage users out to the regions	0	0
13	Good mtn ridge that could provide suitable mtb opportunities (i.e. from communications tower)	0	0
<b>WALK/TRAIL RUN OPPORTUNITY</b>			
1	All the Dornij Koorliny trails are lovely - some of my favourite. Would be good to have more info about these trails and the Aboriginal history of them. Locals only know about Kep, not Dornij Koorliny.	0	0
2	Clackline Nature Reserve (similar to Bobakine and Mokine Reserves) is very small and little known, yet provides for a very attractive, rewarding short bushwalk (~3km) opportunity. Can be combined with walk opportunities at Bobakine and Mokine Reserves to provide a wonderful single-day's bushwalking outing from Perth. More info on WalkGPS website (via subscription and due acknowledgement.)	1	0
3	Bobakine Nature Reserve (similar to Clackline and Mokine Reserves) is very small and little known, yet provides for a very attractive, rewarding short bushwalk (~3km) opportunity. Can be combined with walk opportunities at Bobakine and Mokine Reserves to provide a wonderful single-day's bushwalking outing from Perth. More info on WalkGPS website (via subscription and due acknowledgement.)	1	0
4	Mokine Nature Reserve (similar to Bobakine and Clackline Reserves) is very small and little known, yet provides for a very attractive, rewarding short bushwalk (~5.5km) opportunity. Can be combined with walk opportunities at Bobakine and Clackline Reserves to provide a wonderful single day's bushwalking outing from Perth. More info on WalkGPS website (via subscription and due acknowledgement.)	1	0
5	A lot of focus naturally goes towards town and the West of the Shire, but some opportunities in the east of the Shire should be considered	0	0
<b>OTHER TRAIL OPPORTUNITY</b>			
1	Could build a MTB track here. Very quiet	0	0



## IDENTIFIED ISSUES

Marker Number	Comment	Up Votes	Down Votes
1	Lack of signs also to say it is shared use, apart from small one when you turn off Spencer's Brook Road	0	0
1	Shared road use makes it dangerous	1	0
2	Weeds on Mt Ommaney need to be controlled better - they are taller than me! and reseed with wildflowers	4	0
2	Trails are not always obvious on Mt Ommaney - one trail down the western side was blocked off with sand when firebreaks were made. Would also be great to have the map sign at the base of Mt Ommaney upgraded - it is all worn away.	0	0
3	This trail needs better signage and weed control/controlled burning	3	0
4	Need better signage for the road section of the Kep track	3	0
5	Washouts are getting dangerous	0	0
6	Turns to sand. Can we pick an alternate?	0	0
7	Trail in very poor condition post flood. Track that was close to edge has washed away and daughter fell in River on bike.	0	0
8	No trails for trail bikes	0	0
9	This section of KEP trail between Wundowie and Clackline is planned to make way for the new Perth Adelaide National Highway !!! Fans of the trails need to make their voices heard on this Eastlink Project. The road alignment from Wooroloo - Clackline is along the rail corridor, terrible mistake	2	1
10	The wildflower loop of the Clackline walk trails goes over the creek at a ford - when it rains, this part of the loop is inaccessible. A bridge would be handy to have. While there is a bridge further along, it isn't signposted, plus is quite a steep track to get to it.	0	0
11	For this section of the trail you are just on the side of the rd with cars going 80km past - would be good to have the trail with more signage and a crossing to make users feel safe.	0	0
12	Trail sign here is faded and covered in graffiti.	0	0
13	Tyre popping Calthrop is a big problem each year here and down by the old swimming pool. Needs to be addressed after any summer rain.	0	0
14	The pedestrian path on the bypass overpass is littered with rocks and rubble.	0	0
15	Fallen trees and branches across the trail.	0	0
16	Fun ride. Would benefit from some berms and board paths over sand.	0	0

## Attachment 6 – Northam Trail Master Plan Priority Project Cost Estimates

### NORTHAM TRAILS MASTER PLAN

PRIORITY PROJECT COST ESTIMATES

REV A  
9 May 2022



COMMON GROUND TRAILS PTY LTD

ABN 511 623 52776

ACN 162 362 776

PO box 122 Margaret River WA 6285

www.commongroundtrails.com

info@commongroundtrails.com

TRAIL PROPOSAL COSTS - Existing trails												
Existing trails	Trail type	Total length (km)	Current Trail quality	Cost to upgrade trail	Annual maintenance	TOTAL	Notes					
Dorntj Koorliny Track	Shared	20	Fair	\$ 500,000.00	\$ 40,000.00	\$ 540,000.00	Indicative cost only, cost TBD following detailed trail audit.					
Kep Track	Shared	38	Good	\$ 570,000.00	\$ 76,000.00	\$ 646,000.00	Indicative costs only, cost TBD pending detailed audit and sections needing realignment due to Eastlink works					
Clackline Trails	Shared	4	Good	\$ 52,500.00	\$ 7,000.00	\$ 59,500.00						
SUBTOTALS		62		\$ 1,122,500.00	\$ 123,000.00	\$ 1,245,500.00						
TRAIL PROPOSAL COSTS - Proposed trails												
Proposed Trails	Trail type	Total length (km)	Trail development process stage								TOTAL	Notes
			Proposal	Framework	Site assessment	Concept planning	Corridor evaluation	Detailed design	Construction	Annual maintenance		
Avon River Trail (Toodyay - Northam -York)	Shared	70	Internal	\$ 4,000.00	\$ 140,000.00	\$ 70,000.00	\$ 10,000.00	\$ 210,000.00	\$ 8,400,000.00	\$ 420,000.00	\$ 9,254,000.00	Gravel cycling routes will use existing gravel roads so there is limited costs associated with trail development
Dorntj Koorliny Trail proposed new section	Shared	4	Internal	\$ 2,000.00	\$ 8,000.00	\$ 4,000.00	\$ 5,000.00	\$ 12,000.00	\$ 160,000.00	\$ 8,000.00	\$ 199,000.00	
Mount Ommanney Trail network	Shared	10	Internal	\$ 2,000.00	\$ 5,600.00	\$ 2,800.00	\$ 5,000.00	\$ 8,400.00	\$ 336,000.00	\$ 5,000.00	\$ 364,800.00	
Clackline to Toodyay Rail Trail	Shared	23	Internal	\$ 4,000.00	\$ 46,000.00	\$ 23,000.00	\$ 10,000.00	\$ 69,000.00	\$ 2,760,000.00	\$ 138,000.00	\$ 3,050,000.00	
Gravel routes	Shared	80	Internal	\$ 2,000.00		\$ 40,000.00					\$ 42,000.00	
Wundowie Trail Network	Paddle	10	Internal	\$ 2,000.00	\$ 20,000.00	\$ 10,000.00	\$ 5,000.00	\$ 30,000.00	\$ 400,000.00	\$ 20,000.00	\$ 487,000.00	
Avon River Paddle Trail	Shared	5	Internal	\$ 2,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 22,000.00	
Mortlock River Trail	Shared	3	Internal	\$ 2,000.00	\$ 6,000.00	\$ 3,000.00	\$ 5,000.00	\$ 9,000.00	\$ 120,000.00	\$ 6,000.00	\$ 151,000.00	
SUBTOTALS		205		\$ 20,000.00	\$ 230,600.00	\$ 162,800.00	\$ 45,000.00	\$ 338,400.00	\$ 12,176,000.00	\$ 597,000.00	\$ 13,569,800.00	
TRAIL INFRASTRUCTURE COSTS												
Trail	Trail type	Signage			Bridge	Watercraft launch infrastructure	TOTAL	Notes				
		Trailhead	Directional	Interpretive								
Dorntj Koorliny Track	Shared	\$ 10,000.00	\$ 1,000.00	\$ 50,000.00			\$ 61,000.00	Trailhead to include info on other trails in vicinity and located at BKB/Info Centre Signage TBD in collaboration with partner trail managers. Bridge at Poole St cost indicative only TBD pending approach, refer master plan.				
Kep Track	Shared	\$ -	\$ -	\$ -	\$ 750,000.00		\$ 750,000.00					
Clackline Trails	Shared	\$ 10,000.00	\$ 300.00	\$ 25,000.00			\$ 35,300.00	Trailhead not required				
Avon River Trail (Toodyay - Northam -York)	Shared	\$ 10,000.00	\$ 3,500.00	\$ 50,000.00			\$ 63,500.00					
Mount Ommanney Trail network	Shared	\$ 10,000.00	\$ 500.00				\$ 10,500.00					
Clackline to Toodyay Rail Trail	Shared	\$ 10,000.00	\$ 1,200.00				\$ 11,200.00					
Gravel routes	Shared	\$ -	\$ 4,000.00				\$ 4,000.00					
Wundowie Trail Network	Paddle	\$ 10,000.00	\$ 500.00				\$ 10,500.00					
Avon River Paddle Trail	Shared	\$ -	\$ 250.00			\$ 40,000.00	\$ 40,250.00					
Mortlock River Trail	Shared	\$ -	\$ 150.00				\$ 150.00					
SUBTOTALS		\$ 60,000.00	\$ 11,400.00	\$ 125,000.00	\$ 750,000.00	\$ 40,000.00	\$ 986,400.00					
EXCLUSIONS												
GST.												
Permits, statutory approvals or authority charges.												
NOTES												
This estimate is based on currently available industry rates and prices.												
Common Ground Trails have based the Opinion of Probable Costs on recent projects in Australia.												
This is an opinion of probable costs only based on the broad information outlined in the Trails Master Plan, all components of which are subject to escalation in construction, labour and material costs.												
Prices submitted at tender may vary according to market demand at the time of tender.												
Upgrade existine cost is an estimate based on trail condition observed during site visit for Trail Master Plan preparation, extent of specific upgrades required TBD post detailed trail audit												

Staff and Gallery left the meeting at 6:07pm.

#### **14. MATTERS BEHIND CLOSED DOORS**

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

**Minute No: C.4572**

**Moved: Cr Galloway**

**Seconded: Cr Mencshelyi**

**That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (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 10 August 2022.**

**CARRIED 8/0**

#### **14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 10 AUGUST 2022**

**Receipt of Minutes:**

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

**Minute No: C.4573**

**Moved: Cr Antonio**

**That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 10 August 2022.**

**CARRIED 8/0**

**Adoption of Recommendations:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4574**

**Moved: Cr Antonio**

**That Council:**

- 1. Accept the CEO 2021/22 KPI Report YTD.**
- 2. Authorise the Shire President to discuss with the CEO the possibility of the CEO reapplying for his current position and whether he is able and willing to assist the Committee with the selection process.**
- 3. Approve a 3% increase to the CEO remuneration for the 2022/23 financial year.**

**CARRIED 8/0**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4575**

**Moved: Cr Mencshelyi**

**Seconded: Cr Galloway**

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

**CARRIED 8/0**

Staff and Gallery returned to the meeting at 6:11pm.

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

Nil.

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil.

## **17. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 6:12pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 21 September 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date