



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**20 March 2019**



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## 1. DECLARATION OF OPENING

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

The Shire President paid their respects to New Zealand due to the recent terror attack.

## 2. ATTENDANCE

### Council:

Shire President	C R Antonio
Deputy Shire President	M P Ryan
Councillors	J E G Williams
	C L Davidson
	R W Tinetti
	S B Pollard
	A J Mencshelyi
	T M Little
	J Proud
	C P Della

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
A/Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C McCall

### Gallery:

Avon Valley Advocate	Eliza Wynn
Public	Ulo Rumjantsev
	Jack Potter
	Sally Hart

The Chief Executive Officer departed the Council Chambers at 5:30pm.

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 16 February 2019 to 25 March 2019 (inclusive) however attended the meeting.

The Chief Executive Officer returned to the Council Chambers at 5:31pm.

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
RFT 11 of 2018 – Reconstruction & Resurfacing for various roads in Northam	12.2.1	Cr R W Tinetti	Impartiality	He owns a house towards the south eastern end of Gordon St which is on the list.
Application for Development Approval – Proposed Site Office & Telecommunications Tower	12.3.1	Cr C L Davidson	Indirect Financial	His wife currently works in the telecommunications industry.

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

<b><u>Visitations and Consultations</u></b>	
24/02/19	World Women's Balloon Championship Interview - Northam
26/02/19	MMM Radio Interview - Northam
01/03/19	Quarterly Meeting with Northam Chamber of Commerce
02/03/19	Lions Markets - Northam
04/03/19	Labour Day Public Holiday
06/03/19	Moorditj Yaakiny Official Launch - Northam
07/03/19	Live Lighter Aged Care Games Northam Official Opening
07/03/19	Northam Chamber of Commerce Business After Hours
07/03/19	Southern Brook Community Association AGM
08/03/19	Shire of Northam Green Experience, Village Green, for 4 weeks
09/03/19	Wagin Woolarama
11/03/19	MMM Radio Interview - Northam
11/03/19	AROC Meeting - Toodyay
13/03/19	Bendigo Bank Farmers Breakfast - York
14/03/19	Local Health Advisory Group Meeting Northam
14/03/19	LGIS Meeting and tour of BKB - Northam
15/03/19	WA Farmers Conference - Perth
18/03/19	Avon-Midland Country Zone - Moora
<b><u>Upcoming Events</u></b>	
21/03/19	Local Emergency Management Committee Meeting - Northam
22/03/19	Central Regional TAFE Graduation and Awards Evening Northam
25/03/19	MMM Radio Interview - Northam
29/03/19	Laurie Graham Office Official Opening - Northam
06/04/19	Lions Markets- Northam
06/04/19	Northam Motorsport Festival – Two days
08/04/19	MMM Radio Interview - Northam
11/04/19	Regional Capitals Alliance Meeting - Perth
16/04/19	Agribusiness Graduation for CSU Degree Students - Muresk

## **Operational Matters:**

### Shire of Northam Community Grants

The Shire of Northam Community Grant applications for the 2019 / 2020 year are open from the middle of February to the middle of April. To check for eligibility, head to the Shire of Northam website under Community Grants. Grants can apply, and may be eligible, to assist with club sponsorship, events or projects. On the Shire website, there are also links to other forms of available grant funding.

### Functions at Shire of Northam facilities.

Following the launch of the new co-work space, "Create 298", the Northam Chamber of Commerce hosted its Business After Hours event at the March meeting where the full range of services at this facility were presented to the business community.

The Local Government Insurance Scheme Board met in Northam and was provided a tour of the exceptional Bilya Koort Boodja facility.

### Shire of Northam Events

The Northam Motor Sport Festival returns for another year during the first weekend of April. The festival incorporates both a twilight Motorkhana and fee community concert on the Saturday evening. The Flying 50 on Sunday is one of the few remaining street circuits in Western Australia, and travels around Northam's Central Business District. Congratulations to all the volunteers and Shire staff involved with this event.

## **Strategic Matters:**

### Major Projects

The Youth Precinct located at the corners of Peel Terrace and Chidlow Street is nearing completion. This will provide a readily accessible area for families of all ages.

## 5. PUBLIC QUESTION TIME

### 5.1 PUBLIC QUESTIONS

**Name:** Jack Potter.

**Question 1:** Is it a coincidence that the day after you were instructed to facilitate entry into the library that you took the front page of the Advocate to announce that all gophers were banned?

**Summary of Response 1:** The Chief Executive Officer advised that he does not control or write the Advocate Newspaper, which is nothing to with and independent of the Shire of Northam. On occasions, he may provide comments as requested.

**Question 2:** Is it a coincidence that after the Council's approval of my attempting to pour oil on the waters and my appeal for restraint, generally approved, that you failed to notify the library staff of this move, enabling them to continue in their militant imposition of further restraining orders on me?

**Summary of Response 2:** The Chief Executive Officer advised that the library staff were informed first thing the following morning after the Council's resolution. The Executive Manager Corporate Services advised the staff as the Executive Manager Community Services was unavailable.

The matter of the restraining order was a private matter of an individual employee and one which was dealt with by the Courts.

**Question 3:** Is it acceptable that although you complained about me taking personal issues against you, the first thing you did February 2018 after invading my medical records was to demand a mental health assessment of me which I gladly agreed to and submitted, and yet you resist taking a mental acuity test, which is clearly a reasonable request, and no more I had already done? Take the test and bring the results to the next meeting.

**Summary of Response 3:** The Chief Executive Officer advised that he no intention of responding to this objectionable question.

**Question 4:** Is it a coincidence that you never appear in Court, where there is the occasional bible to be found?

**Summary of Response 4:** The Chief Executive Officer advised that this is a matter for the Courts and is nothing to do with the Shire of Northam, it is a personal matter relating to an employee and Mr Potter, and therefore he (CEO) is not required to appear in Court.

**Question 5:** Is it a coincidence that in a ratepayer paid vehicle with ratepayer paid fuel you drive to Cannington Shopping Mall to shop and do not spend so much as the cost of bread or milk in Northam?

**Summary of Response 5:** The Chief Executive Officer advised he is very supportive of local business.

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

Council Forum Meeting, 13 February 2019

**Name:** Brian Daniels.

**Question:** Can you please advise what would be the cost and the ramifications of installing a microphone and speaker system along with a recording device to accurately record the minutes of the council meeting in the Shire of Northam Council Chambers?

**Response:** The following response was provided in writing on 20 February 2019:

*I refer to your question which was taken on notice at the Council Forum meeting held on 13 February 2019 in relation to installing a microphone, speaker and recording system in the Council Chambers and wish to offer the following response:*

*Staff are in the process of finalising quotes for Council, it is estimated the costs will be in the order of \$25,000 - \$35,000.*

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**Name:** Barb Sage.

**Question:** Please explain how this application meets State Planning Policy No. 3?

**Response:** The following response was provided in writing on 22 February 2019:

*I refer to your question which was taken on notice at the Council Forum meeting held on 13 February 2019 and offer the following response. The question raised was in relation to State Planning Policy No.3 and how the development application which formed agenda item 12.3.2 meets these requirements:*

*Statement of Planning Policy No. 3 'Urban Growth and Settlement' is a "Statement Policy" only, and sits atop the following State Planning Policies (SPP):*

- SPP 3.1 – Residential Design Codes;*
- SPP 3.2 – Aboriginal Settlements;*
- SPP 3.4 – Natural Hazards and Disasters;*
- SPP 3.5 – Historic Heritage Conservation;*
- SPP 3.6 – Development Contributions for infrastructure; and*
- SPP3.7 – Planning in Bushfire Prone Areas.*

*The objectives of Statement of Planning Policy No. 3 are:*

- To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.*
- To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.*
- To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints.*
- To promote the development of a sustainable and liveable neighbourhood form which reduces energy, water and travel demand whilst ensuring safe and convenient access to employment and services by all modes, provides choice and affordability of housing and creates an identifiable sense of place for each community.*

- To coordinate new development with the efficient, economic and timely provision of infrastructure and services.

*Planning staff consider that this Policy would normally not be a relevant policy for the purpose of assessing the proposed extractive industry at 792 Clydesdale Road. Please refer to the Officer's Legislative Compliance & Technical Assessment Report that forms the subject of Attachment 5 to the Report.*

Ordinary Council Meeting, 20 February 2019

**Name:** Randle Beavis.

**Question:** Can the Shire provide proof of officer inspections over the last two years for condition compliance on Jennapullin Rd Grass Valley for the extractive industry approval which was given in 2016 with some similar conditions as this current proposal?

**Response:** The following response was provided in writing on 22 February 2019:

*According to the Shire's records, the extractive industry (sand extraction) at Lot 16904 (#480) Jennapullin Road, Southern Brook has not gone operational since its approval by Council on 17 August 2016. An Extractive Industry Licence (EIL) was issued for the 2016/17 financial year. However, the holders of the EIL, Joseph and Tanya Naughton, requested the Shire cancel the EIL on 22 May 2018. The EIL was subsequently cancelled on 28 May 2018.*

Special Council Meeting, 27 February 2019

**Name:** Matthew Pavlinovich

**Question:** How many Shire of Northam buildings are not compliant with disability legislation/requirements?

**Response:** The following response was provided in writing on 6 March 2019:

*All of Council's buildings were compliant with legislation at the time of construction. There is no specific legislation that*



*requires existing buildings to be modified as legislation is amended, unless ordered by state Equal Opportunities Commission, however the Shire is committed to ensuring that people with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam. The Disability (Access to Premises-Buildings) Standards 2010 applies to new buildings or new parts of buildings (i.e. extensions or anything that triggers a building application). This legislation is applied to all of Council's new buildings or modifications to existing buildings subject of a building application.*

*In terms of compliance against current standards including legislation and Council's Disability Access and Inclusion Plan (DAIP), it is believed that the majority of Council's buildings would not meet these requirements, however the percentage or number of buildings is unknown. In order to fully understand the extent of non-compliance a full disability access assessment would need to be undertaken for all of Council's buildings (similarly what has occurred at the Northam Library).*

*It should be noted, that Council is working towards achieving compliance which is detailed within the DAIP and is undertaken as resources permit.*

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

### **7.1 PETITIONS**

Nil.

### **7.2 PRESENTATIONS**

Nil.

### **7.3 DEPUTATIONS**

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3601

Moved: Cr Della  
Seconded: Cr Mencshelyi

That Council grant Cr J E G Williams leave of absence from 11 April 2019 to 29 April 2019 (inclusive).

CARRIED 10/0

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3602

Moved: Cr Proud  
Seconded: Cr Mencshelyi

That Council grant Cr C L Davidson leave of absence from 9 April 2019 to 16 May 2019 (inclusive).

CARRIED 10/0

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 20 FEBRUARY 2019

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3603

Moved: Cr Mencshelyi  
Seconded: Cr Williams

That the minutes of the Ordinary Council meeting held on Wednesday, 20 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

## 9.2 SPECIAL COUNCIL MEETING HELD 27 FEBRUARY 2019

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3604**

**Moved: Cr Ryan**  
**Seconded: Cr Della**

**That the minutes of the Special Council meeting held on Wednesday, 27 February 2019 be confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

## 9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 MARCH 2019

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3605**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Williams**

**That Council receive the notes from the Council Forum meeting held Wednesday, 13 March 2019.**

**CARRIED 10/0**

**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**13 March 2019**



## DISCLAIMER

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

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

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Ordinary Council Meeting Notes  
13 March 2019



**Preface**

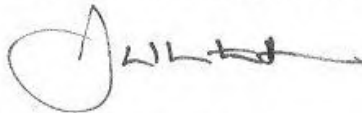
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**


These notes were approved for distribution on 15 March 2019.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 20 March 2019.

Signed:  .....

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

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Ordinary Council Meeting Notes  
13 March 2019



## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
M P Ryan  
J E G Williams  
S B Pollard  
A J Menshelyi  
J Proud  
C P Della

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
A/Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C McCall
Coordinator Governance / Administration	C F Greenough
Rates Officer	C Redmond
Project Development Manager	N Gul

### Gallery:

Avon Valley Advocate	Eliza Wynn
Public	Jack Potter
	Brian Daniels
	Joy Daniels
	Heather Meiklem

### 2.1 APOLOGIES

Councillor	C L Davidson
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### 2.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 16 February 2019 to 25 March 2019 (inclusive).

Cr T M Little has been granted leave of absence from 1 March 2019 to 18 March 2019 (inclusive).

## 3. DISCLOSURE OF INTERESTS

Nil.

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

There were no questions or clarifications in relation to this item.

#### 5. PUBLIC QUESTION TIME

##### 5.1 PUBLIC QUESTIONS

**Name:** Jack Potter.

**Summary of Question 1:** Is the Council aware and appreciate that he now has access to the Northam Library?

**Summary of Response 1:** The Shire President advised that the Council is aware. The Chief Executive Officer advised that Council is currently awaiting advice from LGIS who are the Shire's insurer and risk assessors to provide direction moving forward in relation to this matter.

**Summary of Question 2:** Are there any plans to further restrict his access i.e. on an electric wheelchair?

**Summary of Response 2:** No, wheelchairs are permitted at the Northam Library.

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**Name:** Brian Daniels.

**Summary of Question 1:** A question was raised at the Forum meeting on 13 February 2019 and taken on notice in relation to microphones and recording equipment for Council meetings. Has there been any progress in relation to this matter?

**Summary of Response 1:** The Chief Executive Officer advised that there is a response within the Council agenda (agenda item 6). It was advised that these costings will be presented to Council for consideration through its budget process. The matter was also discussed at a Strategic Council meeting on 27 February 2019 and the indication from Council at that meeting was to proceed with costings for microphones and not with the recording equipment.

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

There were no questions or clarifications in relation to this item.

Ordinary Council Meeting Notes  
13 March 2019



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

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

There were no questions or clarifications in relation to this item.

Mr Jack Potter and the Coordinator Governance / Administration departed the Council Chambers at 5:36pm.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 20 FEBRUARY 2019**

There were no questions or clarifications in relation to this item.

**9.2 SPECIAL COUNCIL MEETING HELD 27 FEBRUARY 2019**

There were no questions or clarifications in relation to this item.

**9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 MARCH 2019**

There were no questions or clarifications in relation to this item.

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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 AUDIT COMMITTEE MEETING HELD ON 7 MARCH 2019**

Clarification was sought in relation to the report that was referenced in the minutes and whether the Committee has read this report. The Shire President advised that the report has been provided however he has not yet read this. The Chief Executive Officer advised that this can be provided to all Elected Members and encouraged them to have a detailed read.



Ordinary Council Meeting Notes  
13 March 2019



## 12. OFFICER REPORTS

### 12.1 CEO'S Office

Nil.

### 12.2 ENGINEERING SERVICES

#### 12.2.1 RFT 11 of 2018 – Reconstruction & Resurfacing for various roads in Northam

Clarification was sought in relation to whether this should have been included in the mid-year budget review process. The Executive Manager Engineering Services advised that staff were not aware of the cost savings at this time. The Chief Executive Officer advised that the tender was subject to a number of iterations, originally called in December, however some issues were encountered which meant it needed to be recalled, and if the tendering was completed as initially planned it could have been considered at budget review.

The Coordinator Governance / Administration returned to the Council Chambers at 5:39pm.

#### 12.2.2 RFT 08 of 2018 – Road and Footpath Sweeping

Clarification was sought in relation to the following:

- The type of equipment being used. The Executive Manager Engineering Services advised that this is unchanged.
- Whether the staff wait until the contract is expired before tendering. The Chief Executive Officer advised that ideally this will occur 3-4 months prior to the contract expiring however can be impacted by timing. On occasions, contracts are able to be extended for short periods until the tender process has been completed.
- The selection criteria and the weighting that applies to local tenderers. The Chief Executive Officer advised that Council has a Local Price Preference Policy which applies a 10% weighting. When this is applied, non-local tenders are either loaded up by 10% or the locals down by 10%, this is capped at \$50,000. The Executive Manager Engineering Services advised that this was not relevant with this tender as there were no local tenders. Previously a local contractor was used however the company was sold to Mint Civil.

The Project Development Manager departed the Council Chambers at 5:54pm.

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Application for Development Approval – Proposed Site Office & Telecommunications Tower

Clarification was sought in relation to the following:

- The towers proposed use. The Executive Manager Development Services advised that this is for their radio network/train control.
- Whether a telecommunication provider can add-on/attach to their tower, if so would this require Council's approval, if not can Council condition the Development Approval to require Council's approval? The Executive Manager Development Services advised that he believed that they can add-on to the tower and Council can provide comment in relation to this when it is referred to the Shire, however does not believe this can be conditioned to require Council's approval. It was advised that Council is approving the structure and the use is secondary. Council's approval may be required depending on the scale (i.e. size of the dish being added on) however this clarification would be confirmed.

*Since the Council Forum meeting the following advice has been provided:*

*The applicant has advised that it is their infrastructure and no other service providers will be allowed to access it.*

*The Local Planning Scheme stipulates the following:*

#### 4.34 TELECOMMUNICATIONS INFRASTRUCTURE

AMD 6 GG 29/12/17

4.34.1 An application for development approval from the local government is required for the development of all telecommunication infrastructure (overhead cabling, telecommunications towers, radio communications, dishes etc) excluding those listed in the Telecommunications Low Impact Facilities Determination 1997 and subsequent Amendments to the Determination.

*Apparently the above mentioned determination has been super ceded by the Telecommunications (Low Impact Facilities) Determination 2018). This lists a number of various telecommunication infrastructure that is exempt under the above clause. If it isn't exempt it does require Planning approval. It depends on the size and location of the proposed infrastructure as to whether it is deemed to be low impact.*



The State Planning Policy 5.2 – Telecommunications Infrastructure states the following:

### 3.5 Policy exemptions

Some telecommunications facilities are exempted from development approval under the Telecommunications Act. Schedule 3 of the Telecommunications Act and related subordinate legislation provides telecommunications carriers with powers to enter land to inspect land, maintain facilities and install certain types of facilities (known as low-impact facilities), and immunity from some state and territory laws, including planning laws, when carrying out these activities.

Schedule 3 of the Telecommunications Act includes:

- o low-impact facilities described in the Telecommunications (Low-Impact Facilities) Determination 1997 and all existing and future amendments, when installed by a carrier;
- o a temporary defence facility; and
- o a facility authorised by a Facilities Installation Permit issued under the Telecommunication Act.

Carriers seeking to install low-impact facilities are required to comply with Schedule 3 of the Telecommunications Act and the Telecommunications Code of Practice 1997.

- Can perspective be provided in relation to the height (i.e. in comparison with existing towers in Northam)? The Executive Manager Development Services advised that a perspective will be added to the agenda and advice provided in relation to height in comparison with other towers.

Since the Council Forum meeting the following advice has been provided:

- o New Shopping Centre – 40metre monopole;
  - o Golf Course 45 metre monopole; and
  - o Throssell Street is a TV antennae and is approximately 60 metres tall.
- Whether development approval is required as it is public work and in a railway corridor. The Executive Manager

Since the Council Forum meeting the following advice has been provided:

Clarification has been sought from the Public Transport Authority and the following response provided:

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- o Where the land is zoned for 'railway' purposes we do not require DA approval for comms towers but;
- o Where the land is zoned for other purposes, even where it's actually used for railway, we have to seek development approval from the LGA.
- o Buildings that are habitable e.g. stations, car parks, work depots must have development approval.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – February 2019

Clarification was sought in relation to the super information being contained as this much detail is not usually provided. The Chief Executive Officer advised that this was provided in error and has been corrected within the Ordinary Council Meeting agenda.

The following questions were raised prior to the Forum meeting with responses provided as follows:

Reference	Page #	\$	Details Reference	Question	Query By	Answer
32343	156	\$2,288.11	Fasifleet payroll deductions	Novated leases?	Cr Pollard	Yes they are for 4 staff members and totally deducted through payroll
32345	157	\$15,768.50	Anna Dixon Consulting	Grass Valley strategic plan?	Cr Pollard	Wundowie Community and Research Hub Feasibility Study
				Policy F4.2 = 3 written quotes. How much/who were others?		6 Quotes where requested with only two quoting
32349	157	\$2,926.00	437 Morrell St fuel reduction \$1485.00 etc	all seem high?	Cr Pollard	Multiple Properties
32363	159	\$2,750.00	Update drawings BMX lighting	I thought this was back to them for funding?	Cr Pollard	Money was put into the 2018/2019 budget for this project to be delivered by SON, this expenditure is for the redesign using LED lights
32366	160	\$9,526.75	Grader operating training for 4 staff	All now competent?	Cr Pollard	Yes, the training has been identified on their Annual Reviews. This now formalises the experience of existing grader operators and up skills additional crew
32401	165	\$2,480.78	Traffic management	Weren't we training some of our staff to do this?	Cr Pollard	We have dedicated TM crew, however a single crew is unable to cover all projects on a given day
32426	170	\$21,109.15	CEO fuel	Obviously for all vehicles!	Cr Pollard	Yes, description is a limited field, noted will amend monthly
32438	172	\$200.00	MC for Australia Day	Really?? Why?	Cr Pollard	The practice has been to employ an MC for all major events. This is being



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Reference	Page #	\$	Details Reference	Question	Query By	Answer
						reconsidered as part of the review of the event.
32431	174	\$1,409.00	Windscreen and sensors	Insurance claim?	Cr Pollard	Yes we have put in an insurance claim
32456	175	\$52,733.78	Oasis - 53.8m footpath Tarnes Road	\$1000/metre ? Policy F4.2 = 3 written quotes. Who were others/\$	Cr Pollard	The scope for footpath construction included 60 lm of lime brick retaining wall with structure engineer endorsement. Removal and disposal of a big tree within the path area and wheel stoppers on all parking bays. The RFQ was sent to Oasis Outdoor Structures, GDR Civil did not respond to the request. Supercivil did not submit the full quote and did not respond after request to send a full quote. The complete scope of work is achieved within budgeted amount for the project
32476	179	\$13,241.25	Mixed Media BKB	Isn't this finished @ 30/6/18	Cr Pollard	There remains payments outstanding for items such as retention money so more payments will be made over the course of the next six months to various contractors
32484	181	\$2,370.50	Andys - unblock toilets again	Emergency callout \$632.50 est!	Cr Pollard	Yes
32494	183	\$136.66	Perth Energy = Pop up Shop	is this just supply charge as vacant	Cr Pollard	Supply & Electricity used
32496	183	\$1,102.86	Skill Hire 1 day	Seems high?	Cr Pollard	A week, description from first line only
32500	184	\$923.00	Westwide - electrical fault EWP	Seems high?	Cr Pollard	Market rates
32513	188	\$18,860.05	AIT Specialists - fuel tax credit	Received \$65k? What is problem?	Cr Pollard	We commissioned an Audit for 3 years, which identified some under claims such as DFES vehicles were claimed as 50% off road, rather than 100%. Equipment on vehicles using fuel historically not claimed.
32515	188	\$1,351.90	Andys - unblock toilets again	Usual	Cr Pollard	Yes
32517	188	\$2,666.00	ATO Interim	Is this net of \$65610 Fuel Tax Cr.	Cr Pollard	PAYG from an interim pay run
32522	189	\$159.00	Blackwell Plumbing repairs	Seems excessively CHEAP	Cr Pollard	labour only, pipe lagging
32527	190	\$23,942.75	Rates refund	Why?	Cr Pollard	Credit balance returned from additional rates charged on subdivision, recharged to subdivided portion of property



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Reference	Page #	\$	Details Reference	Question	Query By	Answer
32558	194	\$1,464.10	Fuel load reduction Fernie St	Seems high?	Cr Pollard	Multiple properties, all charged to ratepayers
32573	197	\$1,815.00	TV screen at CV Bush Fire Brigade	???	Cr Pollard	Screen and soundbar installed into training room, fully funded through LGGS
35097	201	\$3,274.38	Councillor iPads - first time noticed	Excess use by anyone - incl. me?	Cr Pollard	Whole mobile accounts Jan & Feb, first line description, shared data and calls, highly unlikely to attract additional charges
EFT32355	158	\$100.00	Boyd Kickett BKB (Minister's visit)	What is this for?	Cr Williams	Attendance of the Aboriginal Advisory Committee
EFT32379	162	\$814.95 & 381.75	PFD Food	Is this actually for just pies and if so over how long a period	Cr Williams	This is all canteen stock except drinks. Periodic purchase stock items for sale
EFT32383	162	\$45.00	Red Dot Deluxe Toucan Float	???	Cr Williams	These were pool inflatables for Australia Day
EFT32452	174	\$116.90	Coffee Maker	For public areas Northam and Wundowie	Cr Williams	Drip filter coffee machines for the general public in Wundowie & Northam library's
EFT32578	198	\$440.00	Way Signs	Warning signs for corellas?	Cr Williams	Removable signs used when Rangers are using starter pistols to startle birds.
35095	200	\$12.67	Garden at Nind St	What is this please?	Cr Williams	Street Trees between Nind and Fitzgerald St

**12.4.2 Financial Statement for the period ending 28 February 2019**

The following questions were raised prior to the Forum meeting with responses provided as follows:

Reference	Page #	\$	Details Reference	Question	Query By	Answer
<b>Income</b>						
1	224	\$51,016.00	Killara Fees down YTD	Noted	Cr Pollard	Funding structure has changed to Commonwealth so client fees are now incorporated in brokerage payments
4	224	\$50,252.00	BKB Income down	Noted - concerned	Cr Pollard	Yes. Direct entries are below what was anticipated. Staff are putting in place strategies to increase visitor numbers e.g. Direct marketing bus tour companies, other visitor and cultural centres
5	224	\$18,319.00	Tourism reimbursements down	Presumably Ready-Set-Go	Cr Pollard	Yes Northam Branding Strategy
<b>Expenditure</b>						
10	225	\$10,179.00	Flood mitigation down re: refunds from Synergy estimated power usage	???	Cr Pollard	Refund following meter reading following bills using estimates

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
10	225	\$100,104.00	Drainage management over due to dedicated drainage crew	I thought this was fully budgeted	Cr Pollard	The works in these subdivisions is expected to be completed over a couple of years. The Shire's contribution was budgeted in terms of plant and labour for the WANDRRA projects. The crews will continue to work on other drainage improvements outside that scope
<b>Capital Expenditure</b>						
24	226	\$19,260.00	Focon major maintenance	Noted	Cr Pollard	Required maintenance however capitalized due to amount
25	226	\$27,804.00	Spencers Brook Road over expend	Yet 12 Transport under by \$430k	Cr Pollard	Excess plant/ Labour
25	226	\$72,477.00	Katrine Road overspend	Yet 12 Transport under by \$430k	Cr Pollard	Water Main burst requiring additional hours to rectify, also sections of road side drains were water logged and needed returning to the site, weather permitting
27/28	229	\$10,657.00	Cody St over budget P234	Yet 12 Transport \$430k under?	Cr Pollard	Section of rehabilitation had to be extended to cover deteriorated sections
		\$11,636.00	Foreman St over budget P234	Yet 12 Transport \$430k under?	Cr Pollard	Section of road was rehabilitated by external contractor due to timeframes to have it completed before seeding contractor arrived. This added cost to the original budget which was offset by savings made elsewhere

Clarification was sought in relation to the following:

- The response provided for Note 10 with respect to the relationship between flood mitigation and Synergy. The Executive Manager Corporate Services advised that this is related to the pumps in the river. Synergy were estimating these charges however now have access to the metre and can provide actual usage costings. This resulted in a refund as the estimate was less than the actual use.
- The response provided for Note 10 with respect to the drainage management being over budget due to drainage crews. Further advice was sought as it was believed that the salaries should be budgeted and clarification why this is over. It was also noted that it is the overall drainage budget which is over budget. The Executive Manager Corporate Services advised that he will review the response provided and provide further clarification.

Since the Council Forum meeting the following advice has been provided:



*The drainage reported on at note 10 is an operating account whereas the drainage figures shown on page 235 is for capital expenditure on drainage, during budgeting the new drainage crew had been split between both capital and maintenance expenditure, however as per note 10 greater resources have been allocated to maintenance works than what was originally budgeted.*

#### **12.4.3 Sale of Land to Recover Rates**

Clarification was sought in relation to the following:

- Whether this is vacant land? The Rates Officer confirmed that there is a house on the property.
- What will happen if there is an amount leftover after the property has sold? The Rate Officer advised that the next stage will involve getting a valuation undertaken on the property. If this is less than the amount owing, Officers will put an item to Council to write off the outstanding rates. If there is money remaining after the property has sold this goes to the Court (Public Trustee) where the owner can claim this along with any other organisations that have an associated debt owing.

#### **12.5 COMMUNITY SERVICES**

##### **12.5.1 Application for Fee Waiver – Pipeline Challenge**

Clarification was sought in relation to whether Council's fee waiver policy for the Chief Executive Officer waiving requests under delegated authority. The Chief Executive Officer advised that his understanding is that it was assessed and would be approved therefore Officers have recommended Council approve the request. Further advice will be provided in relation to this assessment.

*Since the Council Forum meeting the following advice has been provided:*

*The write off/Waive small fees or Debts policy applies to those write offs which come within the parameters set by Council under delegated authority. As this request is outside those parameters, it needs to be approved by Council. However, the application for fee waiver, has been assessed against the criteria, as outlined in the Policy namely:*

- *Promote the Shire of Northam's mission and objectives;*
- *Provides a benefit to the Shire of Northam community;*
- *Are for an activity, event or program with a charitable or community service oriented purpose; and*
- *Are for not-for-profit and non-government organisations.*

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*Officers believe that this event meets the criteria and has recommended a fee waiver be granted.*

**13. MATTERS BEHIND CLOSED DOORS**

**13.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 FEBRUARY 2019**

The staff and gallery departed the Council Chambers at 6:00pm.

Refer to Confidential Addendum.

Mr and Mrs Brian and Joy Daniels entered the meeting at 6:01pm and left the meeting at 6:01pm. Discussion ceased during this time.

The staff and gallery returned to the Council Chambers at 6:03pm.

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

Nil.

**15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 6:04pm.

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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 AUDIT COMMITTEE MEETING HELD ON 7 MARCH 2019**

**Receipt of Minutes:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3606**

**Moved: Cr Antonio**

**That Council receive the minutes from the Audit Committee meeting held on 7 March 2019.**

**CARRIED 10/0**

**Adoption of Recommendations:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3607**

**Moved: Cr Antonio**

**That Council:**

- 1. Adopt the Audit Compliance Return 2018 as attached for submission to the Department of Local Government and Communities.**
- 2. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.**
- 3. Receive the update as provided in Attachment 1 in relation to the progress made towards the Customer Service Audit Plan.**
- 4. Receives the update toward the Procurement Process review as provided in Attachment 1.**
- 5. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan; and**
- 6. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.**

**CARRIED 10/0**

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit Committee Meeting**

**7 March 2019**





Audit Committee Meeting Minutes  
7 March 2019



### DISCLAIMER

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

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

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

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

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

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

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**1. DECLARATION OF OPENING**

The Shire President, Cr C R Antonio declared the meeting open at 2:58pm.

**2. ATTENDANCE**

**Committee:**

Shire President  
Councillors

Cr C R Antonio  
Cr A J Menschely  
Cr J Proud

Cr Ryan entered the meeting at 4:09pm in error and immediately departed the meeting.

**Staff:**

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant – CEO  
Accountant  
Coordinator Governance / Administration

J B Whiteaker  
C Young  
A McCall  
Z Macdonald  
C Greenough

**Guest:**

Office of the Auditor General  
Moore Stephens

Anne Lei  
Greg Goodwin

**2.1 APOLOGIES**

Councillor

Cr C L Davidson

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3. DISCLOSURE OF INTERESTS**

Nil.

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 13 NOVEMBER 2018

###### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.115

Moved: Cr Proud

Seconded: Cr Mencshelyi

That the minutes of the Audit Committee meeting held on Tuesday, 13 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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## 5. COMMITTEE REPORTS

### 5.1 INTRODUCTION MEETING WITH THE OFFICE OF AUDITOR GENERAL

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

#### BRIEF

For Council to meet with a representative from the Office of Auditor General

#### ATTACHMENTS

Attachment 1: Audit Strategy Memorandum

#### BACKGROUND / DETAILS

As per changes to the Local Government Act 1995 and the Local Government (Audit) Regulations 1996, as of the first of July 2018 Council is to be audited by the Office of Auditor General.

#### CONSIDERATIONS

##### 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.

- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- Maintain a high standard of corporate governance; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.



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

- Open, accountable and effective decision making.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

*Local Government Act 1995 Division 1A Audit Committee.  
Local Government (Audit) Regulations 1996.*

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

- Reputational – Nil.
- Financial – Nil.
- Compliance - Nil
- Legal – Nil.

**OFFICER'S COMMENT**

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

Anne will brief the Committee on changes that are likely to occur under the move to the Auditor General, Committee members & staff will then be giving the opportunity to ask questions of the Auditor General.

**RECOMMENDATION**

**For Information Only**

Ms Anne Lei advised that it is the second year that the Office of the Auditor General (OAG) has looked after local government audits. It was advised that a report has been prepared summarising the findings of the audits across local governments and was tabled in parliament on 7 March 2019. The Chief Executive Officer confirmed that this will be provided to the Committee. Discussion was held around this report and what was contained. It was clarified



Audit Committee Meeting Minutes  
7 March 2019



that it contains a summary detailing any adverse trends, insights to any potential issues and also any good practices which have been identified through the audit process. The Chief Executive Officer advised the Committee that the report is worthwhile reading in detail.

Ms Lei clarified the process for this transition and confirmed that Moore Stephens will be continuing as the Shire's auditors for the coming year. Moving forward the OAG will conduct some audits in house as well as going to tender for those that are not conducted in house. This tender will not specifically be for one local government (i.e. Moore Stephens to audit Northam) and will be based on the services for a range of local governments.

Ms Lei explained that the audits will extend to the performance of the local governments. The Chief Executive Officer advised that these are generally provided to staff however can also be provided to the Council. This provides a good insight into any issues and practices that can be improved or require attention.

Clarification was sought in relation to whether there is a comparison between actual budget and YTD. Mr Goodwin confirmed that this is reviewed along with that of previous financial years.

Clarification was sought in relation to the cost, Ms Lei advised that this is currently being finalised and this should be known within the next few weeks.

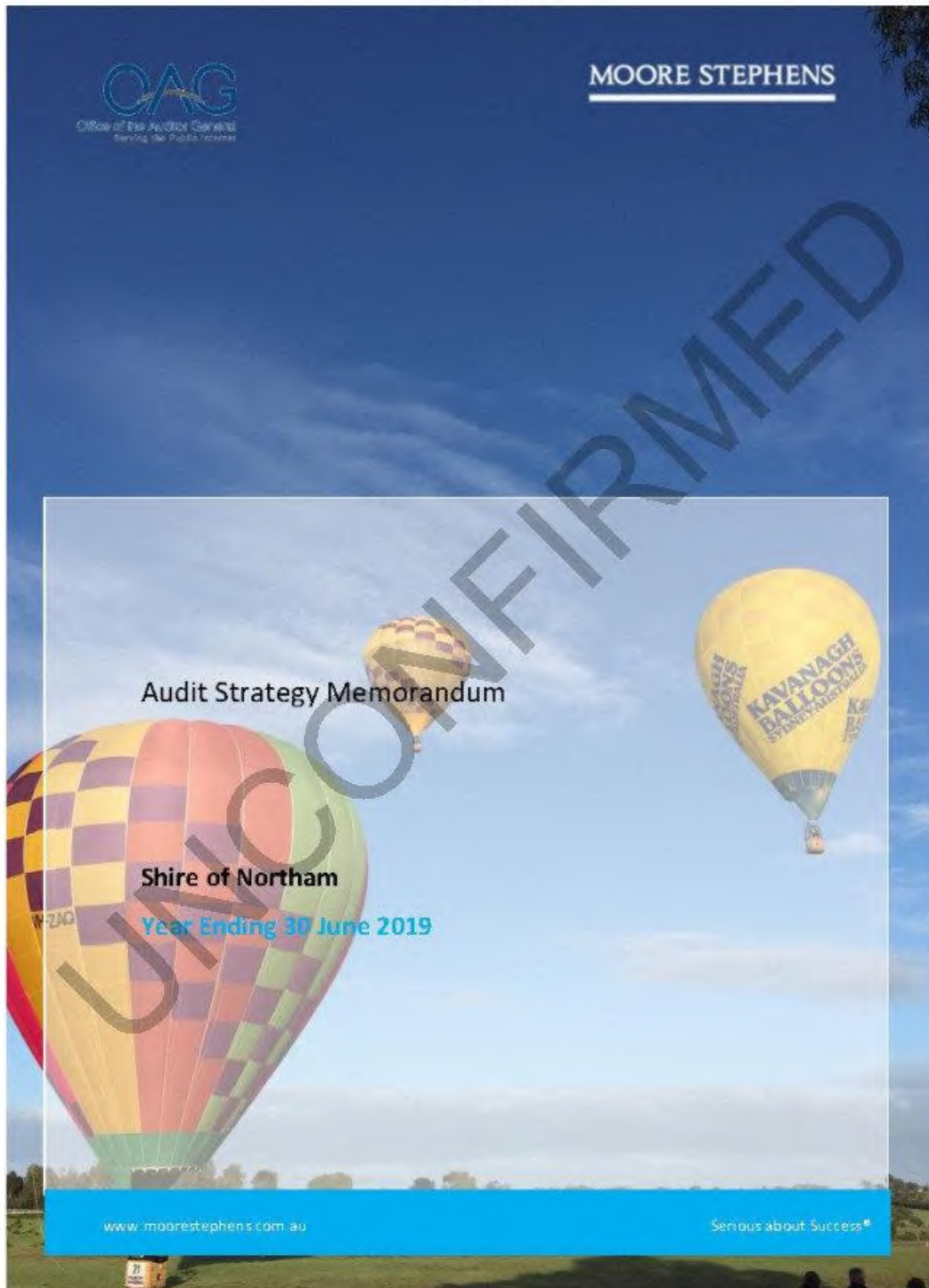
Discussion was held around internal audits and whether any guidance will be provided in this area. Ms Lei advised that some local governments align this with the annual auditing and others separate to provide a bigger coverage. It was advised that the OAG can review the internal audit structure.

Mr Goodwin ran through the contents of the Audit Strategy Memorandum and discussed the process for the audit. Discussion was held around the services provided in addition to the audit (i.e. conducting the financial management review) and these services must not exceed 10% of the audit fee unless approved by the OAG on a case by case basis e.g. if hardship was demonstrated. This is to manage any conflict or perceived conflict.

Ms Lei and Mr Goodwin left the meeting at 3:40pm

The Accountant left the meeting at 3:40pm and returned at 3:43pm.

Attachment 1





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UNCONFIRMED



## 1. Introduction

Moore Stephens has been engaged by the Office of the Auditor General (OAG) Western Australia to perform an audit of the Shire of Northam's (the Shire) annual financial report for the year ending 30 June 2019.

This memorandum sets out the proposed strategy for the audit of the Shire's annual financial report for the year ending 30 June 2019.

The key purposes of this memorandum are to:

- set out the audit scope and approach in summary;
- identify and communicate the key audit risk areas which we expect to be the focus of the audit procedures; and
- promote effective communication between the auditor and those charged with governance.

This document is strictly confidential and although it has been made available to management and those charged with governance to facilitate discussions, it may not be taken as altering our responsibilities to the Shire arising under our audit contract with the OAG.

The contents of this Audit Strategy Memorandum should not be disclosed to third parties without our prior written consent.



## 2. Audit Scope, Approach and Key Deliverables

### Scope

#### Financial Audit

The primary scope and objective is to express an opinion to Council on whether the Shire's general purpose financial report as a whole is free from material misstatements (whether due to fraud or error) and is prepared (in all material respects) in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

#### Statutory Reporting

The audit will also report on the following matters in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

- trends in the financial position or the financial management practices of the Shire;
- compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law;
- details of whether information and explanations were obtained by the auditor; and
- conduct of audit.

### Audit Methodology and Approach

The audit will be conducted using our National methodology and audit automation systems (Caseware) which are underpinned by policies, procedures and templates to ensure the appropriate level of consistency and quality is achieved. Please refer to Appendix 1 for a summary of our audit methodology and approach.

### Key Deliverables

The following timetable is a broad outline of the key deliverables and timing aspects of the audit:

Engagement Activity	Timing
Audit Planning	26 February 2019
Entrance Meeting (Interim)	7 March 2019
Interim Audit Visit	29 April-1 May 2019
Interim management letter – reported to CEO and Shire President	30 May 2019
Receipt of complete and balanced draft financial report	31 August 2019
Final Audit Visits	15-18 September 2019
Issuance of Audit Concluding Memorandum	18 October 2019
Concluding (Exit) Meeting	25 October 2019(to be confirmed)
Date CEO sign off on financial statements and management representation letter (cannot be in excess of 5 working days from the Auditor General's audit report to the CEO and Shire President)	25 October 2019(to be confirmed)
Final sign-off of Auditor's report & management report	29 October 2019(to be confirmed)

### 3. Key Audit Risks and Focus Areas

Set out below is an overview of what we consider to be the key overall risks and focus areas for the 30 June 2019 audit. This preliminary risk assessment has been compiled based on our extensive knowledge of the Shire, the industry and issues faced by regional local governments. The audit will include a focus on recent regulatory and technical developments during the financial year (Please refer Appendix 2 for details). This risk assessment process is designed to ensure that we focus our audit work on the areas of highest risk.

The table below also includes our audit procedures to be performed to address these risks. This risk assessment and our responses will be updated throughout the engagement to ensure that all areas of material risk are addressed by our audit.

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK
<p><b>PROPERTY, PLANT AND EQUIPMENT INFRASTRUCTURE</b></p> <p>This is a significant industry risk given the judgement applied in determining fair values as well as depreciation expense.</p> <p>2019 Estimated: \$220.8m 2018 Actual: \$199.6m</p>	<p>A broad outline for our approach is as follows:</p> <p><b>Property, Plant and Equipment and Infrastructure</b></p> <ul style="list-style-type: none"> <li>Document and test key audit controls around Property, Plant and Equipment and Infrastructure balances.</li> <li>Assess accounting policy associated with fair value assessments and ensure in accordance with accounting standards.</li> <li>Review any revaluations, including evaluation of independent valuer/consultant (if used) or management's expertise/experience.</li> <li>Particular attention to whether or not valuation methodology and assumptions used were reasonable.</li> <li>Sample testing of asset additions and disposals.</li> <li>Review impairment assessments.</li> <li>Review fair value disclosures to ensure in accordance with AASB13 requirements.</li> </ul> <p><b>Depreciation and amortisation</b></p> <ul style="list-style-type: none"> <li>Understand and document the depreciation policy and how it relates to the various asset classes.</li> <li>Document and test key audit controls around the calculation of depreciation/amortisation.</li> <li>Perform depreciation recalculations based on our sampling approach.</li> <li>Perform substantive analytical procedures.</li> <li>In addition, given our industry experience, particular attention will be paid to the determination of applicable depreciation rates and reasonableness in light of any revaluations.</li> </ul>
<p><b>EMPLOYEE BENEFIT PROVISIONS</b></p> <p>Provisions for annual leave and long service leave involves a degree of management estimation and uncertainty in their calculation.</p> <p>2019 Estimated: \$1.4m 2018 Actual: \$1.3m</p>	<p>We will document and test key audit controls and perform walkthroughs of the systems with a view to rely on the internal controls. We would perform substantive test of details utilising our sampling methodology as well as year and analytical review to add to the level of audit assurance obtained.</p> <p>Employee benefit provisions will also be reviewed to ensure they are consistent with the payroll records and calculated in accordance with AASB119.</p>



### 3. Key Audit Risks and Focus Areas (Continued)

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK
<p><b>MANAGEMENT OVERRIDE OF CONTROLS</b></p> <p>Management is involved in day to day operations and monitoring of the business, which gives them the ability to manipulate accounting records and manipulate financial disclosures by overriding controls in place. Due to the unpredictable way in which such override could occur, this leads to potential fraud risk.</p>	<p>To address the risk of management override, the following procedures will be performed:</p> <ul style="list-style-type: none"> <li>Review of journal entries and other adjustments for evidence of possible material misstatements due to fraud;</li> <li>Review accounting estimates and application of accounting policies for evidence of bias or aggressive accounting practices; and</li> <li>For significant or unusual transactions, evaluate the business rationale (or the lack thereof) for evidence of fraudulent financial reporting or misappropriation of assets.</li> </ul>
<p><b>REVENUE</b></p> <p>The Shire's main sources of revenue are:</p> <ul style="list-style-type: none"> <li>government grants;</li> <li>rates; and</li> <li>Other fee for service revenue streams.</li> </ul> <p>2019 Estimated: \$26.9m 2018 Actual: \$24.4m</p>	<p>Given the nature of local government grants, substantive testing of details including verification to third party documentation and vouching receipt of funds will be completed in accordance with our established sampling methodology. We will also perform analytical review procedures.</p> <p>With respect to Rates, we will document and test key audit controls and will perform walkthroughs of the systems with a view to rely on internal controls. We would perform substantive test of details utilising our sampling methodology as well as year-end analytical review to add to the level of assurance obtained.</p> <p>We will also review the design and implementation of controls of all other main sources of revenue.</p> <p>Cut-off testing will form part of these procedures to help ensure revenue is correctly recognised and recorded.</p> <p>We also understand the impact AASB 15 will have on the local government industry and will ensure adequate disclosures regarding the impact are made in the financial report.</p> <p>In the process of identifying the <b>risk of fraud in revenue</b>, we will consider the following factors:</p> <ul style="list-style-type: none"> <li>Nature of the revenue transactions</li> <li>The complexity of the transactions</li> <li>Materiality of the transactions</li> </ul> <p>Having regard to the above factors, we will conclude as to whether the presumption of fraud risk related to revenue recognition is applicable.</p>

### 3. Key Audit Risks and Focus Areas (Continued)

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK
<p><b>EXPENDITURE</b></p> <p>In keeping with the industry as a whole, expenditure forms a large part of a local government's operations. This takes the form of both operating and capital.</p> <p>2019 Estimated: \$20.9m 2018 Actual: \$19.8m</p>	<p>For the testing of expenditure, we will document and test key audit controls and will perform walkthroughs of the systems with a view to rely on internal controls. We would perform substantive test of details based on our sampling methodology as well as year-end analytical review to add to the level of assurance obtained.</p> <p>We would pay particular attention to the cost allocation methodology associated with Administration Allocations, Public Works Overheads and Plant Operating Costs to ensure these are properly allocated as they can impact the split between operational and capital expenditure.</p> <p>Specific attention will also be paid to credit cards, particularly in light of history and our experience of the industry.</p>
<p><b>RELATED PARTY DISCLOSURE</b></p> <p>This was a new area of disclosure for local governments commencing for the year ended 30 June 2017.</p>	<p>We will review the processes completed by management to assess whether they are robust and thus disclosure requirements are addressed adequately. These procedures will include a review of the system and the records/declarations collected by the Shire to ensure related party transactions are properly disclosed and are on an arm's length basis.</p> <p>We will also remain alert for any undisclosed related party relationships/transactions whilst performing our other audit procedures.</p>
<p><b>SIGNIFICANT ADVERSE TRENDS</b></p> <p>Review of any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire relating to the requirements of Local Government (Audit) Regulation 10(3)(a).</p>	<p>Having extensive local government experience, we would seek to use the statutory ratios disclosed as part of our assessment. This would include a review of calculations as well as our understanding of industry benchmarks and how they impact the operations of the local government (paying particular attention to the type of local government, level of disability etc).</p> <p>We will also consider any breakdowns in systems or procedures that are indicative of a significant adverse trend in the financial management practices of the Shire.</p>
<p><b>OTHER ASSETS AND LIABILITIES</b></p> <p>Other focus areas are:</p> <ul style="list-style-type: none"> <li>• Cash and cash equivalents;</li> <li>• Receivables;</li> <li>• Investment in local government house;</li> <li>• Payables/unrecorded liabilities;</li> <li>• Borrowings;</li> <li>• Trust funds; and</li> <li>• Reserves (including statutory compliance).</li> </ul>	<p>We will perform analytical review and year end substantive testing in accordance with our audit methodology.</p>



## 4. The Audit Team and Independence

### Audit Team

The Moore Stephens's team will be working closely with the following representative of the OAG in completion of the audit:

NAME	ROLE	CONTACT DETAILS
Anne Lei	OAG Contract Manager	Anne.Lei@audit.wa.gov.au Phone no: 6557 7601

Our audit team assigned to this engagement is set out below.

NAME	ROLE	CONTACT DETAILS
Greg Godwin	Engagement Partner	ggodwin@moorestephens.com.au
Gilles Chan	Engagement Manager	gchan@moorestephens.com.au
Tamara McCarthy	Engagement Senior	tmccarthy@moorestephens.com.au
Ken Choo	Engagement Intermediate	kchoo@moorestephens.com.au
Sasha Locke	Engagement Graduate	slocke@moorestephens.com.au

The primary objective will always be to balance our experience and knowledge of the Shire with appropriate independence and objectivity of thinking. The development of our people will always be a key objective. Our assurance team will be supported by our specialist technical, taxation and support teams.

### Independence

We have established policies and procedures designed to ensure our independence, including policies on holding financial interests in the Shire and other related parties, business relationships, employment relationships, and the provision of non-audit services.

We have assessed our audit independence at the planning stage and to the best of our knowledge and belief, we are of the opinion that each engagement team member and partners of all Moore Stephens network firms in Australia are not in contravention of the auditor independence and ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities with the Code. We have further considered the safeguards the Moore Stephens Australia network has in place and we are not aware of any services being provided that would compromise our independence as external auditor.

## 5. Other Key Matters

### Auditor's Responsibility to Consider Fraud

As auditors, we obtain reasonable assurance that the financial statements (taken as a whole) are free from material misstatements due to fraud or error.

Accordingly, certain procedures will be performed as part of our audit by way of enquiry, evaluation and review as required by the Australian Auditing Standards on fraud, ASA 24D.

### Responsibilities of Management and Council

#### Financial Reporting

Management is responsible for the preparation of the Shire's Annual Financial Report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as management determines is necessary to enable the preparation of the Annual Financial Report that is free from material misstatement, whether due to fraud or error.

The primary responsibility for the prevention, deterrence and detection of fraud remains with the Council.

In preparing the Annual Financial Report, management is also responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the Shire's financial reporting process.

Under "Clarity" Australian Auditing Standards, as a precondition of accepting the engagement we are required to determine whether the financial reporting framework to be applied in the preparation of the Shire's Annual Financial Report is acceptable. Given that the Shire's Annual Financial Report continues to be prepared as general-purpose financial reports in line with previous years and with no changes in terms of regulations or other issues that might impact the requirements of the report, as at the date of issuing this report we continue to consider this framework acceptable.

#### Representations by Management

As part of the audit requirements, Management is to provide the auditor a written representation that:

- it has fulfilled its responsibility for the preparation of the financial report in accordance with the applicable and other statutory reporting requirements, including where relevant their fair presentation, as set out in the terms of the audit engagement;
- it has provided the auditor with all relevant information and access as agreed in the terms of the audit engagement;
- All transactions have been recorded and are reflected in the financial report; and
- (if any) significant representations made by management for which the auditor is relying on in forming the audit opinion.

Please refer to Appendix 3 for a standard Representation Letter which can be used as a template for this matter.

#### Additional Scope / Work

Should additional matters or issues arise requiring additional scope we will in the first instance contact the DAG and will agree with the DAG and Shire's Management prior to commencing the work.



APPENDIX 1

Summary of Audit Methodology and Approach

Methodology



Step 1

Update our understanding of each entity's operations.

Step 2

Obtain comfort over controls for each of the operating cycles. Determine to what extent it is effective and efficient for us to rely on management's controls. Completion of controls testing including:

- What are key risks for our audit?
- How are risks controlled / managed?
- Evaluate effectiveness of identified controls
- Test and validate whether the controls have been operating effectively during the year

Step 3

Assess level of reliance on controls and complete specific procedures necessary to address audit risks. Residual substantive procedures are tailored and consist of analytical procedures and / or tests of detail.

Step 4

Complete procedures in relation to financial statements as well as other audit completion and reporting procedures, including in respect to the form and context of the opinion.

Approach

Our audit process generally contains three phases being planning, fieldwork and completion.

The planning phase is critical to the audit process as this is where we address the audit risk. Our methodology focuses on the Shire's underlying business risks, recognising that audit risk is affected by the business risks of the Shire, as well as by how well management and Council address those risks.

The most critical aspect of our planning is the assessment of risk and consideration of where material misstatements could occur.

Our audit approach focuses on areas that represent higher risk to the business. Our methodology uses a risk-based approach to evaluate and, when appropriate, to test the effectiveness of internal controls with the expectation that a moderate level of reliance can be placed on the operating controls. We will make a combined assessment of inherent and control risk for significant accounts and the related financial statement assertions. We will then establish a portfolio of audit procedures that are customised based on the Shire's significant accounts, critical areas, disclosures and classes of transactions, as well as our assessment of risk, including the risk of fraud.

Our procedures include tests of details of significant account balances, transactions and disclosures and we will adopt a combination of controls and substantive approach to the audit of the Shire for the year ending 30 June 2019.

APPENDIX 1

## Summary of Audit Methodology and Approach (Continued)

### Materiality

Materiality is set at the planning stage to ensure that an appropriate level of audit work is conducted. It is also set at the reporting stage in order to assess the impact of an item on the financial statements.

Materiality depends on the size of the item or error judged in the particular circumstances of its omission or misstatement. Thus, materiality provides a threshold or cut-off point rather than being a primary qualitative characteristic which information must have if it is to be useful. An item would be considered material to the financial statements if, through its omission or non-disclosure, the financial statements would no longer show a true and fair view.

### Materiality - implications

This does not mean that transactions of an amount under the materiality level will not be tested; rather the setting of a planning materiality is used as a basis for determining sampling levels and analysing results in order to assist in the completion of an efficient and effective audit.

It must also be borne in mind that in many instances our audit approach is primarily based on the testing of controls and substantive tests of detail.

We will report uncorrected misstatements aggregated during our audit, and determined by management to be immaterial, both individually and in aggregate to the annual financial report. We will seek written explanation from management, explaining the reasons for not adjusting the misstatements.

### Sampling

In line with the requirements of Australian Auditing Standards a key element of our audit approach is the sampling of transactions for testing across all key control aspects and material account balances.

Our assessment of risk and determination of materiality are key inputs in determining the nature and level of the sample size of transactions to be tested within any particular area of our audit.

While this is always a key area of audit judgment, we confirm that our determination of samples selected for testing is supported by Moore Stephens Australia's audit methodology and procedures manuals as well as our audit automation software, Caseware. Thus, we confirm our approach to sampling is designed so as to provide a sufficient level of confidence in considering our audit conclusions arrived at from our testing.



APPENDIX 1

**Summary of Audit Methodology and Approach  
(Continued)**

**Fraud Risk**

We will assess the overall fraud risk of the Shire and perform testing to satisfy ourselves the overall fraud risk is reduced to an acceptable level. In assessing the overall fraud risk of the entity, we consider the following factors:

- Competence of Management.
- Prior period audits of the Shire and industry experience.
- The extent of performance-based remuneration arrangements (i.e. bonus, options) with Management and Councillors (unlikely in local government environment).
- The complexity of the operations and transactions.
- Compliance framework.
- Nature of major assets of the entity and their revaluation cycles.
- Segregation of duties and monitoring of controls (such as authorisation, review) in relation to the financial reporting process.
- Consideration of unrealistic timetables or deadlines.

APPENDIX 2

## Recent Regulatory and Technical Developments

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for current or future reporting periods, some of which are relevant to the Shire.

The new and amended pronouncements that are relevant to the Shire are set out as follows:

Title	Issued / Complied	Applicable <sup>(1)</sup>	Objective
AA5B 9 Financial Instruments (incorporating AA5B 2014-7 and AA5B 2014-8)	December 2014	1 January 2018	This Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AA5B 139.
AA5B 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.  The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
AA5B 16 Leases	February 2016	1 January 2019	Under this Standard there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AA5B 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AA5B 16 is adopted.  Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges.
AA5B 1058 Income of Not-for-Profit Entities (incorporating AA5B 2016-7 and AA5B 2016-8)	December 2016	1 January 2019	These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are: <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul>
Local Government (Financial Management) Regulation 17A(5)	June 2018	July 2018	This amendment states that from 1 July 2018, assets acquired for less than \$5,000 must be excluded from the fixed asset register.

Notes:<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

The impact of these standards, if any, on the Shire's financial statements in future periods should be assessed by the management and disclosed in the 2019 annual financial report.

## Management Representation Letter

[THE SHIRE'S LETTERHEAD]

Our Ref:  
Your Ref:

Ms Caroline Spencer  
Auditor General  
Office of the Auditor General  
7<sup>th</sup> Floor, Albert Facey House  
469 Wellington Street  
PERTH WA 6000

Dear Ms Spencer

### REPRESENTATION LETTER IN RESPECT OF THE SHIRE OF NORTHAM'S ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

This representation letter is provided in connection with your audit of the Shire of Northam's annual financial report for the year ended 30 June 2019 for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We submit the following representations for the year ended 30 June 2019 after making appropriate enquiries and according to the best of our knowledge and belief. This representation covers all material items in each of the categories listed below.

#### 1. GENERAL

- (a) We have fulfilled our responsibilities for the preparation and fair presentation of the annual financial report in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- (b) We have advised your auditors of all material contentious methods used in the presentation of the financial report.
- (c) There have been no changes in accounting policies or application of those policies that would have a material effect on the financial report, except as disclosed in Note XX to the financial report.
- (d) The prior period comparative information in the financial report has not been restated except as disclosed in Note XX to the financial report.
- (e) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm the disclosures related to accounting estimates are complete and appropriate.



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- (f) We have established and maintained an adequate internal control structure and adequate financial records as we have determined are necessary to facilitate the preparation of the financial report that is free from material misstatement, whether due to fraud or error.
- (g) We have provided your auditors with
- (i) Access to all information of which we are aware that is relevant to the preparation of the financial report, such as records, documentation and other matters.
  - (ii) Additional information that your auditors have requested for the purpose of the audit.
  - (iii) Unrestricted access to persons within the Shire from whom your auditors determined it necessary to obtain audit evidence.
- (h) All transactions have been recorded in the accounting and other records and are reflected in the financial report.
- (i) All internal audit reports and reports resulting from other management reviews, including legal issues and legal opinions which have the capacity to be relevant to the fair presentation of the financial report including, where relevant, minutes of meetings, have been brought to your auditors' attention and made available to them.
- (j) We have advised your auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
- (k) We have provided to your auditors the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (l) No frauds or suspected frauds affecting the Shire involving
- (i) Management;
  - (ii) Employees who have significant roles in internal control; or
  - (iii) Others where the fraud could have a material effect on the financial report
- have occurred to the knowledge of management of the Shire.
- [OR]
- We have provided information to your auditors of our knowledge of fraud or suspected fraud affecting the Shire involving:
- (i) Management;
  - (ii) Employees who have significant roles in internal control; or
  - (iii) Others where the fraud could have a material effect on the financial report.
- A summary of these is provided below/attached.
- (m) To our knowledge no allegations of fraud or suspected fraud affecting the Shire's financial report has been communicated to us by employees, former employees, analysts, regulators or others.



APPENDIX 3

[OR]

We have provided information to your auditors of our knowledge of any allegations of fraud or suspected fraud affecting the Shire's financial report communicated by employees, former employees, analysts, regulators or others.

Details are as follows/attached.

- (n) We have disclosed to your auditors all known actual or possible litigation and claims whose effects should be considered when preparing the financial report, and they have been accounted for and disclosed in accordance with Australian Accounting Standards.

**2. FAIR VALUE MEASUREMENTS AND DISCLOSURES**

We confirm that where assets and liabilities are recorded at fair value, the value attributed to these assets and liabilities is the fair value.

We confirm that the carrying amount of each physical non-current asset does not materially differ from its fair value at the end of the reporting period. Significant fair value assumptions, including those with high estimation uncertainty, are reasonable.

We confirm the measurement methods, including related assumptions, used by management in determining fair values are appropriate and have been consistently applied.

- (ai) We confirm that the fair value disclosures in the financial report are complete and appropriate.

**3. GOING CONCERN**

We confirm that the going concern basis of accounting is appropriate for the annual financial report.

**4. CONTINGENT LIABILITIES**

There are no material contingent liabilities at year end that have not been completely and adequately disclosed in the Notes to the financial report.

**5. COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE**

Other than those commitments reported in the Notes to the financial report, there were no significant commitments for capital or other expenditure contracts carrying over at year end.

**6. FINANCIAL LIABILITY FOR CONTAMINATED SITES**

We are aware of our obligations under the *Contaminated Sites Act 2003* and have reported to the Department of Water and Environmental Regulation, all land owned, vested or leased by the Shire that is known to be, or is suspected of being, contaminated. All actual liabilities or contingent liabilities, if any, have been recognised and/or disclosed in the financial report as appropriate.

**7. RELATED ENTITIES**

We acknowledge our responsibility under section 17(1) of the *Auditor General Act 2006* (as applied by section 7.12AL of the *Local Government Act 1995*) to give written notice to the Auditor General if any of the Shire's functions are being performed in partnership or jointly with another person or body, through the instrumentality of another person or body, and/or by means of a trust. We confirm that we have provided the Auditor General with details of all related entities in existence at 30 June 2019.

APPENDIX 3

**8. RELATED PARTIES**

We have disclosed to your auditors the identity of the Shire's related parties, as defined in Australian Accounting Standards, of which we are aware, and all the related party relationships and transactions of which we are aware. These include the Shire's key management personnel (KMP) and their related parties, including their close family members and their controlled and jointly controlled entities.

We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of Australian Accounting Standards.

**9. KEY MANAGEMENT PERSONNEL COMPENSATION**

We confirm the Shire's key management personnel (KMP) have not received any other money, consideration or benefit (except amounts being reimbursements for out of pocket expenses) which has not been included in the compensation disclosed in the Notes to the financial report.

**10. SUBSEQUENT EVENTS**

All events subsequent to the date of the financial report and up to the date of this letter for which Australian Accounting Standards require adjustment or disclosure, have been adjusted or disclosed.

[OR]

No matters or occurrences have come to our attention between the date of the financial report and the date of this letter which would materially affect the financial report or disclosures therein, or which are likely to materially affect the future results or operations of the Shire.

**11. INTERNAL CONTROL**

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

**12. INSURANCE**

We have established procedures to assess the adequacy of insurance cover on all assets and insurable risks. We believe, where appropriate, assets and insurable risks are adequately covered by insurance.

**13. RISK MANAGEMENT**

We confirm that we have established and maintained a risk management framework that is appropriate to the Shire.

**14. FINANCIAL RATIOS**

We confirm that the financial ratios included in the annual financial report have been prepared and fairly presented in accordance with the *Local Government (Financial Management) Regulations 1996*.

We confirm that the asset consumption ratio and the asset renewal funding ratio are supported by verifiable information and reliable assumptions.



UNCONFIRMED

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## 5.2 COMPLIANCE AUDIT RETURN

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

### BRIEF

This report is for Council to adopt the Compliance Audit Return (CAR) for 2018.

### ATTACHMENTS

Attachment 1: Compliance Audit Return 2018.

### BACKGROUND / DETAILS

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

The Compliance Audit Return must be:

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

In relation to the year 2018 a copy of the return is to be submitted for Councillor's perusal, comment and adoption by Council prior to 31 March 2019. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2018 Compliance Audit Return has been completed in house, with the CEO and senior staff reviewing and approving the completed return.

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The compliance review process provides both the CEO and the Council with an additional element of accountability through a check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme 6: Governance and Leadership

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

Objectives:

- Implement systems and processes which deliver quality outcomes for our community; and
- Maintain a high standard of corporate governance.

#### Financial / Resource Implications

Nil.

#### Legislative Compliance

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

#### Policy Implications

N/A.

#### Stakeholder Engagement / Consultation

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

#### Risk Implications

- Reputational – Moderate
  - Maintains the Shire's high standards.
- Financial - Low
  - Cost effective with no financial outlay.
- Compliance - Moderate
  - The Audit ensures the Shire maintains an open and honest workplace.
- Legal –Moderate
  - The Audit ensures the Shire is abiding by all legislative requirements.

#### OFFICER'S COMMENT

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The standard of compliance in 2018 was in general extremely good. Each year the Shire strives to improve the services it provides to stakeholders both internal and external.

1. Commercial Enterprises – As there were none for 2018 there is 100% compliance.
2. Delegation of Power/Duty – There was 100% compliance
3. Disclosure of Interests – There was 93.75% compliance as one officer did not put in his Primary Return on time.
4. Disposal of Property – 100% compliance
5. Finance – 100% compliance
6. Integrated Planning and Reporting – 100% compliance
7. Official Conduct – 100% compliance
8. Tenders and Providing Goods and Services – There was one tender which did not have the advertisement placed with the paperwork. A minor omission which has been rectified 96% compliance.

Overall an excellent result.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.116**

**Moved: Cr Mencshelyi**

**Seconded: Cr Proud**

**That Council adopt the Audit Compliance Return 2018 as attached for submission to the Department of Local Government and Communities.**

**CARRIED 3/0**

Clarification was sought in relation to:

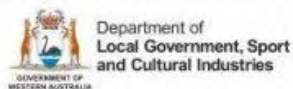
- Whether this is conducted in house. The Chief Executive Officer confirmed that it is conducted in house.
- Whether there is comparative's with other local governments. The Chief Executive Officer advised that this does not occur as it is a self-audit.



Audit Committee Meeting Minutes  
7 March 2019



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



**Northam - Compliance Audit Return 2018**

**Certified Copy of Return**

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

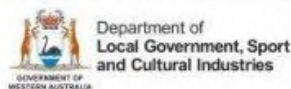
Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A	Northam has not undertaken any major trading in 2018	CHERYL GREENOUGH
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A	Northam has not undertaken any major trading in 2018	CHERYL GREENOUGH
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A	Northam has not undertaken any major trading in 2018	CHERYL GREENOUGH
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A	Northam has not undertaken any major trading in 2018	CHERYL GREENOUGH
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	Northam has not undertaken any major trading in 2018	CHERYL GREENOUGH

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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No committees have delegated authority	CHERYL GREENOUGH
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A	As above	CHERYL GREENOUGH
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A	As above	CHERYL GREENOUGH
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	As above	CHERYL GREENOUGH
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	N/A	As above	CHERYL GREENOUGH
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		CHERYL GREENOUGH
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Sampled five meetings.	CHERYL GREENOUGH
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	By means of Council resolution 20/6/18, 17/10/18, 21/6/17	CHERYL GREENOUGH
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		CHERYL GREENOUGH
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		CHERYL GREENOUGH
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Maintained annually after the June Council Meeting	CHERYL GREENOUGH
12	s5.46(2)	Were all Delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes	June 2018	CHERYL GREENOUGH
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	They keep their own register of when delegation is used.	CHERYL GREENOUGH

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes	Have checked a sample of the minutes and all who declared left the room.	CHERYL GREENOUGH
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No requests were made for a member disclosing an interest to participate	CHERYL GREENOUGH

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Audit Committee Meeting Minutes  
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



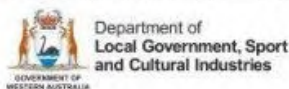
Department of  
Local Government, Sport  
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		CHERYL GREENOUGH
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		CHERYL GREENOUGH
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	One of the employees was away overseas. He did not disclose the reason for being late on his return.	CHERYL GREENOUGH
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		CHERYL GREENOUGH
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		CHERYL GREENOUGH
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		CHERYL GREENOUGH
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76.	Yes		CHERYL GREENOUGH
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		CHERYL GREENOUGH
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		CHERYL GREENOUGH
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		CHERYL GREENOUGH
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		CHERYL GREENOUGH
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		CHERYL GREENOUGH

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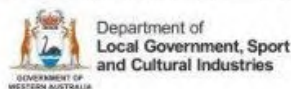
No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		CHERYL GREENOUGH
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		CHERYL GREENOUGH
<b>Disposal of Property</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		CHERYL GREENOUGH
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		CHERYL GREENOUGH
<b>Finance</b>					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		CHERYL GREENOUGH
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	No authority has been delegated	CHERYL GREENOUGH
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Moore Stephens	CHERYL GREENOUGH
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	16 March 2016 for a 3 year term. Minute No: C.2657	CHERYL GREENOUGH
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes	13 November 2018	CHERYL GREENOUGH
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes	13 November 2018	CHERYL GREENOUGH
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No required actions were raised	CHERYL GREENOUGH

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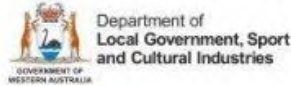
No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	As above	CHERYL GREENOUGH
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	As above	CHERYL GREENOUGH
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		CHERYL GREENOUGH
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		CHERYL GREENOUGH
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		CHERYL GREENOUGH
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		CHERYL GREENOUGH
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		CHERYL GREENOUGH
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes	Next Review due 2019	CHERYL GREENOUGH
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A		CHERYL GREENOUGH

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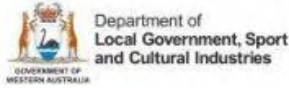


Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	15/8/2018	CHERYL GREENOUGH
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		CHERYL GREENOUGH
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	16/8/17	CHERYL GREENOUGH
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	2/1/18	CHERYL GREENOUGH
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	26/6/2013	CHERYL GREENOUGH
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	15/3/17 Minute number C.2980	CHERYL GREENOUGH
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	2013 - 2017. Review is currently being finalised.	CHERYL GREENOUGH

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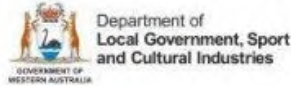
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		CHERYL GREENOUGH
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		CHERYL GREENOUGH
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		CHERYL GREENOUGH
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		CHERYL GREENOUGH
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		CHERYL GREENOUGH

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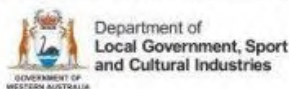
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes	Executive Manager Corporate Services	CHERYL GREENOUGH
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		CHERYL GREENOUGH
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		CHERYL GREENOUGH
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		CHERYL GREENOUGH
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		CHERYL GREENOUGH
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		CHERYL GREENOUGH
Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	For any services that were intended to be over \$150,000.	CHERYL GREENOUGH
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes	Consideration was given to Reg 11(2)(h) so as to comply with Reg 12. for the Aboriginal Interpretive Centre.	CHERYL GREENOUGH
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		CHERYL GREENOUGH
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		CHERYL GREENOUGH

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		CHERYL GREENOUGH
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		CHERYL GREENOUGH
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		CHERYL GREENOUGH
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		CHERYL GREENOUGH
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	No	One did not have the advertisement listed but has been rectified	CHERYL GREENOUGH
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		CHERYL GREENOUGH
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		CHERYL GREENOUGH
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		CHERYL GREENOUGH
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		CHERYL GREENOUGH
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		CHERYL GREENOUGH
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		CHERYL GREENOUGH
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		CHERYL GREENOUGH

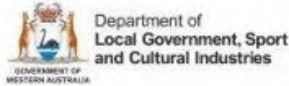
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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		CHERYL GREENOUGH
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		CHERYL GREENOUGH
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		CHERYL GREENOUGH
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		CHERYL GREENOUGH
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		CHERYL GREENOUGH
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		CHERYL GREENOUGH
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	The Shire adopted the reviewed policy 20/6/18 Resolution number C3379	CHERYL GREENOUGH
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		CHERYL GREENOUGH
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	F4.2 Purchasing & Tendering Policy. Currently being reviewed	CHERYL GREENOUGH

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Department of  
Local Government, Sport  
and Cultural Industries

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

\_\_\_\_\_  
Signed Mayor / President, Northam

\_\_\_\_\_  
Signed CEO, Northam

UNCONFIRMED

Audit Committee Meeting Minutes  
7 March 2019



### 5.3 PROGRESS TOWARD BETTER PRACTICE REVIEW REPORT

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

#### BRIEF

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

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

#### ATTACHMENTS

Attachment 1: BPR Action Plan.

#### BACKGROUND / DETAILS

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

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and



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- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

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

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme 6: Governance and Leadership

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

Objective: Ensure robust financial management

#### Financial / Resource Implications

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

#### Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

#### Policy Implications

N/A

#### Stakeholder Engagement / Consultation

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

#### Risk Implications

- Reputational – Moderate
- Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.
- Financial - Low
  - There are only staffing costs to this update
- Compliance - Moderate
  - Regular reviews ensure compliance
- Legal – Low
  - Complying with legislations ensures there are no legal issues

#### OFFICER'S COMMENT

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

Key to table

**Completed**

**No Action**

**Underway**

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

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.117**

**Moved: Cr Proud**

**Seconded: Cr Mencshelyi**

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

**CARRIED 3/0**

Clarification was sought in relation to item 14 and how much progress has been made. The Executive Manager Corporate Services took the question on notice. Since the meeting the following additional advice has been provided:

*There is a standing purchase order for this project. Officers have engaged Jacky Jurmann (Planning Consultant) to undertake the process for establishing the List but she has not formally commenced the process due to needing further information from Officers. It is proposed that this will be provided in the coming weeks.*

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*The enabling legislation for Heritage Lists is Clause 8 of the deemed provisions for local planning schemes. In order to establish / enter a place / remove a place or modify an entry on the List, the Shire must follow the procedures for that under Clause 8(3)(a) up to and including (d) and 8(4). This is what the consultant will undertake on behalf of the Shire.*



Attachment 1

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Governance</i>				
Business Continuity Plan	1. Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Finalised June 2016.
Council forum meetings	2. Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3. Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the <i>Local Government Act 1995</i>	2016/17	Gov Officer	Reviews underway. Final local laws have been outsourced to a Solicitor
Information Statement	4. Review and update the Shire's Information Statement and ensure that it reflects the current council.	July 2016	Gov Officer	Review completed 6/7/17. Next review 6/7/19
Legislative compliance	5. Develop a legislative compliance checklist/calendar to promote accountability and legislative awareness amongst all staff.	June 2016	CEO	In place.
Communication devices	6. Develop a communication device usage agreement for Elected Members	October 2016	CEOPA	Presented to Council 20/12/2017 and was not endorsed.
Business statement ethics	7. Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	August 2016	Purchasing Officer	Complete. Statement of Purchasing Ethics is incorporated into the Shire's documented purchasing process.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Information Technology (IT) and Information and Communications Technology Framework (ICT)	8. Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided.	May 2016	EMCS	Audit Carried out that resulted in the calling for quotes and a new IT provider appointed November 2018. Updated 28/02/2019.
	9. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.	November 2016	EMCS	Have realigned staff to accommodate I/T Officer to coordinate, strategies are currently being developed.
Governance Relationship	10. Review the Shire's Code of Conducts and/or develop policies to formalise and document the Shire's practices in regards to elected member and staff interactions and requests for information.	January 2017	CEO	Complete. Policy adopted.
Emergency management	11. Continue the process of reviewing and documenting emergency management processes and procedures, ensuring plans are current and relevant.	November 2016	Community Emergency Services Manager	Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.
<b>Planning and Regulatory</b>				
Documentation on Development Application Process	12. Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful.	October 2016	Manager Services Planning	Ongoing. Being reviewed from time to time to ensure info and forms remain current.
	13. Further develop additional information that will assist applicants to understand the Development Applications process and ensure its availability on the Shire's website.	October 2016	Manager Services Planning	Complete April 2017.
Heritage	14. Continue working towards developing a heritage list and revising and amending the Municipal inventory.	February 2017	Manager Services Planning	In the process of appointing a consultant to run the statutory process for creating a Heritage List.



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Plan for the Future</i>				
Corporate Business Plan	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed.
	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed.
<i>Asset and Finance</i>				
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. More detailed Parks & Building Asset Plans under development
	18. As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed.
	19. Consider developing an asset disposal policy.	November 2016	EMCS	Asset disposal policy is currently in draft form, it is expected to be presented to Council for adoption April 2019, updated 28/02/2019
Long Term Financial Plan	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.
	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	Plan being reviewed annually with adjustments carried out if necessary, updated 28/02/2019



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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Operating Surplus Ratio was 0.12, in 2017 this increased to 0.16. The target for this ratio is greater than 0.15.
	23. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Asset Sustainability Ratio was 0.68, in 2017 this increased to 1.10. The target for this ratio is greater than 1.10.
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
<b>Workforce Planning and HR Management</b>				
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Update: 31.8.18: Workforce Plan currently being developed and is well underway.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Employee surveys	26. Investigate the appropriateness of conducting an employee survey and including results from the survey in the revised Workforce Plan.	October 2016	HRC	Staff Survey completed.
<i>Community and Consultation</i>				
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	The focus of the marketing plan has adjusted to become more a 'place / brand awareness' campaign which is under way with the READY.SET.GO
Reconciliation Action Plan (RAP)	28. Work with Reconciliation Australia to develop and adopt a Reconciliation Action Plan.	December 2016	EMCMS	Council has appointed a Reconciliation Action Plan Working Group to develop the RAP along Reconciliation Guidelines.

#### 5.4 PROGRESS TOWARDS CUSTOMER SERVICE AUDIT

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

#### BRIEF

This report provides Council with an update of the progress made towards the Customer Service Audit in order to ensure that continuous improvement occurs within the organisation.

#### ATTACHMENTS

Attachment 1: Customer Service Audit Plan.

#### BACKGROUND / DETAILS

The Shire of Northam procured Aveling to conduct a Customer Service Management System Audit at the end of 2017 which included a review of the effectiveness of our ICS system and our Customer Service Charter. The report included an internal survey as well as an external customer survey.

Key findings of the review related to areas of recommended improvement for both ICS and the Customer Service Charter. Suggested improvements relating to the Customer Service Charter included document control and ensuring the document is easily accessible by customers.

For ICS' the recommended improvement areas included closing out of the documents and ensuring that the customer is kept up to date on the actions taken by staff.

#### CONSIDERATIONS

Strategic Community / Corporate Business Plan



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Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**Policy Implications**

N/A.

**Stakeholder Engagement / Consultation**

Nil.

**Risk Implications**

- Reputational – Moderate
- Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.
- Financial - Low
  - There are only staffing costs to this update
- Compliance - Moderate
  - Regular reviews ensure compliance
- Legal – Low
  - Complying with legislations ensures there are no legal issues

**OFFICER'S COMMENT**

Progress is being made toward improving the Customer Service Charter to include being a controlled document.

Work has also commenced on a whistle-blower policy to allow confidentiality for anyone including staff who may have information of a sensitive nature they wish to report.

The Customer Service Charter will be made more accessible and information provided on making a complaint as well as compliment and requests within the next six months.

All staff are working toward the progression of action the in the ICS<sup>1</sup> and to advise customers of the steps taken including the close out stage.

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Key to table

Completed

No Action

Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.118

Moved: Cr Mencshelyi

Seconded: Cr Proud

That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Customer Service Audit Plan.

**CARRIED 3/0**

Clarification was sought in relation to the ICS's and whether these are believed to be performing well as some feedback was received in respect to a matter being reported and not being completed. The Chief Executive Officer advised that staff are of the strong opinion that the system is working really well and has significantly improved. The number of concerns raised with the CEO Office in relation to ICS's has decreased. Once an ICS is reported it will either be addressed immediately, programmed and closed or not completed. Where they are not completed within a month a letter is to be sent to the customer advising when it is programmed (can be subject to change) or if it is not being completed this advice will also be communicated to the customer. The Coordinator Governance Administration advised that if customers contact administration they are able to provide them with an update in relation to when it is programmed.

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Attachment 1

Commitment		2.5	17/6	Responsible Officer	Comments
3.1	Does the organisation have a customer service Code of Conduct? (WSM)	2	Customer Service Charter supplied is an uncontrolled word document. This is written as addressing the community but there is no indication of how it is communicated to them.	GOV Officer	Completed. A TV with rolling information in the Admin area has been installed.
3.2	Have you determined the external and internal issues that are relevant to your organisation's purpose and the achievement of customer satisfaction in the organisation's strategic direction? (ISO10001 6.2)	2	Charter identifies major stakeholders and attempts to provide them with workable solutions. The main areas missing are stakeholder closeout and reporting to elected members. The elected member monthly report for October 2017 appears to be flawed closeout numbers. It shows approximately 30% of year to date requests are still not closed, but does not seem to trigger any alarm. It is also suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed.	Executive Managers	Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning.  Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complain/ICS.  This reporting is ongoing and the total number of ICS's/complaints received will be monitored.
3.4	Has input been gained to identify and assess the needs of customers in the development of the Code and	2	There are no document control records for the process to indicate community consultation in the development.	GOV Officer	Completed. The process has been placed in Promapp



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	procedures? (ISO 10001 6.3)				
3.5	Is the Code clear, concise and written in simple language? (ISO 10001 6.4)	3.5	The customer service charter is well written and copies have been made available in the main reception area (at times), however the majority of customer responses indicated that it has not been publicized as well as it could have been. It is recommended that a shortened version be produced and displayed in a similar manner to the City of Cockburn example shown in section 11.	GOV Officer	Completed. A rolling TV selection is being considered. Copies of the document are also available in the Admin area.
<b>Capacity</b>	<b>2</b>		<b>8/4</b>		
3.8	Have the objectives been established at relevant departmental and individual levels with the business?	1.5	No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. This should be completed as a priority after the next round of staff training.	Executive Managers	No KPI's have been established to date for employees or training provided.  KPI's are listed within the complaints process as follows: <ul style="list-style-type: none"> <li>Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul> KPI's are listed within the ICS process as follows: <ul style="list-style-type: none"> <li>ICS Closure - 90% of ICS's closed within 20 working days.</li> <li>ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.</li> </ul>
3.10	Is customer service included in the business plan? (W&M) If so, what elements of customer service do	2	While there is a customer service charter and reports are compiled for elected members and as part of the quarterly report card, there was no evidence available to suggest	Gov Officer	Completed  The Corporate Business Plan outlines the following actions:


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	you regularly monitor? (WSM)		that customer service forms part of a formal business plan. Customer service requests and closeouts are reported monthly and quarterly, but no KPI appears to exist on this data.		<ul style="list-style-type: none"> <li>• Manage customer services through use and maintenance of appropriate systems and processes.</li> <li>• Implement Shire of Northam Customer Services Charter.</li> <li>• Implement an organisational wide process for dealing with/responding to customer requests/complaints.</li> </ul>
<b>Visibility</b>	<b>2</b>		<b>7/3</b>		
3.13	Is it relevant and responsive to customer needs? (ISO10001 4.6)	2	These issues are difficult to assess given that over 90% of customer survey respondents claimed that they had not seen it.	Gov Officer	Completed
<b>Monitoring</b>	<b>2</b>		<b>8/4</b>		
3.25	Are KPI results and/or other statistical measures used to review the performance of the organisation's customer service? (ISO10001 6.5 & 8.2)	2.5	An elected member monthly report and quarterly report card are produced which both include basic ICS statistics. These do not however offer any insight into long term open items or provide a performance target. As discussed previously, it was considered that a number of requests had been closed out without verification and that the statistics may not therefore show the true picture.	Executive Managers	<p>Ongoing.</p> <p>Since the audit was undertaken the reporting graph for ICS's has been amended from only showing how many are outstanding and received to also include how many ICS's have been actioned/closed out for the corresponding month.</p> <p>KPI's are listed within the complaints process as follows:</p> <ul style="list-style-type: none"> <li>• Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>• Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul> <p>KPI's are listed within the ICS process as follows:</p> <ul style="list-style-type: none"> <li>• ICS Closure - 90% of ICS's closed within 20 working days.</li> <li>• ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.</li> </ul>

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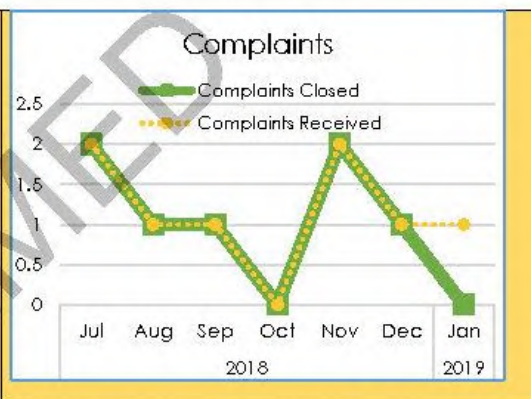


				Community Satisfaction Survey is scheduled for 2018/19 period.																																
<b>Procedures</b>	<b>2.5</b>	<b>32/12</b>																																		
4.14	Are complaints closed out and recorded once agreed actions are complete? (ISO 10002 7.9)	2.5	As previously noted, at least some complaints appear to be closed out prematurely and without verification of work orders being completed.	Executive Managers																																
				<p>Ongoing. Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning. Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complaint/ICS. This reporting is ongoing and the total number of ICS's/complaints received is being monitored, see below chart used to track ICS's and complaints:</p>  <table border="1"> <caption>Customer Requests Data</caption> <thead> <tr> <th>Month</th> <th>Customer Requests Closed</th> <th>Customer Requests Outstanding</th> <th>Customer Requests Received</th> </tr> </thead> <tbody> <tr> <td>Jul 2018</td> <td>130</td> <td>40</td> <td>290</td> </tr> <tr> <td>Aug 2018</td> <td>170</td> <td>40</td> <td>330</td> </tr> <tr> <td>Sep 2018</td> <td>150</td> <td>50</td> <td>320</td> </tr> <tr> <td>Oct 2018</td> <td>160</td> <td>70</td> <td>370</td> </tr> <tr> <td>Nov 2018</td> <td>150</td> <td>80</td> <td>180</td> </tr> <tr> <td>Dec 2018</td> <td>110</td> <td>60</td> <td>130</td> </tr> <tr> <td>Jan 2019</td> <td>270</td> <td>190</td> <td>310</td> </tr> </tbody> </table>	Month	Customer Requests Closed	Customer Requests Outstanding	Customer Requests Received	Jul 2018	130	40	290	Aug 2018	170	40	330	Sep 2018	150	50	320	Oct 2018	160	70	370	Nov 2018	150	80	180	Dec 2018	110	60	130	Jan 2019	270	190	310
Month	Customer Requests Closed	Customer Requests Outstanding	Customer Requests Received																																	
Jul 2018	130	40	290																																	
Aug 2018	170	40	330																																	
Sep 2018	150	50	320																																	
Oct 2018	160	70	370																																	
Nov 2018	150	80	180																																	
Dec 2018	110	60	130																																	
Jan 2019	270	190	310																																	



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4.19	<p>Is complaints information, including the identity of complainants, treated confidentially wherever possible or necessary? (ISO 10002 4.7)</p> <p>Are procedures in place to manage whistle-blower complaints in accordance with the Public Interest Disclosure Act?</p>	2	<p>There was no information available to suggest that confidentiality has been considered in terms of complaints and this should be included in future updates of the process.</p> <p>No information on whistleblower complaints is included in the Shire complaints process.</p>	Executive Managers	<p>Confidentiality is always maintained in relation to customer complaints and requests. The complaints process includes details in relation to the actions to take to maintain confidentiality if the complaint is of a confidential nature and details that all elements of the complaint are to be treated with confidentiality (including the identity of the complainant).</p> <p>Whistleblower policy has been drafted and is currently being reviewed by Executive Management. Once this has occurred the policy will be workshopped with Council and then presented for endorsement.</p>

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4.23	Are details of reviews and actions taken to improve services published to staff and the public? (ISO 10002 8.6.3)	2	The quarterly report card is circulated widely and includes ICS statistics for customer service requests (including complaints), but does not look at individual cases or outcomes. Further it does not differentiate between complaints and work requests.	Executive Managers	Process mapping system is available to all staff to ensure they are following the process for managing ICS's and complaints. Weekly reporting is now occurring to monitor the requests and complaints received. Suggested changes are to be implemented into quarterly reporting (i.e. differentiate between complaints and requests)
4.26	Does the complaints manager or coordinator compile reports for senior management based on the analysis of the data, which include recommendations for: <ul style="list-style-type: none"> <li>• complaint reduction strategies, or</li> <li>• improvements to business processes</li> </ul>	2.5	Reports are compiled monthly (for elected members) and quarterly (for the report card), however these are both basis numerical reports and do not provide any level of detail that would support continuous improvement in this area.	Executive Manager Corporate Services	Executive Assistant – CEO is now generating weekly reports for ICS's and complaints.  Process improvements for managing complaints and ICS's are managed through Council's process mapping system which allows all staff to suggest improvements in relation to the process for managing ICS's and complaints.

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**5.5 PROGRESS TOWARD PROCUREMENT PROCESS REVIEW REPORT**

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: Outcomes from the Procurement Process Review Report.

**BACKGROUND / DETAILS**

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

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

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.



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**Financial / Resource Implications**

No current implications as this is an update.

**Legislative Compliance**

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

**Policy Implications**

N/A.

**Stakeholder Engagement / Consultation**

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

**Risk Implications**

- Reputational – Moderate
  - Reviewing practices ensures compliance and maintains the Shire's good reputation.
- Financial - Low
  - There is no cost to this update
- Compliance - Moderate
  - Regular reviews ensure compliance
- Legal – Low
  - Complying with legislations ensures there are no legal issues

**OFFICER'S COMMENT**

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

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

1. Engagement Overview;
2. Executive Summary;
3. Summary Controls Table;
4. Review Findings and Recommendations;
5. Improvement Opportunities;
6. Procurement Processes – Tenders and Contracts Management;
7. Other Matters;

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

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Key to table

Completed

No Action

Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.119

Moved: Cr Proud

Seconded: Cr Mencshelyi

That Council receives the update toward the Procurement Process review as provided in Attachment 1.

**CARRIED 3/0**

Clarification was sought in relation to the item relating to pre-qualified panels. It was clarified that the amounts for the businesses detailed within the table is over a 6 month period. It was advised that limited progress has been made and this matter requires calling for tenders.

Attachment 1

REVIEW FINDINGS & RECOMMENDATIONS					
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
<p>Per the Local Gov't (Functions and General) Regulations 1996, Part 4A, Section 24D (Discounts permitted for regional price preferences), there are three scenarios where the bid from the tenderer can be considered for a price reduction.</p> <p>The legislation allows for:</p> <ul style="list-style-type: none"> <li>up to 10% reduction for goods or services up to a maximum of \$50,000;</li> <li>up to 5% reduction for construction (building) services up to maximum of \$50,000; or</li> <li>up to 10% where the contract is for construction (building) services up to a maximum price reduction of \$500,000.</li> </ul> <p>The Shire's Local Price Preference Policy (F 4.4), Section 3 - Local Price Preference Value, allows for a maximum price reduction of \$100,000 (excluding GST) for goods and services from within the Shire. The amount per the Shire policy does not fully align with the requirements outlined above under Section 24D.</p>	<p>Non-alignment to Gov't Regulations.</p>	<p>Moderate<sup>1</sup></p>	<p>The Shire Local Price Preference Policy should be updated to align with the thresholds in the Regulations.</p>	<p>Local Price Preference Policy has been reviewed and will be presented to Council for consideration.</p>	<p>New Local Price Preference Policy Adopted, updated 28/02/2019</p>



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IMPROVEMENT OPPORTUNITIES				
ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>It was noted during the audit that the Shire currently does not operate any formal panels of pre-qualified suppliers. Rather, through the years, it has maintained an informal list of suppliers which it has consistently used for recurring needs such as electrical services, painting, etc. Use of an informal list may present the following limitations:</p> <ul style="list-style-type: none"> <li>precludes consideration of other suitable service providers which are new market entrants;</li> <li>rates quoted by known suppliers are often not market tested; and</li> <li>pre-qualified panel provides greater transparency in the selection process and if implemented follows a prescribed set of rules governing how the panel will operate to manage risks and to ensure a more efficient procurement process.</li> </ul>	<p>The following contractors were used multiple times for the period 1 July 2017 to 31 January 2018. Examples:</p> <p><u>Plumbing Services</u></p> <ul style="list-style-type: none"> <li>Andy's Plumbing [43 POs; spend @ \$14,000]</li> <li>Blackwell Plumbing [17 POs; spend @ \$15,500]</li> </ul> <p><u>Electrical Services</u></p> <ul style="list-style-type: none"> <li>Grafton Electrics [46 POs; \$22,000]</li> <li>Verlindens Electrical [4 POs; \$11,600]</li> </ul>	<p>It is recommended that goods and services which are:</p> <ul style="list-style-type: none"> <li>recurring,</li> <li>purchased frequently throughout the year; and</li> <li>deemed to be low or medium procurement risk, be considered for establishment as a pre-qualified panel under Division 3 of Regulations.</li> </ul> <p>Determination of these services could be based on spend data by service category for the past 2 or 3 years. Any services which are likely to reach \$150,000 however, must undergo a public tender process as per Section 11.</p>	<p>Staff will investigate and establish pre-qualified panels where appropriate.</p>	<p>Limited Progress staff investigating</p>

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



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

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

**BRIEF**

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

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

**ATTACHMENTS**

Attachment 1: Safety & Risk Management Plan.

**BACKGROUND / DETAILS**

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

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

**CONSIDERATIONS**



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**Strategic Community / Corporate Business Plan**

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**Financial / Resource Implications**

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

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

Nil

**Risk Implications**

- Reputational – Moderate
- Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.
- Financial - Low
  - There are only staffing costs to this update
- Compliance - Moderate
  - Council would be at risk of not meet its responsibilities in respect to legislative compliance and providing a safe working environment for its employees and contractors.
- Legal – Low
  - Complying with legislations ensures there are no legal issues

**OFFICER'S COMMENT**

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

As with all system based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The implementation of the recommendations contained in audit report have assisted the Shire of Northam to improve its current occupational health and safety performance.

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

Key to table

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.120

**Moved:** Cr Proud

**Seconded:** Cr Mencshelyi

**That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan.**

**CARRIED 3/0**

Clarification was sought in relation to implementing a Supplier/Contractor selection criteria and listing based on safety practices. It was advised that limited progress has been made as it is not considered a high priority, in addition staff have had difficulty establishing the structure of this. It was advised however that this is a factor that is considered for major projects and tenders.

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Attachment 1

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



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

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

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



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

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

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



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

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

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

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

**BRIEF**

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan.

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

**ATTACHMENTS**

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

**BACKGROUND / DETAILS**

The Shire of Northam procured AMD Chartered Accountants to undertake the Shire of Northam's Regulation 17 Review in accordance with Local Government (Audit) Regulations 1996, Regulation 17 for the period ending 31 December 2016. This Regulation 17 Review includes a review of the appropriateness and effectiveness of the risk management, internal controls and legislative compliance of the Shire of Northam. A report has then been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendation have been developed into an action plan and provided in Attachment 1.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**



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Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**Financial / Resource Implications**

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

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

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

**Risk Implications**

- Reputational – Moderate
- Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.
- Financial - Low
  - There are only staffing costs to this update
- Compliance - Moderate
  - Regular reviews ensure compliance
- Legal – Low
  - Complying with legislations ensures there are no legal issues

**OFFICER'S COMMENT**

This review indicated that the Shire of Northam is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place. Areas for improvement and recommendations have been detailed in Attachment 2 with comments in respect to the progress made towards each of these.

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

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Key to table

Completed

No Action

Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.121

Moved: Cr Proud

Seconded: Cr Mencshelyi

That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.

**CARRIED 3/0**

Clarification was sought in relation to:

- The risk register. The Chief Executive Officer advised that staff are currently trialling software for this. Council does have a risk register however it is difficult to update. The software being trialled currently is considered to make this process significantly easier and considered to be user friendly.
- Plant Replacement/Vehicle Usage Policy. It was advised that staff are currently finalising this policy which is anticipated to be presented to Council in the next few months and will be workshopped prior. Staff were waiting for an independent review of its plant prior to finalising the policy, this review will cover whether Council has too much plant and identify areas which can be improved. Discussion was held around staff use, it was clarified that this will be included in the policy and will be a discussion for Council.
- Information Communication Technology (ICT). It was advised that an audit was recently undertaken for this however reporting on the audit was unable to be prepared in time for this meeting, however will be included at the next meeting. A number of critical matters raised in the audit have already been addressed with the other matters being worked through. Discussion was held around the new IT support provider and it was advised that staff are extremely happy with these services.

Cr M. P Ryan entered the meeting at 4:09pm and departed at 4:09pm.

The Executive Assistant – CEO departed the meeting at 4:09pm and returned at 4:10pm.



Attachment 1

APPENDIX A  
SHIRE OF NORTHAM  
RISK MANAGEMENT

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Shire of Northam have not developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk.</p> <p>We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:</p> <ul style="list-style-type: none"> <li>Operational;</li> <li>Strategic;</li> <li>Finance;</li> <li>Technological; and</li> <li>Compliance risks (also refer Appendix C)</li> </ul> <p>While we acknowledge Shire of Northam has developed a Risk Management Framework, Risk Dashboard and many individual policies and operational procedures,</p>	Medium	Lack of documentation in place to evidence risks have been identified.	<p>We recommend the Shire of Northam develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire of Northam risks within each business unit and incorporating the following categories:</p> <p>(a) Operational; (b) Strategic; (c) Finance; (d) Technological; and (e) Compliance risks.</p> <p>The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled,</p>	<p>A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.</p> <p>Agree, the three identified policies will be developed.</p>	Chief Executive Officer	A risk register has been developed, not to the extent as identified.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	<p>the risk identification process is the first step to effective risk management.</p> <p>In addition, we noted Shire of Northam's Risk policies and procedures do not include:</p> <p>(a) Litigation/Claims Policy; (b) Fraud Control Policy; and (c) Whistleblower/Public Interest Disclosure (PID) Policy (allowing anonymous reporting and to be available on the Shire's website to ensure external parties can report).</p>			<p>reassessed or accepted and determine the action to be taken to treat or control each risk.</p> <p>The risk register should also be monitored and reviewed on a regular basis to ensure up to date and integrates with existing Shire of Northam Risk Management Framework policies and procedures.</p>			
2	<p>We noted at the time of our on-site visit the following plans are currently under review and require finalisation:</p> <p>(a) Landfill Site Waste Management Plan; (b) Local Emergency Response Plan; (c) Bushfire Management Plan; (d) Asset Management Plan; and (e) Long Term Financial Management Plan.</p>	Medium	<p>Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Northam Community and District operations. Risk of the plan being out of date and non-compliance with the plan.</p>	<p>Once the plans have been completed, we recommend they are endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plans to ensure that in the event of a disaster, appropriate actions can be taken.</p>	<p>Noted, all plans are expected to be finalized and adopted early 2017, current plans in place reduce the risk until the reviews are completed.</p>	<p>Various</p> <p>CESM</p>	<p>A – Inkpen Road Waste Management Facility Plan was adopted by Council on 25.01.2017. The Old Quarry Road Waste Management was endorsed by Council on 17/05/2017.</p> <p>B – Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.</p> <p>C – Bush Fire Manual was endorsed by Council on 19/09/2018</p>

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
							D – Completed for road related assets, finalising parks & buildings currently E – Completed
3	<p>We noted that the following from the sample of lease agreements tested:</p> <p>(a) Lease agreement for Northam Aero Club Management is not signed and the details on the lease register are out of the date;</p> <p>(b) Lease register not updated to reflect the lease agreement terms for Northam Airport – Hanger 13; and</p> <p>(c) The commencement date in the lease register for Blackberry Close Bakers Hill differs to that reflected in the lease agreement.</p>	Medium	Risk the Shire is exposed to risks due to lessee non-compliance with lease terms.	We recommend a sample lessee compliance check be completed to ensure lessees are complying with stated lease terms, including obtaining documentation to support adequate insurance is maintained by the lessee. This could be completed on a rolling basis over several years to ensure all lessees are contacted at least once within the lease term.	<p>(a) As discussed with the Auditor, the lease agreement for Northam Aero Club is not yet signed because it is with them (Aero Club) for their approval and signing.</p> <p>(b) Register for Hangar 13 has been updated.</p> <p>(c) The reason is that the original lease commenced in 2004 and went for 5 years, a new lease was initiated 1/7/2009 for two years with 4x2year options to renew. The lease register is currently being updated so this will be rectified.</p> <p>The Governance officer is the designated officer with the responsibility for ensuring compliance and random checks are done several times a year to ensure compliance.</p>	Governance Officer	Completed

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	<p>While the "Declaration of Interest" step was added to the Purchasing Process in Promapp post the Projects and Contracts Administration Officer and Procurement Officer attending the WALGA procurement training in August 2016, there is no centrally maintained register that records any disclosed Councillor and staff conflicts of interests.</p> <p>We acknowledge the Shire of Northam records those interests disclosed at the Council and Committee meetings in the Register of Financial Interest. However this register does not currently record any conflicts (whether perceived or actual) disclosed outside these meetings.</p>	Medium	<p>Risk that a Councillor/staff have a perceived/actual conflict of interest which is not recorded and managed appropriately by the Council.</p>	<p>We recommend that the Shire of Northam design and implement a conflict of interest register. This register should be monitored to ensure that all conflicts (whether perceived/actual) are disclosed. All conflicts of interest should be managed accordingly by the Shire.</p>	<p>Noted, management will investigate the establishment of a central register</p>	CEO	<p>Executive Assistant – CEO (EA – CEO) has posted an improvement idea/request onto the 'Manage Purchasing' process for an additional task outlining that a disclosure of interest form is to be completed (if applicable) and forwarded the EA – CEO. This will then be added to the existing Register for Interest Disclosures. This improvement idea/request is currently pending approval of the process owner (Executive Manager Corporate Services). The EA – CEO has also amended the register to add an additional field for the person/party/location which the disclosure relates to allow for a quick search to be undertaken when reviewing whether interests should be declared.</p>



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
5	Our inquiries of the Human Resources Officer identified that the Shire of Northam does not maintain a central Contractor/Sub-contractor Insurance Register and that the responsibility for checking insurances currently rests with the Responsible Officer who has arranged the Contract.	Medium	Risk that the Contractors/Sub-contractors insurances expire whilst providing the service to the Shire and that this is not identified in a timely manner.	We recommend that the Shire designs and implements a central Contractor/Sub-contractor Insurance Register which is maintained by one or two individual to ensure that all insurances are up to date.	Noted and will implement.	Human Resource Officer	Central contractor/sub contractor insurance register created and will be maintained by Engineering Services.
6	Our inquiries indicated Shire of Northam has no documented policy or procedure in respect to personally owned IT devices including laptops, smartphones, tablets, thumb drives etc.	Medium	Risk that existing procedures and practices in respect to personally owned devices are not formally documented.	In accordance with the Department of Local Government IT Framework (best practice guidelines), we recommend policies and procedures outlining the terms and conditions in respect to the use of personally owned devices and access be documented, approved, implemented and monitored on an ongoing basis.	Noted, a policy will be developed and implemented.	Exec Manager Corporate Services	Limited, policy to be developed as part of overall IT Strategy.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
7	While our inquiries indicate that the Shire of Northam's prior period Audit Regulation 17 Risk Report (being the risk dashboard) was presented to the Audit Committee, an updated risk report is not provided to the Audit Committee / Council on a regular basis.	Low	Lack of communication with those charged with governance.	Once the development of the organisation risk register (as noted at number 1 above) is completed, we recommend this register and / or risk dashboard is tabled at Audit Committee and subsequent Council meetings on a periodic basis.	Notes, currently in the process of reviewing the functions for the Audit committee.	CEO	Completed, per this report to the Audit Committee.
8	We note Shire of Northam does not currently hold Cybercrime insurance.	Low	Risk of being uninsured against cybercrime.	We recommend Council investigate obtaining cybercrime insurance.	Insurance coverage is reviewed annually in consultation with the council Insurance Company (LGIS), in the past this has not been identified as a 'high' risk area, will investigate as part of the annual insurance review.	Exec Manager Corporate Services	Complete – The Shire now has cover for Cybercrime.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
9	We noted the Shire of Northam Insurance Register does not currently record the date insurance claims are submitted to the Shire of Northam, to ensure insurance claims are subsequently lodged and followed up in a timely manner after an incident.	Low	Untimely recovery of costs associated with insurance events.	We recommend insurance claims be lodged on a timely basis after incidents occur (we suggest no longer than one month) and the date the claim is submitted to the Shire be recorded in the insurance claims register.	Noted.	Governance Officer	Completed August 2018
10	Our review identified that the: (a) Community Engagement Plan was last endorsed on 12 October 2011; and (b) Management of Council Property Leases was last reviewed on 16 October 2013.	Low	Risk that outdated documents are being referenced by Council staff.	We recommend all Council plans, policies and procedures are reviewed and updated regularly. We also recommend that reviews of policies and procedures include ensuring all references to legislation / guidelines are current and if legislation / guidelines have changed, the policy is updated to reflect those changes.	Plans and policies are monitored and reviewed (as required) internally on a regular basis.	Various CEO Governance	a) Not yet reviewed. No change since previous update. b) Completed Endorsed by Council in August 2018.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
11	Our inquiries of the Executive Manager, Corporate Services indicated that there is currently no Council signature specimen list in place.	Low	Risk that someone without the appropriate delegated authority signs a document approving a Contract, transaction etc. which could be enforceable by another party.	We recommend that the Shire of Northam develops a signature specimen list for all those with delegated authority.	A signature register is currently being developed.	Exec Manager Corporate Services	Completed.
12	Our inquiries of the Projects and Contracts Administration Officer identified that Council has not developed any probity plan(s) or Statement of Purchasing Ethics requiring acknowledgement by third parties.	Low	Risk of the third party not acting in accordance with the Shire's policies and procedures.	We recommend that the Shire develops and implements a Statement of Purchasing Ethics which sets out the way the third party conducts business with the Shire. Terms and conditions included within supplier contracts would require suppliers to comply with Council's Statement of Purchasing Ethics.	Will investigate the implementation.	Exec Manager Corporate Services	Completed March 2018

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
13	We noted that there is currently no process documented in Promapp which covers the following: <ul style="list-style-type: none"> <li>▪ Receiving of goods/services;</li> <li>▪ Matching of purchase order to invoice;</li> <li>▪ Invoice verification; and</li> <li>▪ Invoice authorisation ready for payment.</li> </ul>	Low	Lack of a formalised documented processes.	We recommend that the Shire designs and implements in Promapp an all-encompassing purchasing process which includes the following (in addition to the current Purchasing Process documented in Promapp): <ul style="list-style-type: none"> <li>▪ Receiving of goods/services;</li> <li>▪ Matching of purchase order to invoice;</li> <li>▪ Invoice verification and authorisation</li> </ul>	Staff are currently in the process of developing a procedure with the Promapp system for creditor payments this will cover the identified areas.	Exec Manager Corporate Services	Completed November 17

**APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam does not currently have a formal documented IT Disaster Recovery Plan in place. We acknowledge that IT Disaster Recovery is briefly commented on in the Business Continuity Plan and that by coincidence the Shire put to test the recovery of the Shire's back-up due to an incident that occurred on 22 September 2016.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Council organisational business.	We recommend the IT Disaster Recovery Plan be developed and implemented by the Shire of Northam. Once the plan has been completed, we recommend it is endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plan to ensure that in the event of a disaster, appropriate actions can be taken.	Staff are currently looking to develop an IT disaster recovery plan.	Exec Manager Corporate Services	Processes have been put in place they are, onsite and offsite backups, active monitoring for potential cyber attacks etc, new ups for protection against power surges. Documentation of the steps is still pending, expected to be carried out 2 <sup>nd</sup> or 3 <sup>rd</sup> Qtr 2019. Updated 28/02/2019
2	We noted there is a Contractor Induction process in place. However, testing identified no evidence that the contractor had attended/completed the Contractor Induction process.	Medium	Risk of non-compliance with stated policies, procedures including relevant health and safety requirements.	We recommend contractors be required to complete some level of induction (the level of induction completed should be determined based on the risks associated with the service or product provided) and the induction process be formally documented as evidence of attendance.	A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.	CEO HR Coordinator	Induction process, documentation and checklist in Promapp for the attention and action of all departments.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Our inquiries of the Executive Manager, Corporate Services indicated that the Shire of Northam does not currently have an ICT Framework in place.	Medium	Risk that existing procedures and practices in respect to information and communication technology are not formally documented.	<p>We recommend the ICT Framework be developed to ensure procedures and practices in respect to information and communication technology is documented and presented to Council for review and adoption. The framework should be monitored on a pre-determined basis to ensure compliance with stated policies and procedures.</p> <p>As part of the development of the ICT framework, we suggest consideration be given to:</p> <ul style="list-style-type: none"> <li>• A formal cost v benefit analysis or feasibility study be completed prior to major ITC projects, including post implementation reviews;</li> <li>• KPI's are set for the IT process and regular monitoring against KPI be performed, including user satisfaction reviews;</li> <li>• Confidentiality clause be included in key service level agreements with external supplies; and</li> <li>• Review of external service level agreements be completed against targets included within those agreements.</li> </ul>	Currently investigating available options.	Exec Manager Corporate Services	An internal audit has been carried out, framework is now being developed, progress to date, IT provider changed, service levels put in place, new service agreement in place, updated 28/02/2019

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs.	Medium	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	Exec Manager Engineering Services	Contract expired on 30 June 2017. Extension granted until RFQ has been prepared and advertised.  For the monitoring and servicing we have some monitoring agreements for individual buildings as they were upgraded to 4g monitoring however we don't have an overall contract for monitoring and servicing.  Staff are further investigating.
5	Our inquiries of the Executive Manager, Corporate Services indicated there is no ongoing security awareness program in respect to IT.	Low	Risk of security breaches due to changing security environment.	We recommend an ongoing security awareness program be developed to ensure security needs of the Shire is updated as required (for example due to IT infrastructure or application changes) and to prevent any security breaches from occurring. This could be incorporated as part of Shire of Northam's overall Risk Management Framework.	Staff to investigate. While there is no formal program the Council IT Officer regularly sends notifications in regards to 'cyber alerts' and other potential IT related issues.	Exec Manager Corporate Services	Alerts being sent as they come to light
6	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam computers do not	Low	Risk of someone else using the computer to access information that	We recommend that the Shire of Northam implements a policy where all Shire owned computers are automatically	Staff to investigate and implement.	Exec Manager Corporate Services	Completed June 2017

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	currently automatically log out when left dormant for a period of time. <i>We acknowledge that the licensing computers at the front counter does automatically log out when left dormant.</i>		they do not currently have authority to view and/or amend details in order to receive some benefit etc.	logged out after five minutes of being dormant (or as considered appropriate time limit).			
7	Our inquiries of the Governance Officer identified that there is currently no cash handling policies and procedures in place.	Low	Risk that cash is not being handled appropriately by staff.	We recommend that cash handling policies and procedures are developed and implemented. Once developed, these policies and procedures should be reviewed and approved by Council and then communicated to all staff that handles the Shire's cash.	Staff are verbally informed of the procedures, these however are not written, and staff will look at developing a written procedure.	Exec Manager Corporate Services	Complete - There is a 'Guide to Reception Duties' document at Reception which is maintained and used for training.
8	We note that there is currently no independent review of the general journal adjustments posted to Synergy Soft.	Low	Risk that errors will not be identified in a timely manner.	We recommend that all general journal adjustment journals are independently reviewed and physically signed off by the reviewed as evidence of this review.	The measure will be implemented.	Exec Manager Corporate Services	Implemented.
9	We note that that credit card statements were not signed off to evidence review as required by policy HR 2.7 Credit Card Use.	Low	Risk that fraud or errors will not be identified in a timely manner.	We recommend that all credit card statements are signed off by the reviewer as evidence of this review, as per stated policy.	Credit Cards are independently reviewed by Finance Officer, Accountant, Exec Manager of Corporate Services and finally the Credit Card Holder. It is noted however that the reviewing persons do not sign	Exec Manager Corporate Services	Completed



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					to indicate the review has been completed. This has been corrected. It is also noted that all credit card payments are itemised and presented to Council monthly for review.		
10	We note that the Vehicle Management Policy was currently under review at the time of our on-site visit.	Low	Risk of inappropriate usage of the Shire's fuel cards.	We recommend that the Vehicle Management Policy is finalised and approved by Council. This policy should detail limits and permissible usage. Once endorsed, the policy should be communicated to all staff, implemented and monitored on a regular basis including testing fuel card usage is in accordance with the policy.	Policy expected to be adopted early 2017.	Exec Manager Engineering Services	No progress since last update. In process of finalising.
11	Our testing identified instances where the purchase order was raised post receiving the invoice. This finding was raised previously when the Financial Management System Review was performed (report issued in June 2016) and we acknowledge that there have been no unexplainable instances of this occurring	Low	Risk of non-compliance with policies and procedures. Risk of fraud or error not being identified in a timely manner.	We recommend purchase orders are raised and approved prior to the goods/services being incurred by the Shire.	Noted.	Various	Process in place and random audits undertaken by purchasing staff

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	post the issuance of the report.						
12	While best practice methods are used in respect to procurement practices, our testing identified one instance where a Purchasing Procedures Checklist was not attached to the payment documentation for All-ways Foods (invoice number 20368).	Low	Risk of non-compliance with policies and procedures.	We recommend that the Purchasing Procedures Checklist is completed, signed off and attached to all payment documentation in accordance with stated policy.	Noted.	Various	Implemented and audited by purchasing staff
13	While best practice methods are used in respect to tendering processes, our testing identified that Tender Checklist form was not signed off by the senior checking officer for tender 1 of 2016.	Low	Risk of non-compliance with policies and procedures.	We recommend that the Tender Checklist is reviewed and signed off by the senior checking officer once the tender process has been completed, in accordance with stated policy.	All staff involved have been reminded of the importance of following procedures.	Exec Managers	Completed.  A process is currently being developed for 'Managing Tenders'. This will include tasks outlining the requirements for updating and signing off tenders.

**APPENDIX C  
SHIRE OF NORTHAM  
LEGISLATIVE COMPLIANCE**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Our inquiries indicated Shire of Northam does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.</p> <p>While we understand the Chief Executive Officer and Executive Managers Annual Delivery Plan sets out key compliance milestones, however there does not appear to be an overall compliance manual which identifies the legislation (as the first step) and follows the process from this initial point, to risk management.</p>	Medium	Risk of non-compliance with all legislative requirements.	<p>We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented.</p> <p>We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:</p> <ul style="list-style-type: none"> <li>Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);</li> <li>Identify key relevant sections within each legislation and note within the compliance manual;</li> <li>Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;</li> <li>The mechanism in place to ensure compliance, for example a policy or procedure (this component</li> </ul>	Noted.	CEO	Compliance calendar/checklist has been developed.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
				<p>of the compliance manual would link each relevant section of legislation to a policy, procedure, person or other control).</p> <ul style="list-style-type: none"> <li>Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; any</li> <li>Key milestone / reporting dates applicable to that legislative section and how compliance is met.</li> </ul> <p>Once the compliance manual is implemented, we recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.</p>			
2	We noted two Audit and Risk Management Committee meetings were held during the year.	Medium	Risk of governance and oversight responsibilities not being met.	Local Government Operational Guideline Number 09 – Audit in Local Government outlines it is best practice for the Audit Committee to meet on at least a quarterly basis.	Noted and agreed that the committee should be meeting on more regular basis.	CEO	Completed
3	Our inquiries of the Chief Executive Officer identified	Medium	Risk that internal controls are not being adhered to.	We recommend that Council consider conducting relevant internal audits in the years	Currently developing a framework for internal audits.	CEO	Completed July 2018

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	the current Internal Audit Framework incorporates the: (a) Financial Management System Review (conducted every four years, last conducted for the period 1 July 2015 to 30 April 2016); (b) Regulation 17 Review (conducted every two years, the current review for the period 1 July 2015 to 30 October 2016); and (c) DLGC Better Practice Review (conducted every four years, last conducted the end of 2015).			between Financial Management System reviews and Regulation 17 reviews.			
4	We note that the Audit Committee meeting minutes have not been signed by the Presiding Officer for the meeting held on 19 November 2014, 16 March 2015, 25 November 2015 and 8 March 2016.	Medium	Risk of non-compliance with clause 5.22(3) of the Local Government Act 1995.	We recommend that the Presiding Officer signs off the Audit Committee meeting minutes certifying confirmation.	Will ensure this is adhered to in the future.	CEO	Completed

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**6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

The next Audit Committee meeting is proposed to be held in April 2019, date to be confirmed.

It was noted that Cr MENCHSELYI will be away in May and part of June and Cr Antonio away for part of June.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr CR Antonio declared the meeting closed at 4:14pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Thursday, 7 March 2019 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date



## 12. OFFICER REPORTS

### 12.1 CEO'S Office

Nil.

### 12.2 ENGINEERING SERVICES

*Cr R W Tinetti declared an "Impartiality" interest in item 12.2.1 - RFT 11 of 2018 – Reconstruction & Resurfacing for various roads in Northam as he owns a house towards the south eastern end of Gordon St which is on the list.*

#### 12.2.1 RFT 11 of 2018 – Reconstruction & Resurfacing for various roads in Northam

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Nadeem Gul Projects Development Manager
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the Council to consider the award of RFT 11 of 2018 – Reconstruction & Resurfacing for various roads within Northam.

This report provides details of the scope of works to be addressed, the evaluation process, and the recommendation to be made by Staff to Council.

#### ATTACHMENTS

Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda/minutes).

Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda/minutes).

Attachment 3: Summary of Cost Savings.

## BACKGROUND / DETAILS

Included in the 2018/19 endorsed road program were a number of roads which had similar treatments in terms of reconstruction and resurfacing. These roads were originally intended to be delivered utilising either the Shire's internal road construction crew or external Contractors.

In an effort to gain value for money by offering a larger scope of work package staff invited tenders for all roads which involved this similar scope at each project location. These were:

1. Gordon Street SLK 0.32 – 0.41
2. Selby Street SLK 0.37 – 0.52
3. Byfield Street SLK 0.35 – 0.55
4. Wellington Street East SLK 1.4 – 1.47
5. Wellington Street East SLK 2.35 – 2.43
6. Glass Avenue SLK 0.00 – 0.09
7. Balga Terrace SLK 0.07 – 0.18

The intent was that submissions would be received and assessed, in term of what projects could be outsourced also taking into consideration any financial savings made on other projects, already awarded or completed within the same GL budget.

The tender was advertised using Local Government Purchasing Services of WALGA through the E-Quote portal on 13<sup>th</sup> of December 2018 with closing date of 20<sup>th</sup> December 2018. The Shire received a request to extend the submission date until 17<sup>th</sup> January 2019 which was accepted by the Shire.

The Shire received 2 (two) submissions for the tender which were from;

1. Roads 2000
2. KESLAKE

The tenders were evaluated which ranked Roads 2000 as the preferred supplier, the submission from KESLAKE was not evaluated being non-compliant, however Roads 2000 was significantly over the available budget of \$321,279 (Materials and Contractors)

Following this the Shire entered into negotiations with the contractor to review their pricing and determine the exact scope that could be delivered externally and within budget.

The outcome of the negotiations resulted in Balga Terrace being removed from the scope, (and rather delivered by the Shire's internal Crews) and the preferred contractor agreeing to re-evaluate the pricing for the remaining

roads with consideration of simultaneous mobilization/demobilization to various locations.

Since the scope of the original package had notably changed, the advice from WALGA was to reject all submissions received and then re-advertise the revised scope through WALGA E-Quote portal sending the invitation to quote preferred supplier only.

This process was followed and a final submission from the preferred contract received.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects; and
- Maintain an efficient and safe regional road network.

### Financial / Resource Implications

The quote received for the revised package (Balga Terrace removed) was \$410,700.60 this represented an \$89,421.60 shortfall when compared to the available budget of \$321,279, (Materials & Contractors funds which is specific to those roads only.)

In addition to the available funding for these roads, cost savings have been achieved on other roads within the same GL account which will contribute to covering this shortfall. A summary of cost savings is provided as Attachment 3.

Utilising these savings will result in an overall shortfall of approximately \$27,000 for Materials and Contracts on GL 12379054 which has an overall available budget of \$920,440 (Materials). It is intent this minor shortfall be covered by cost savings achieved over the entire annual budget at end of financial year.

### Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services".

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

### Policy Implications



Policy F 4.2 – Purchasing and Tendering Policy.

### Stakeholder Engagement / Consultation

N/A.

### Risk Implications

- Reputational – Low  
There is low risk involve in terms of reputation of Shire, if it is unable to deliver its entire planned program.
- Financial - Moderate  
There is a risk that the forecasted \$27,000 shortfall within the GL account is increased as works across all roads are completed. If this were to occur Council would in essence begin the 2019/20 financial in deficit. If this were to occur Council could reduce its planned 2019/20 road program to accommodate the carried forward deficit. To further mitigate this staff have sought firm costings for all components of each individual project to ascertain as best as reasonably practicable the financial position prior to making the recommendation to Council
- Compliance - Low  
The tendering process that has been performed has followed all protocols necessary which have been re-confirmed by WALGA  
Low risk involved on compliance part.
- Legal - Low  
There is low risk involved for legal matters.

### OFFICER'S COMMENT

During the evaluation phase of this tender, the following pre-determined criteria's were used in the assessment:

#### Compliance Criteria

- Compliance with the conditions in the request;
- Compliance with Specification;
- Intent to Sub-Contract;
- Quality assurance;
- Occupational Health and Safety requirements;

#### Qualitative Criteria (Scored)

- |                              |     |
|------------------------------|-----|
| • Pricing                    | 50% |
| • Relevant Experience        | 25% |
| • Timeliness of Delivery     | 15% |
| • Safety and Risk Management | 10% |

Based on the assessment outcome and favourable negotiated price staff recommend that the works package be awarded to Roads 2000.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3608**

**Moved: Cr Mencshelyi**

**Seconded: Cr Proud**

**That Council Award Tender 11 of 2018 to Roads 2000 for the sum of \$410,700.60 to complete to works in 2018/19, under contract for the following roads:**

- **Gordon Street SLK 0.32 – 0.41**
- **Selby Street SLK 0.37 – 0.52**
- **Byfield Street SLK 0.35 – 0.55**
- **Wellington Street East SLK 1.4 – 1.47**
- **Wellington Street East SLK 2.35 – 2.43**
- **Glass Avenue SLK 0.00 – 0.09**

**CARRIED 10/0**

Clarification was sought in relation to whether Balga Terrace would be completed and if so will it be completed in 2018/19. The Executive Manager Engineering Services advised that works are currently underway for this road.

### Attachment 3

ROAD GROUP & NAME	Physical progress %age complete	Original budget		FORECASTED ESTIMATE	Available budget (MAT & CONT)	SURPLUS/OVERRUN Comments
		Mat & Contract	Total (Inc Plant & Labour)			
<i>Road Group : ROAD WORKS GENERAL</i>						
3086- Mudalla Way 0 - 0.1	100%	\$ 31,022.00	\$ 32,158.00	\$ 23,030.00	\$ 7,992.00	Surplus - Gully grate adjustment was achieved through profiling around gratings instead of removing and re-laying
3106- Fitzgerald Street	90%	\$ 50,000.00	\$ 50,000.00	\$ 57,757.00	-\$ 7,757.00	Overrun - Existing tactile pavers not used replaced by new pavers, relocation of CCTV cost by the contractor, radio advertisement costs
3085- Katrine Road 0.09-1.86 C/Fwd	100%	\$ 62,586.00	\$ 62,586.00	\$ 62,500.00	\$ 86.00	NIL
3082- Fermoy Av C/Fwd	100%	\$ 5,000.00	\$ 5,000.00	\$ 2,900.00	\$ 2,700.00	NIL
3089 - Glass Avenue 0 - 0.09	0%	\$ 43,401.00	\$ 94,958.00	\$ 77,612.00	-\$ 34,211.00	Overrun - Originally costed for internal crew, can be outsourced to accelerate programs
3090 - Mervyn Street 0 - 0.35	100%	\$ 34,896.00	\$ 34,896.00	\$ 23,319.00	\$ 11,577.00	Surplus - Services locating saving, Seal spray done as part of package, allowance for damaged kerb saved
3091 - Gody Street 0 - 0.23	100%	\$ 23,885.00	\$ 23,885.00	\$ 35,914.00	-\$ 12,029.00	Overrun - Box out section to remove tree root
3092 - Foreman Street 0 - 0.15	100%	\$ 22,136.00	\$ 22,136.00	\$ 36,317.00	-\$ 14,181.00	Overrun - Rehab along the kerb to correct the shape for drainage, externally contract out before seal overlay
3094 - Cook Street 0 - 0.22	100%	\$ 26,221.00	\$ 27,382.00	\$ 8,053.00	\$ 18,168.00	Surplus - service locating, line marking and allowance for damaged kerb savings in addition to seal overlay awarded as package
3095 - Beige Tce 0.07 - 0.18	0%	\$ 38,364.00	\$ 84,514.00	\$ 38,364.00	\$ -	N/A
3096 - Gregory Street 0 - 0.6	100%	\$ 5,648.00	\$ 73,860.00	\$ 34,650.00	\$ 21,818.00	Surplus - service locating, line marking and allowance for damaged kerb savings in addition to seal overlay awarded as package
3097 - Wellington Street E 1.4 - 1.47	0%	\$ 54,895.00	\$ 84,849.00	\$ 63,511.00	-\$ 8,616.00	Overrun - Originally costed for internal crew, can be outsourced to accelerate programs
3098 - Wellington Street E 2.35 - 2.45	0%	\$ 46,261.00	\$ 68,731.00	\$ 51,198.00	-\$ 4,937.00	Overrun - Originally costed for internal crew, can be outsourced to accelerate programs
3099 - Selby Street 0.37 - 0.52	0%	\$ 67,819.00	\$ 67,819.00	\$ 51,232.00	\$ 16,587.00	Surplus - Project contract out as a package with other roads estimated to deliver externally
3101 - Gordon Street 0.32 - 0.41	0%	\$ 27,662.00	\$ 27,662.00	\$ 21,532.00	\$ 6,130.00	Surplus - Project contract out as a package with other roads estimated to deliver externally
3102 - Byfield Street 0.35 - 0.55	0%	\$ 81,241.00	\$ 115,835.00	\$ 149,197.00	-\$ 67,956.00	Overrun - Originally costed for internal crew, can be outsourced to accelerate programs
3103 - Inishtown Road 0 - 1.00	0%	\$ 133,483.00	\$ 192,259.00	\$ 136,839.20	-\$ 3,356.20	Overrun - Additional cost for tree clearing
3105 - Coates Road 1.7-4.25 (Seal overlay)	100%	\$ 115,100.00	\$ 115,100.00	\$ 73,926.37	\$ 41,173.63	Surplus - Changed of scope from widening because of clearing permit not available, the cost for seal on widening was retained to achieve a possibility of widening in case permit was obtained. The cost remained surplus as clearing permit was limited to SLK 0.05 - 1.2 (to be widened under different job by the contractor) and possible widening was not achievable for SLK 1.7 - 4.25 (widening was for isolated sections only, not entire length)
				\$ -	\$ -	
				Sub Total	-\$ 26,811.57	
		\$ 920,440.00		\$ 947,251.57	-\$ 26,811.57	



### 12.2.2 RFT 08 of 2018 – Road and Footpath Sweeping

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Nadeem Gul Project Development Manager
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider the award of RFT 08 of 2018 – Road and Footpath Sweeping.

This report provides details of the scope of works to be addressed, the evaluation process, and the recommendation to be made by Staff to Council.

#### ATTACHMENTS

- Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda/minutes).
- Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda/minutes).

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#### BACKGROUND / DETAILS

The former sweeping contract was in place for past three years which expired in January 2019, the current Contractor has been continuing the service on a monthly basis until such time the new contract was tendered.

The tender was advertised publically on the 9<sup>th</sup> of Feb 2019 closing at 1pm 27<sup>th</sup> Feb 2019.

The scope of works generally remained unchanged from the previous contract as staff were of the opinion that the former contract worked well, the only minor change was the additional of the new Purslowe Park carpark being

added. The term of the new contract was for another 3 year period with the following scope of work.

### **ROADS**

**Scope:** All roads in the Northam town site

**Frequency:** Three (3) days per week, 52 weeks per year

### **DRAINAGE STRUCTURES**

**Scope:** Gullies, grates, bubble up pits and side entry pits.

**Frequency:** Monthly, or as directed by the Principal

### **FOOTPATHS / VERGES (sealed)**

**Scope:** Fitzgerald Street: Peel Terrace to Gairdner Street  
Avon Mall: Fitzgerald Street to Minson Avenue

**Frequency:** 4 times / week  
Gordon Street: Fitzgerald Street to Wellington Street  
Grey Street: Minson Avenue to Duke Street  
Ensign Dale: Fitzgerald Street to Wellington Street

**Frequency:** 1 time / week  
Wellington Street: The Boulevard to Grey Street  
Grey Street to Ensign Dale Place

**Scope:** Minson Avenue: Fitzgerald St to Peel Tce

**Frequency:** 3 times / week

### **CARPARKS**

**Scope:** Minson Avenue: All car parks and parking bays.

**Frequency:** 3 times / week

**Scope:** Elizabeth Place: Gordon Street to Northam Boulevard

**Frequency:** 1 time / week

**Scope:** Recreation Centre: Adjacent to Jubilee Pavilion  
Adjacent to Reception Building

**Scope:** Bert Hawke Oval

**Frequency:** 1 time / month

**Scope:** Gairdner Street Purslowe Park parking: opposite to Police station

**Frequency:** 1 time / week

A provision has also been made in the contract for call-outs and ad-hoc works which do not fall within this scope.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects; and
- Maintain an efficient and safe regional road network.

### Financial / Resource Implications

The 2018/19 adopted budget has made provision for the following;

GL 12382012

- Job 2145 Street sweeping/cleaning town roads \$135,000
- Job 2150 Street Sweeping CBD Footpath/Street \$67,000

Total = \$ 202,000

There is sufficient funding remaining for the remainder of the current financial year. The same allocation for future annual budgets will be sufficient to cover the works under contract.

### Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services".

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

### Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

### Stakeholder Engagement / Consultation

N/A.

### Risk Implications

- Reputational – Low  
There is low risk involve in terms of reputation of Shire as works performed under to former contract did not present any raised concerns from various stakeholders.
- Financial – Low



The financial risk is low as the contract price is within the current adopted budget for the financial year. Past experience has determined the same allocation each year moving forward will be sufficient.

- Compliance – Low  
Low risk involved for compliance.
- Legal – Low  
There is low risk involved for legal matters.

## OFFICER'S COMMENT

In response to the advertised tender, the Shire received submissions from the following tenderers;

1. C & W Sweeping
2. Envirosweep
3. Autosweep
4. Mint Civil

These submissions were assessed against the following pre-determined criteria's:

### Compliance Criteria

- Compliance with the conditions in the request;
- Compliance with Specification;
- Intent to Sub-Contract;
- Quality assurance;
- Occupational Health and Safety requirements;

### Qualitative Criteria (Scored)

- Pricing 50%
- Relevant Experience 25%
- Timeliness of Delivery 15%
- Safety and Risk Management 10%

The assessment determined ranking of tenders to be as follows (in order of preference):

- 1<sup>st</sup> Mint Civil
- 2<sup>nd</sup> Autosweep
- 3<sup>rd</sup> C & H Sweeping
- 4<sup>th</sup> Envirosweep

The assessment determined Mint Civil to be preferred tenderer to perform the works.

It should be noted Mint Civil is the Contractor that performed the works under the former contract, therefore staff are confident that the scope of works have been addressed accurately, and fully understood by the Contractor.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3609**

**Moved: Cr Della**

**Seconded: Cr Williams**

- 1. Award RFT No 8 of 2018 Road & Footpath Sweeping to Mint Civil for a 3 year term as follows:**

**Year 1**

<b>Road Sweeping</b>	<b>\$131,274.00</b>
<b>Footpath Sweeping</b>	<b>\$ 64,350.00</b>
<b>Total</b>	<b>\$ 195,624.00</b>

**Year 2**

<b>Road Sweeping</b>	<b>\$132,732.60</b>
<b>Footpath Sweeping</b>	<b>\$ 66,924.00</b>
<b>Total</b>	<b>\$ 199,656.60</b>

**Year 3**

<b>Road Sweeping</b>	<b>\$134,191.20</b>
<b>Footpath Sweeping</b>	<b>\$ 68,640.00</b>
<b>Total</b>	<b>\$ 202,831.20</b>

**CARRIED 10/0**

## 12.3 DEVELOPMENT SERVICES

Cr C L Davidson declared an "Indirect Financial" interest in item 12.3.1 - Application for Development Approval – Proposed Site Office & Telecommunications Tower as his wife currently works in the telecommunications industry.

Cr C L Davidson departed the Council Chambers at 5:46pm.

### 12.3.1 Application for Development Approval – Proposed Site Office & Telecommunications Tower

<b>Address:</b>	Reserve 37427 – Lot 438 Morrell Street, Northam
<b>Owner:</b>	Public Transport Authority
<b>Applicant:</b>	Resolve Group on behalf of Arc Infrastructure
<b>File Reference:</b>	A12015/P19003
<b>Reporting Officer:</b>	Benjamin Robins Planning Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager of Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Resolve Group on behalf of the applicant Arc Infrastructure proposes to develop a portion of Reserve 37427 (Public Transport Authority – Railway Reserve) for the purpose of site offices and a telecommunications tower (35m in height). The application for the Site Offices complies with the Scheme (Zone - Mixed Use, Land Use – Office, Permissibility – P), however the proposed Telecommunications Tower is a use which cannot be 'approved' by Officers under delegated authority.

#### ATTACHMENTS

- Attachment 1: Location Plan
- Attachment 2: Proposal Location
- Attachment 3: Site Office Plans
- Attachment 4: Telecommunications Tower Plans
- Attachment 5: Technical Assessment
- Attachment 6: Summary of Submission
- Attachment 7: Fitzgerald Street Tower Perspective



## BACKGROUND / DETAILS

Reserve 37427 consists of the former Northam Railway Reserve and is located between Fitzgerald Street and Wellington Street and Glass Avenue and Morrell Street (Attachment 1). The proposed Site Offices and Telecommunications Tower are both proposed to be constructed in the middle of the Reserve in the area bound by Fitzgerald Street, Wellington Street and the Hatton Street and Poole St/Parker Street alignments (Attachment 2).

The Site Office is a Permitted Use (P) whilst the Telecommunication Tower is a Discretionary Use (D).

The proposal consists of as follows:

Site Office: (11.09 x 27.90m) Area – 309.41m<sup>2</sup>

- Storeroom
- Water Tank
- Conference Room
- Ablutions
- Kitchen
- Office Area (29 Persons)
- Site Works
- On-Site Parking (Existing Area – 16 Bays)

Telecommunications Tower (35m in height)

- 33m Level – 1x 1.2m Dish Antenna
- 29m Level – 3x Panel Antenna
- 25m Level – 1x 0.6m Dish Antenna

Both the proposed Site Office and Telecommunications Tower are to be used by Arc Infrastructure in its management of its rail operations.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Outcome: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objective: Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam.

### Financial / Resource Implications

There are no financial or resource based implications for the Shire of the recommendations of this report.

### **Legislative Compliance**

The application complies with *State Planning Policy 5.2 – Telecommunications Infrastructure, Planning and Development (Local Planning Scheme) Regulations 2015* and *Shire of Northam Local Planning Scheme No.6*.

Refer Attachment 5 – Technical Assessment.

### **Policy Implications**

- *SPP5.2 – Telecommunications Infrastructure*; and
- *Local Planning Policy No. 20 – Advertising of Planning Proposals (LPP20)*

### **Stakeholder Engagement / Consultation**

The application was advertised in accordance with LPP20 which requires that telecommunication facilities are advertised within a 250m radius in urban areas to all landowners within this area. 57 landowners, Water Corporation, Northam Chamber of Commerce, Department of Planning, Lands and Heritage and Department of Water and Environmental Regulation were advertised from the 15<sup>th</sup> of January 2019 until the 6<sup>th</sup> of February 2019 (23 days).

Two submissions from members of the public were received during the submission period (one objection – land value), while two government agency submissions were also provided.

The summary of submissions and the Officers Response to the matters raised is provided within Attachment 6 – Summary of Submissions.

### **Risk Implications**

- Reputational – Low
  - The proposal has been advertised in accordance with Council's Advertising of Planning Proposals' Policy (LPP20).
- Financial - Low
  - Relevant planning fees in respect to the planning application and advertising of the planning proposal have been paid.
- Compliance - Low
  - A development approval granted by Council has statutory weight, which is the applicant is required to comply with the conditions of development approval (Arc Infrastructure).
- Legal – Low
  - Nil.

### **OFFICER'S COMMENT**

It is advisable that the Northam Regional Growth Plan identifies the area proposed to be developed as within the "West Northam Renewal Project". This area is basically identified as being the former railway line and surrounding the West Northam Railway station. There was initially some discussion regarding the

proposed relocation of these type of uses to the "West Industrial Precinct" which is located adjacent to the existing railway lines. This was included in one of the unsuccessful business cases (Revitalise Northam). The intent of the business case was to relocate the more industrial land uses out of the West Northam locality and look to introduce more mixed use/residential development. Approving the development as it currently stands would not encourage this relocation. It should also be noted that the Water Corporation has recently constructed new offices in the general locality (Council approval was not required).

The proposal consists of matters considered 'public works' as per Planning Bulletin 94 - Approval Requirements for Public Works and Development by Public Authorities, the applicant has chosen to apply to Council as an example of good governance. It is relevant to advise Council that they are in fact exempt from Development Approval but have undertaken to proceed to seek development approval from the Local Government:

*"If a private corporation undertakes a public work as part of a joint venture or private-public sector partnership with a government department, they are deemed to be undertaking that work on behalf of that body. As such, the section 6 exemption that the government department would be entitled to if it was undertaking the public work can be claimed by that private corporation.*

*Section 6 has the effect of exempting section 6 bodies from the requirement to obtain development approval for a public work under a local planning scheme."*

As the works are undertaken in agreement with the Public Transport Authority (Government Department), Arc Infrastructure is exempt from gaining development approval of the Local Government as a Section 6 body.

The application is consistent with the requirements of Local Planning Scheme No.6, the *Planning and Development (Local Planning Scheme) Regulations 2015* and *SPP5.2 - Telecommunications Infrastructure*.

Council Officers have been in discussions with the proponents regarding the proposed landscaping conditions. The proponent have provided the following response:

*"As discussed, Arc Infrastructure would like to propose an alternative arrangement to replace Conditions 5 and 7 of the Development Approval. They would like to make a commitment to the Shire of Northam to work closely with community groups and Shire officers to beautify and improve the street verge through landscaping. This would be a great opportunity for Arc's community relations team to engage with local school groups to assist with the planting as an educational exercise. This arrangement would allow*



*works to be undertaken without delay while the landscaping design is being prepared in conjunction with the Shire.*

*Arc Infrastructure have a long term commitment to the site and are happy to work closely with the Shire to address any concerns and achieve the best result for the community. They would look to undertake the landscaping works within 12 months of completion of the building works which takes into account planting seasons for specific species."*

Given all site aspects related to both the proposed telecommunications tower and site offices are consistent with the assessable legislation, it is recommended for development approval, subject to conditions.

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

**Minute No: C.3610**

**Moved: Cr Proud**

**Seconded: Cr Mencshelyi**

**That Council grant Resolve Group Pty Ltd on behalf Arc Infrastructure development approval for the construction of the Site Office and Telecommunications Tower at Reserve 37427 (438 Morrell Street), subject to the following conditions:**

#### **General Conditions:**

- 1. The development hereby permitted must substantially commence within two years from the date of this determination notice.**
- 2. The development hereby permitted taking place in accordance with the approved plans dated 20/03/2019.**
- 3. All telecommunications and power connections (where by means of cable) and associated infrastructure to the land must, where possible, be underground to the satisfaction of the Local Government.**
- 4. Within 90 days of the commencement of development, a notice is to be placed on the Certificate of Title under Section 70A of the Transfer of Land Act 1893 as follows:**

***"As the land hereinbefore described falls within the 100 Year Flood Fringe of the Avon River, the Registered Proprietor for the time being is required to indemnify the Shire of Northam by executing a Deed of Indemnity in favour of the Shire of Northam pursuant to Clause 5.2.5 (h) of the Shire of Northam's Local Planning Scheme No.6 and Clause 5.2.3.4 where the finished floor level of any building on this land is less than 500mm above the designated 100 year flood level as determined by the Department of Water & Environmental Regulation."***

**Conditions To Be Met Prior To Occupation Of Development**

5. Provision of sealed and drained on-site car parking in accordance with Clause 4.13 of the *Shire of Northam Local Planning Scheme No.6* to accommodate a minimum of 12 vehicles at any given time.
6. Prior to occupation, a detailed landscaping plan is to be submitted to and approved by the local government, with landscaping being provided to the Wellington Street verge frontage in lieu of the provision of on-site landscaping on the subject site, which shall be installed at the applicant's expense.

**Conditions Requiring Ongoing Compliance**

7. Fencing as shown on the endorsed plans must be maintained to the satisfaction of the Local Government.
8. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
9. Landscaping in accordance with the approved landscaping plan shall be maintained by the applicant to the satisfaction of the Local Government.
10. Within six months of occupation, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government.

**ADVICE NOTE:**

**NOTE 1:** Pursuant to the advice of the Department of Water and Environmental Regulation, an Asbestos Management Plan shall be prepared and utilised by the applicant, Arc Infrastructure, to mitigate potential risk to human health of construction and other on-site personnel in the direct vicinity of the development hereby approved (See Advice Note 2).

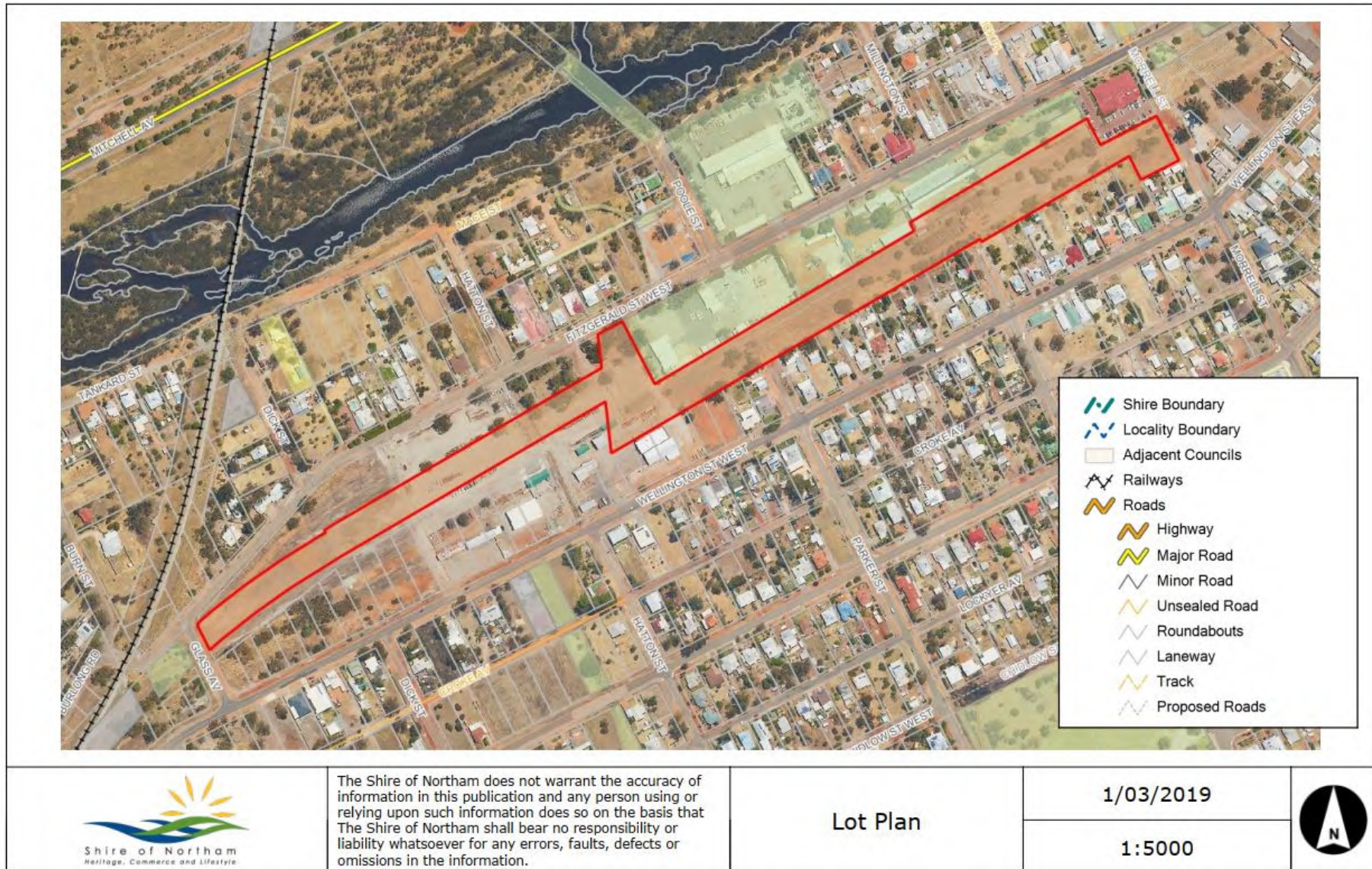
**NOTE 2:** The Asbestos Management Plan shall provide methods of controlling or mitigating risk to persons during construction and operational stages of development. Where the applicant has demonstrated the remedial works were successful and completed to the satisfaction of the Department of Water and Environmental Regulation, the requirement for the Asbestos Management Plan shall be nullified.

**CARRIED 9/0**

Cr Davidson returned to the Council Chambers at 5:48pm.



Attachment 1





Attachment 2



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Location Of Proposal

1/03/2019  
 1:5000





Attachment 3



REV	DATE	DESCRIPTION
A	20/01/18	ISSUED FOR TENDERS
B	30/01/18	PLAN ORIENTATED CORRECTLY TO SITE
C	06/07/19	ISSUED FOR CONSTRUCTION
1	09/03/19	TENDERS LAYOUT
2	06/03/2019	BUILDING LOCATION REVISED



PROJECT  
 ARC INFRASTRUCTURE  
 NORTHAM

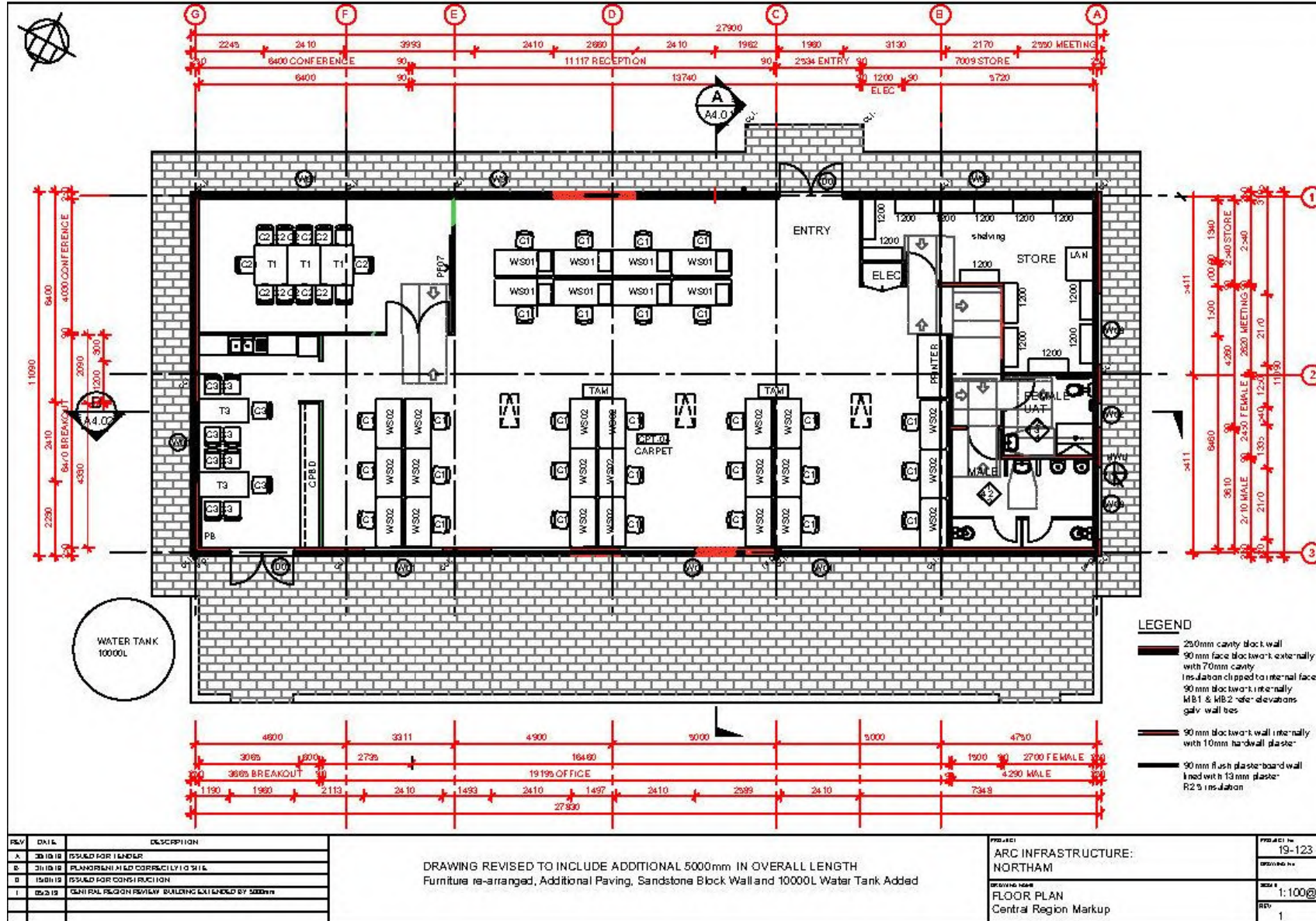
DRAWN/CHAE  
 SITE PLAN  
 OVERALL

PROJECT No  
 19-123

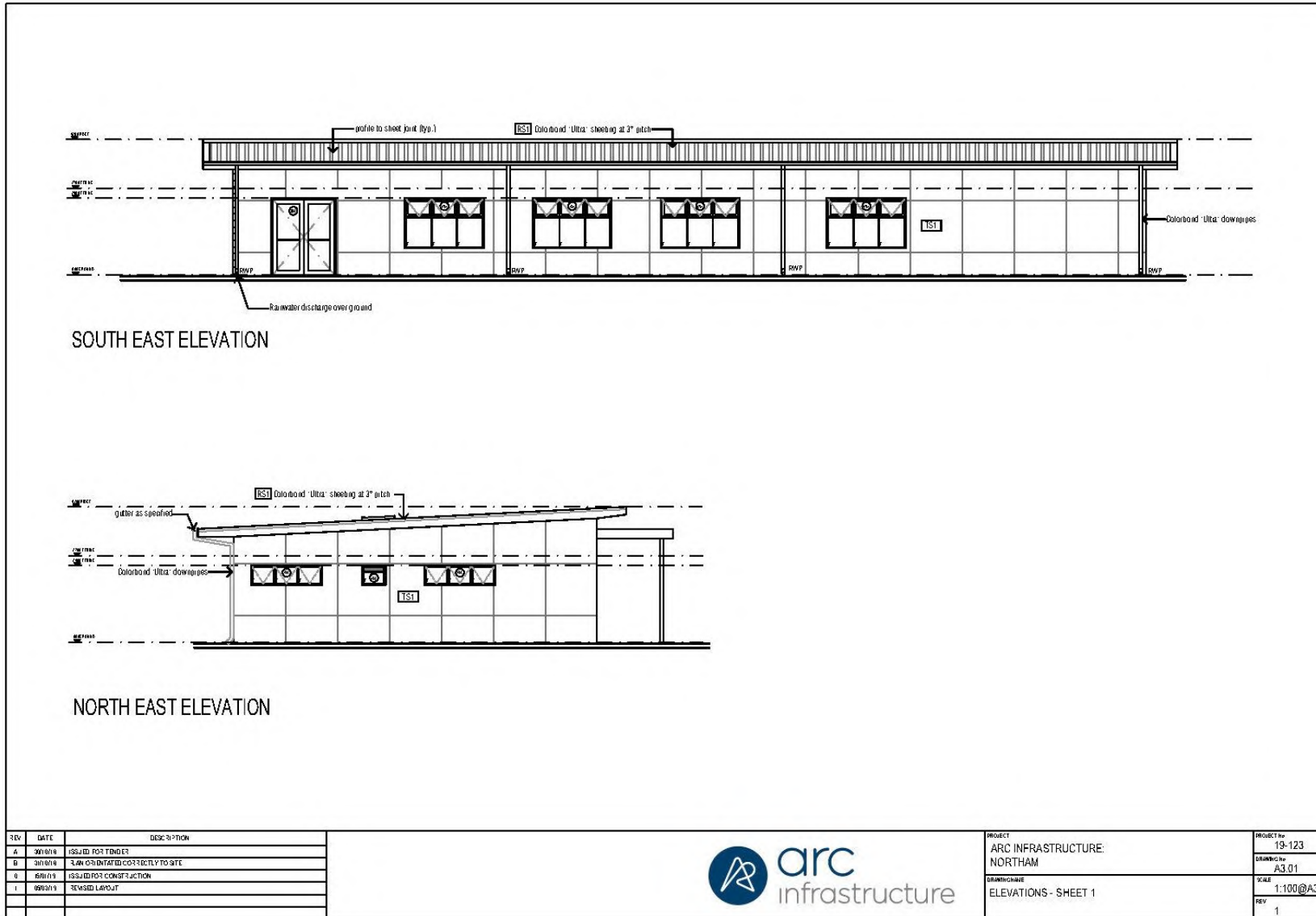
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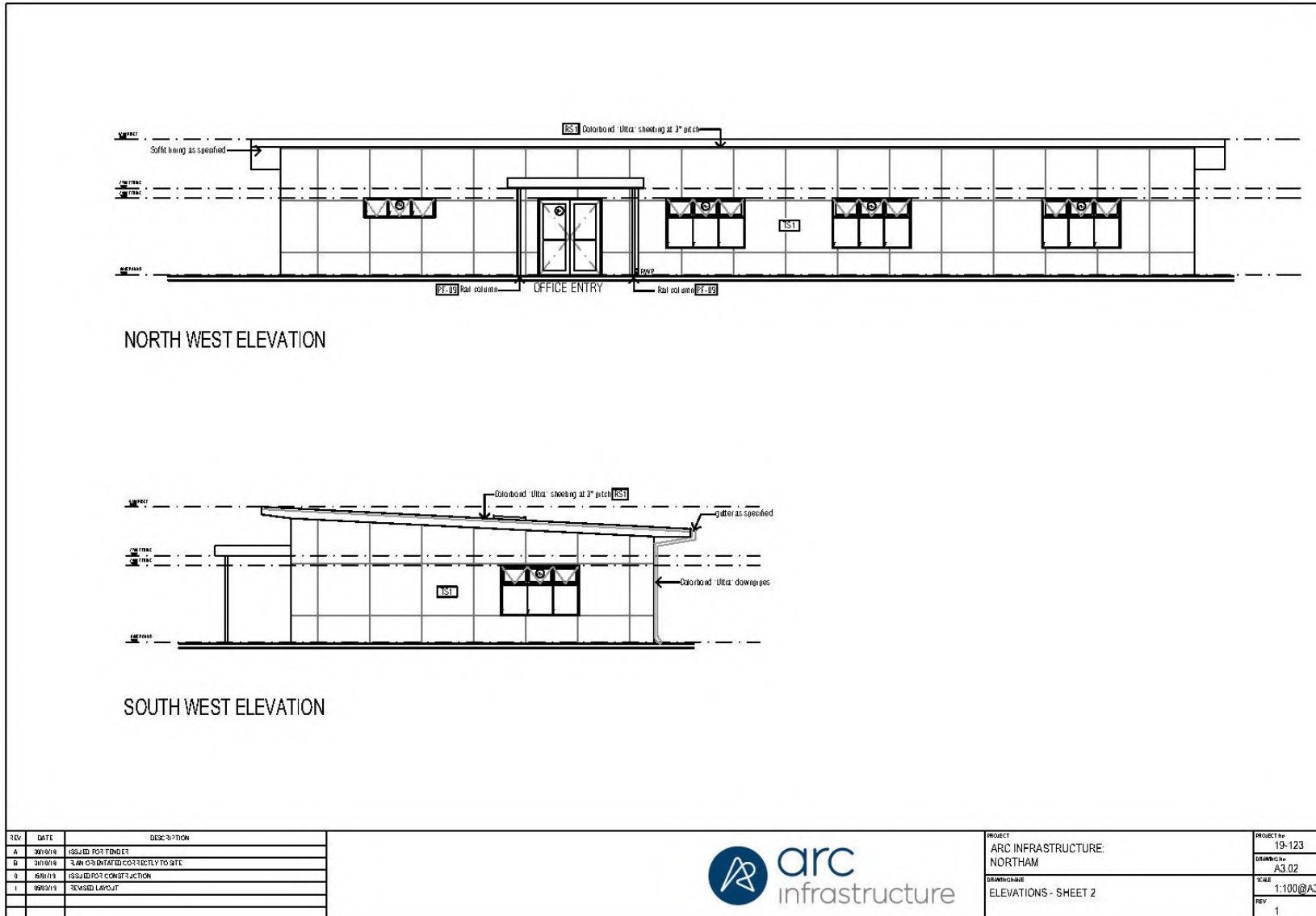
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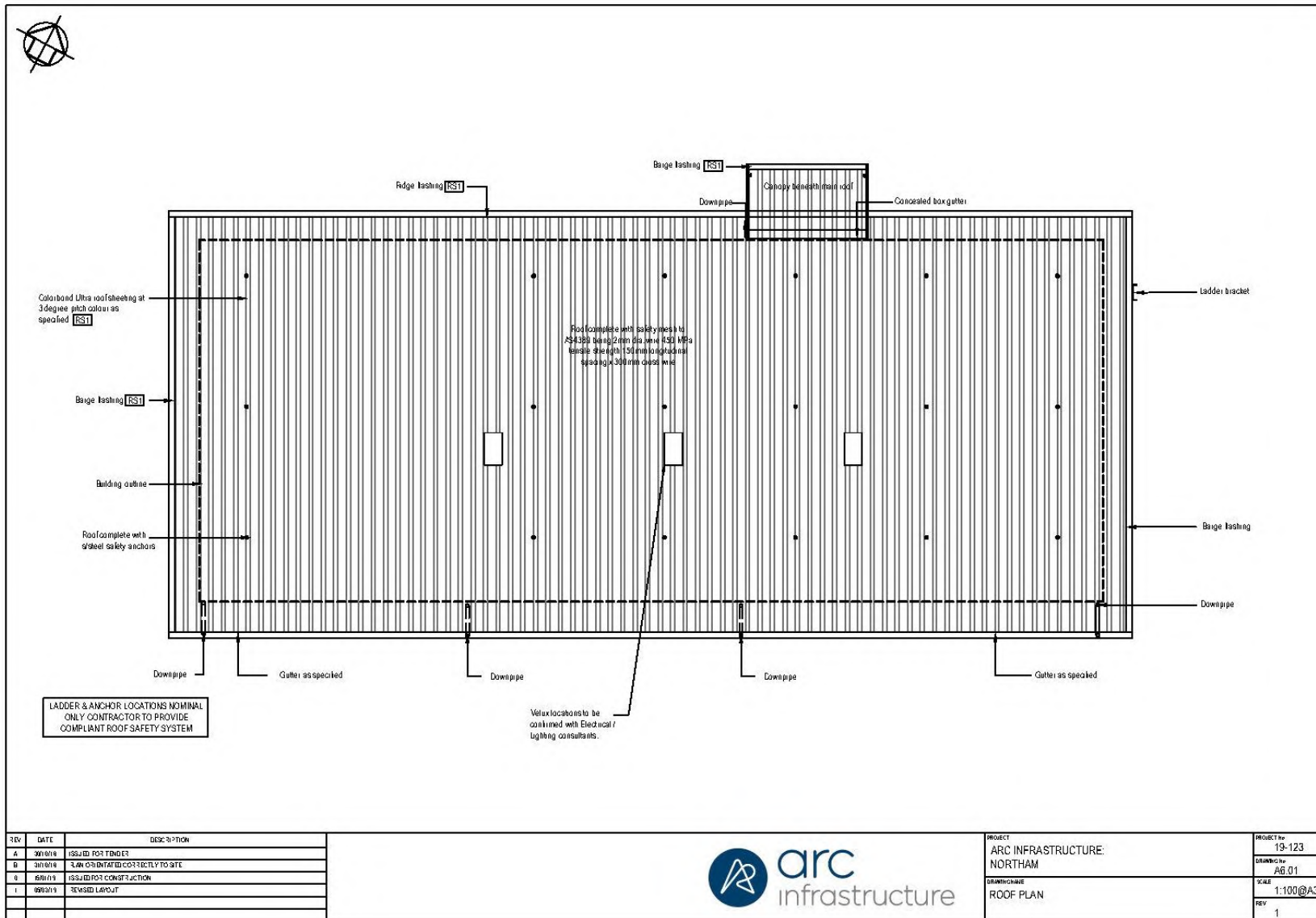
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Attachment 4





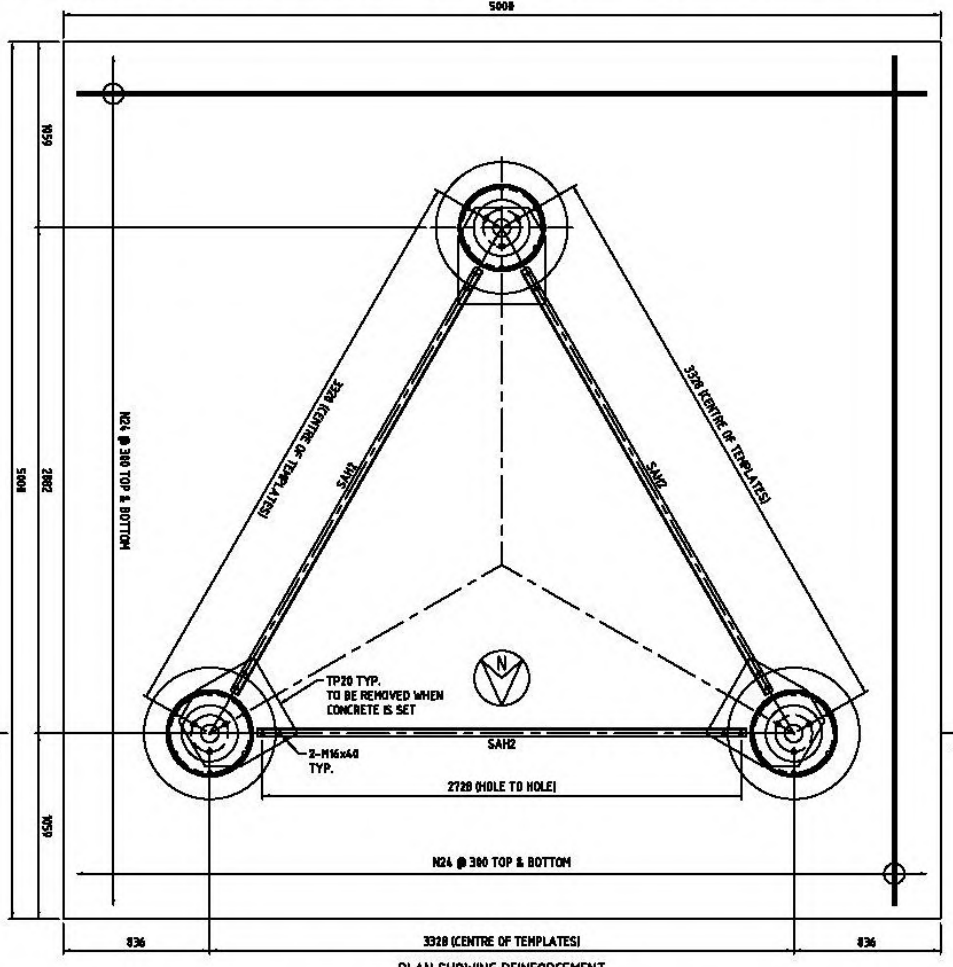
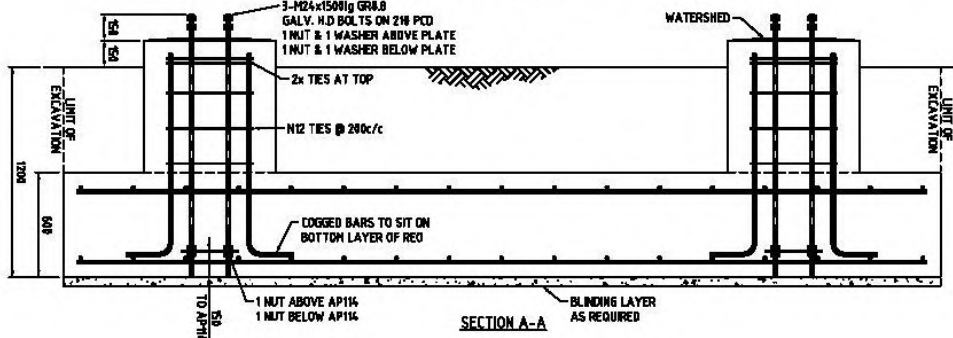
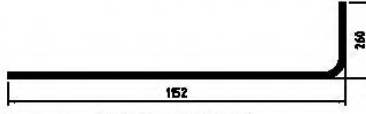
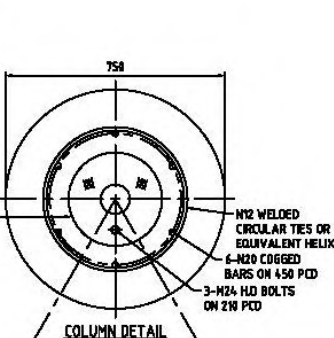
REV	DATE	DESCRIPTION
A	20/01/18	ISSUED FOR TENDER
B	20/01/18	PLAN ORIENTATED CORRECTLY TO SITE



PROJECT ARC INFRASTRUCTURE: NORTHAM	PROJECT No 19-123
DRAWN BY SITE PLAN OVERALL	DRAWING No A1.01
SCALE 1:500@A3	REV B





DRAWING: R10785-3-03 SAFETY REVIEW ANALYSIS FOUNDATION NOTES REFERENCE DRAWINGS: A REVISION: B ISSUED FOR CONSTRUCTION C SIGNED FOR REVIEW BY: L.D. K.T. DATE: 18-12-17 24-11-17  ROAM PTY LTD 2 MARK STREET MALDEN WA, 6050 AUSTRALIA TEL: (08) 9242 4550 FAX: (08) 9242 4551 THIS DRAWING IS THE PROPERTY OF ROAM PTY LTD AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF ROAM PTY LTD.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">HARDWARE SCHEDULE</th> </tr> <tr> <th>SIZE</th> <th>QTY</th> <th>DESCRIPTION</th> <th>GRADE/FINISH   SUPPLIED BY</th> </tr> </thead> <tbody> <tr> <td>M24 HD ROD</td> <td>9</td> <td>M24 THREADED ROD</td> <td>GRADE 8.8 GALV   ROAM</td> </tr> <tr> <td>M24 NUT</td> <td>9</td> <td>M24 NUT</td> <td>GRADE 8.8 GALV   ROAM</td> </tr> <tr> <td>M24 WASHER</td> <td>9</td> <td>M24 FLAT WASHER</td> <td>GALV   ROAM</td> </tr> <tr> <td>M16 NUT</td> <td>18</td> <td>M16 HD BOLT 6/11 NUT &amp; FLAT WASHER</td> <td>GRADE 8.8 GALV   ROAM</td> </tr> </tbody> </table>	HARDWARE SCHEDULE				SIZE	QTY	DESCRIPTION	GRADE/FINISH   SUPPLIED BY	M24 HD ROD	9	M24 THREADED ROD	GRADE 8.8 GALV   ROAM	M24 NUT	9	M24 NUT	GRADE 8.8 GALV   ROAM	M24 WASHER	9	M24 FLAT WASHER	GALV   ROAM	M16 NUT	18	M16 HD BOLT 6/11 NUT & FLAT WASHER	GRADE 8.8 GALV   ROAM	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">REINFORCING SCHEDULE</th> </tr> <tr> <th>SIZE</th> <th>QTY</th> <th>DESCRIPTION</th> <th>REMARKS   SUPPLIED BY</th> </tr> </thead> <tbody> <tr> <td>N24 x 450</td> <td>58</td> <td>N24 MAIN SLAB BAR</td> <td>N - 500 MPa   BY OTHERS</td> </tr> <tr> <td>N20 x 192</td> <td>30</td> <td>COLUMN COGGED BARS - SEE DETAIL</td> <td>N - 500 MPa   BY OTHERS</td> </tr> <tr> <td>M16 DRG TIE</td> <td>15</td> <td>CIRCULAR TIE - 1/2 INSIDE DIAMETER</td> <td>N - 500 MPa   BY OTHERS</td> </tr> </tbody> </table>	REINFORCING SCHEDULE				SIZE	QTY	DESCRIPTION	REMARKS   SUPPLIED BY	N24 x 450	58	N24 MAIN SLAB BAR	N - 500 MPa   BY OTHERS	N20 x 192	30	COLUMN COGGED BARS - SEE DETAIL	N - 500 MPa   BY OTHERS	M16 DRG TIE	15	CIRCULAR TIE - 1/2 INSIDE DIAMETER	N - 500 MPa   BY OTHERS
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N24 x 450	58	N24 MAIN SLAB BAR	N - 500 MPa   BY OTHERS																																											
N20 x 192	30	COLUMN COGGED BARS - SEE DETAIL	N - 500 MPa   BY OTHERS																																											
M16 DRG TIE	15	CIRCULAR TIE - 1/2 INSIDE DIAMETER	N - 500 MPa   BY OTHERS																																											
REF: A REVISION: B BY: L.D. K.T. DATE: 18-12-17 24-11-17  ROAM PTY LTD 2 MARK STREET MALDEN WA, 6050 AUSTRALIA TEL: (08) 9242 4550 FAX: (08) 9242 4551 THIS DRAWING IS THE PROPERTY OF ROAM PTY LTD AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF ROAM PTY LTD.	 <p style="text-align: center;"><b>PLAN SHOWING REINFORCEMENT</b></p>																																													
DRAWN: K.T. DATE: 24-11-17 SCALE: 1:50 N.T.S. DWG. NO.: R10785-3-1 VER.: B REV.: B	 <p style="text-align: center;"><b>SECTION A-A</b></p>																																													
10Telco 35m RT4.0 TOWER SLAB FOUNDATION	 <p style="text-align: center;"><b>N20 COGGED BAR DETAIL</b></p>																																													
Note: 1. Check template hole size, hole quantity and PCD match foundation drawing dimensions. 2. Check dimensions measured between set-out holes in centre of templates. 3. Check dimensions with measuring tape. Do not rely on template accuracy for set-out. 4. Set-out wires are applied to assist with the spacing of foundation bolt groups only. The contractor must assess the support requirement to nullify excessive sag. 5. Refer to customer drawings for foundation orientation. 6. Ensure base is compacted in accordance with note 3.3 on drawing R10785-3-FC1. 7. Ensure cut end of HD bolt is embedded into concrete. 8. Concrete volume 18.0m³ 40MPa concrete refer to R10785-3-FC1 for foundation notes.	 <p style="text-align: center;"><b>COLUMN DETAIL</b></p>																																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COMPONENT</th> <th>QTY</th> <th>DESCRIPTION</th> <th>LENGTH</th> <th>MATERIAL</th> <th>GRADE</th> </tr> </thead> <tbody> <tr> <td>RA01</td> <td>AP114</td> <td>3</td> <td>ANCHOR PLATE</td> <td>ø320</td> <td>ROAM</td> </tr> <tr> <td>RT4.0</td> <td>SAH2</td> <td>3</td> <td>SET-OUT ARM</td> <td>2788</td> <td>ROAM</td> </tr> <tr> <td>RA01</td> <td>TP20</td> <td>3</td> <td>TEMPLATE</td> <td>950</td> <td>ROAM</td> </tr> </tbody> </table> <p style="text-align: center;">TOTAL QTY = 9      COMPONENT SCHEDULE</p>			COMPONENT	QTY	DESCRIPTION	LENGTH	MATERIAL	GRADE	RA01	AP114	3	ANCHOR PLATE	ø320	ROAM	RT4.0	SAH2	3	SET-OUT ARM	2788	ROAM	RA01	TP20	3	TEMPLATE	950	ROAM																			
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RA01	TP20	3	TEMPLATE	950	ROAM																																									



## Attachment 5

### **Shire of Northam Local Planning Scheme No.6**

The Shire's Local Planning Scheme No.6 indicates 'Telecommunications Infrastructure' is a 'D' use within the 'Mixed Use' zone.

'Telecommunications Infrastructure' is defined by the Scheme as follows:

*"means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network;"*

The Shire's Local Planning Scheme No.6 indicates 'Office' is a 'P' use within the 'Mixed Use' zone.

'Office' is defined by the Scheme as follows:

*"Means premises used for administration, clerical, technical, professional or other like business activities;"*

The proposal is consistent with the land use and use classification and as the setbacks may be nil and are more than 10m from any boundaries. It is consistent with the development standards of the scheme. It is advised that the matters itemised under section 4.34 under the scheme are addressed in the response to SPP 5.2 (Complies).

Given the proposal uses existing access and egress as well as containing appropriate parking, the relevant remaining aspect is consideration of the Special Control Area for the Avon & Mortlock Rivers Floodplain. Based on the advice of DWER, a relevant Condition is recommended for inclusion regarding the developments Finished Floor Level (FFL).

### **State Planning Policy 5.2 'Telecommunications Infrastructure (SPP 5.2)**

SPP5.2 establishes a framework to assess telecommunications infrastructure in regards to its siting, location and design. The Officers Report outlines that the proposal is consistent with all objectives of SPP5.2.

State Planning Policy 5.2 (SPP 5.2) establishes the core decision making framework in relation to this proposal, and is therefore appropriately examined below under Section 5.1.1 – *"The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area."*

- i. *Assessment of the visual impact of development proposals should be made on a case by case basis*

**Response:** It is considered the proposal is consistent with Section 5.1.1.i of SPP 5.2, with the tower being located in the centre of the site and partially obstructed from view by vegetation and existing buildings between Fitzgerald Street and Wellington Street. Given existing site infrastructure of Arc Infrastructure in the direct vicinity, it is an optimal site location to meet SPP 5.2 and operational requirements.

- ii. Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:
  - a. be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;
  - b. be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
  - c. not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and
  - d. display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;

**Response:** It is considered the proposal is consistent with Section 5.1.1.ii. The location of the tower is consistent with the location of other similar towers in the townsite (centrally positioned where possible on sites to reduce visual bulk and therefore visual impact from the development to streetscapes). The proposal has a base width of less than 5m (2.7m from mounting hole to mounting hole of the tower poles) and as the tower increases in height the width of the tower decreases. Views to significant landforms from the townsite (Wellington Street to Mount Ommaney) are presently obstructed by other industrial buildings in the vicinity and being a development located in a brownfield development area (existing, developed land), its appearance is not of significance as assessed against the assessing criteria.

- iii. In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:
  - a. The infrastructure has a maximum height of 30 metres from finished ground level;
  - b. The proposal complies with the policy measures outlined in this policy; and
  - c. The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);

**Response:** It is considered the proposal is consistent with 5.1.1.iii, whereby the applicant requests development approval for the facility, being greater than 30m from FFL/NGL (Finished Floor Level & Natural Ground Level).

- iv. Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and

**Response: It is considered the proposal is consistent with 5.1.1.iv, being a site for Arc Infrastructures operations and therefore meets the intent of SPP 5.2.iv.**

- v. Telecommunications infrastructure should be collocated and whenever possible:
- Cables and lines should be located within an existing underground conduit or duct; and
  - Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.

**Response: The proposal is consistent with 5.1.1.v, as the operational requirements of Arc Infrastructure requires the tower to be located with a site office (control office). This is not available at standard telecommunications towers (Network Carriers – Telstra, Vodaphone, Optus). No suitable locations for collocation to meet the service requirements were identified by the applicant in the vicinity of the proposal.**

### **Shire of Northam Local Planning Strategy (2013)**

The Shire of Northam Local Planning Strategy Section 4.6 outlines the role of telecommunications, an objective under the Strategy is *“to provide affordable, state of the art and equitable telecommunication services to the Shire in a timely manner that are sensitive to economic, social, environmental and technical conditions and help to maximise opportunities for economic growth and development.”*

Further to this, under Section 4.6.5 ‘Actions’ the following point is made:

- “Work with relevant authorities to have new towers installed in appropriate places to assist in the increased coverage at no cost to the Shire of Northam”*

The proposal is consistent with the provisions of the Shire of Northam Local Planning Strategy (2013).

### **Planning and Development (Local Planning Schemes) Regulations 2015 (Sch2, Part 9, Clause 67.)**

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	Shire of Northam Local Planning Scheme No.6 (See Above-mentioned Assessment)
--	--



<p>(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;</p>	<p>Shire of Northam Local Planning Scheme No.6 (See Above-mentioned Assessment)</p>
<p>(c) any approved State planning policy;</p>	<p>State Planning Policy 5.2 – Telecommunication Infrastructure</p>
<p>(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);</p>	<p>N/A</p>
<p>(e) any policy of the Commission;</p>	<p>N/A</p>
<p>(f) any policy of the State;</p>	<p>N/A</p>
<p>(g) any local planning policy for the Scheme area;</p>	<p>N/A</p>
<p>(h) any structure plan, activity centre plan or local development plan that relates to the development;</p>	<p>N/A</p>
<p>(i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;</p>	<p>N/A</p>
<p>(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;</p>	<p>The land whilst zoned as Mixed Use is a Reserve to which the development proposed is consistent with the Reserve Purpose – Railway Reserve. Both the proposed Site Office and Telecommunications Tower are to be used by Arc Infrastructure in its management of its rail operations.</p>
<p>(k) the built heritage conservation of any place that is of cultural significance;</p>	<p>N/A</p>
<p>(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;</p>	<p>The proposal is consistent with the use of the land for railway purposes.</p>



<p>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</p>	<p>The Site Office is consistent with Scheme provisions in terms of setbacks, parking finish and form of access and egress. In relation to the proposed tower, see Officer Technical Assessment – Section: State Planning Policy 5.2 Assessment.</p>
<p>(n) the amenity of the locality including the following —                  (i) environmental impacts of the development;                  (ii) the character of the locality;                  (iii) social impacts of the development;</p>	<p>The proposed Site Office is compliant with the Shire of Northam Local Planning Scheme No.6 standards and SPP 5.2. The Site Office is an extension of the existing use on the site. With regards to the tower, see Officer Technical Assessment – Section: State Planning Policy 5.2 Assessment.</p> <p><u>Short Version:</u>                  ARPANSA – Sets RF Standards which provides limitations on equipment to comply with health and safety matters and therefore siting/design limits.</p> <p>ACMA – Equipment installed on towers is applied for through the ACMA (License) that incorporates limits. Licenses may only be granted where they are compliant installations.</p> <p><u>Technical Version:</u>                  Electromagnetic Emissions (EME) are not a consideration for the Local Government, as telecommunications carriers must comply with the <i>Australian Communications and Media Authority (ACMA) Radiocommunication Licence Conditions (Apparatus Licence) Determination 2003</i>. The <i>Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)</i> is the Commonwealth Agency responsible for protecting health and safety of people and the environment from the harmful affects of radiation. ARPANSA make mandatory limits for equipment in</p>

	telecommunications through the ARPANSA Radiofrequency (RF) Standards already provide relevant siting considerations based on medical and scientific research that address human health and safety matters. A telecommunications carrier is only licensed through the ACMA (Apparatus Licence) which incorporates the technical health and safety design requirements established by ARPANSA RF standards.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	N/A
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	The development proposal does not indicate the removal of vegetation. Vegetation removal would be at the discretion of the owner and applicant (Public Transport Authority and Arc Infrastructure) subject to applicable approval processes.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	The development has been considered appropriate by DWER in their advice regarding Floodplain Management which is incorporated as a Condition.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	DWER have provided advice regarding Contaminated Sites which is incorporated as a Condition.
(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	S: 1 – The site presently has formed means of access and egress and provides parking in accordance with Scheme requirements which will be a Condition.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the	The proposed development contains office space for 29 office desks, and the Scheme requires that 12 parking bays are provided based on the gross floor



<p>locality and the probable effect on traffic flow and safety;</p>	<p>area of the facility. The site contains sufficient space for on-site parking of an informal nature which will be a condition of development approval. Existing access points are provided to the street and is not deemed significant in terms of traffic volumes.</p>
<p>(u) the availability and adequacy for the development of the following —                  (i) public transport services;                  (ii) public utility services;                  (iii) storage, management and collection of waste;                  (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);                  (v) access by older people and people with disability;</p>	<p>U: I – N/A                  U: II – N/A                  U: III – N/A                  U: IV – N/A                  U: V – The proposal contains Universal Access Facilities and access and egress is from uniform surfaces (level).</p>
<p>(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;</p>	<p>N/A</p>
<p>(w) the history of the site where the development is to be located;</p>	<p>The site is the former railway reserve which dissected the townsite. The purpose of the proposal is consistent with the Reserve Purpose and continues the use of the land for railway purposes.</p>
<p>(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;</p>	<p>The proposal is compliant with the Scheme and State Planning Policy 5.2 which manages the land uses in question.</p>
<p>(y) any submissions received on the application;</p>	<p>See Attachment 6 – Stakeholder Submissions</p>
<p>(za) the comments or submissions received from any authority consulted under clause 66;</p>	<p>See Attachment 6 – Stakeholder Submissions</p>
<p>(zb) any other planning consideration the local government considers appropriate.</p>	<p>See Attachment 6 – Stakeholder Submissions</p>



**Attachment 6**

<b>Summary Of Submissions – Proposed Site Office &amp; Telecommunications Tower Reserve 37427 (Lot 438 Morrell Street, Northam WA 6401)</b>		
<b>Submission Type</b>	<b>Nature Of Submission</b>	<b>Officer Comment</b>
Public Submission  Received 2/2/2019  Name & Address Supplied	Objection  "Having this tower will devalue my property as a house owner who may sell in the future."	Dismissed. Property values are not a valid planning consideration.
Public Submission  Received 18/1/2019	No Objection  "This is to confirm, that I have no objections to the project and think that there should be a sufficiently large number of permanent residents in the area, who may lodge objections if that should be appropriate".	Noted.
Water Corporation  Received 16/1/2019	General Advice  Site of this tower has a DN150mm RC sewer crossing the Lot in close proximity. The pipe location should be referred to the applicant and also referred to our web page for advice. This proposal will also require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued. If the application is retrospective, approval by our Building Services section is still required.	Noted. As per Water Corporations request this advice was forwarded to Resolve Group who is the representative for Arc Infrastructure in relation to the application.

<b>Summary Of Submissions – Proposed Site Office &amp; Telecommunications Tower Reserve 37427 (Lot 438 Morrell Street, Northam WA 6401)</b>		
<b>Submission Type</b>	<b>Nature Of Submission</b>	<b>Officer Comment</b>
	Please provide the above comments to the landowner, development and/or their representative.	
Department of Water and Environmental Regulation  Received 27/2/2019	<p><b>Floodplain Advice</b></p> <p>The Avon River Flood Study through Northam shows the general area is affected during major flows with the 1 in 100 AEP flood levels shown on the attached map. The site for the proposed communication tower and office building is affected by flooding with the 1 in 100 AEP flood level expected to be approximately 150.98m AHD. Based on our floodplain management strategy for the area, proposed development (i.e. filling, building, etc) on the lot is considered acceptable with respect to major flooding, however a minimum habitable floor level of 151.5m AHD is recommended to ensure adequate flood protection.</p> <p>Please note that this advice is in regards to major flooding only and does not consider the drainage capacity of the local drainage network.</p> <p><b>Contaminated Sites Management</b></p> <p>DWER understands the proposed telecommunications tower and site office is located in the eastern portion of the site, which may be impacted by asbestos-contaminating material fragments. The DWER's Contaminated</p>	<p><b>Floodplain Advice</b></p> <p>Noted. Advice of DWER considers that the proposed development is considered acceptable with respect to major flooding.</p> <p>The Advice of DWER is to be incorporated as a Condition to ensure compliance with the provisions of the Shire of Northam Local Planning Scheme No.6 – Special Control Area 1.</p> <p><b>Contaminated Sites Management</b></p> <p>Noted. Advice of DWER is to be incorporated as an Advice Note given the respective State Regulations (Contaminated Sites Act 2003).</p>



<b>Summary Of Submissions – Proposed Site Office &amp; Telecommunications Tower Reserve 37427 (Lot 438 Morrell Street, Northam WA 6401)</b>		
<b>Submission Type</b>	<b>Nature Of Submission</b>	<b>Officer Comment</b>
	<p>Sites branch was informed that remedial works were planned for 2018. However evidence that remedial works were completed and successful has not yet been received.</p> <p>Consistent with the classification of the site under the Contaminated Sites Act 2003, the DWER recommends that an asbestos management plan is developed in accordance with the 'Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]' (National Occupational Health and Safety Commission, April 2005), The management plan should provide management to mitigate potential human health risks to construction workers associated with the construction of the telecommunications tower and site office, and future use of the office and its surrounds by site staff.</p>	

Attachment 7



ARC INFRASTRUCTURE NORTHAM DEPOT - PROPOSED COMMUNICATIONS TOWER  
FITZGERALD STREET PERSPECTIVE

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – February 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kathy Scholz Creditors Officer
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 February to 28 February 2019.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – February 2019.  
Attachment 2: Declaration.

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#### 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.

#### CONSIDERATIONS

##### **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.

### Financial / Resource Implications

Payments of accounts are in accordance with Council's 2018/19 Budget.

### Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

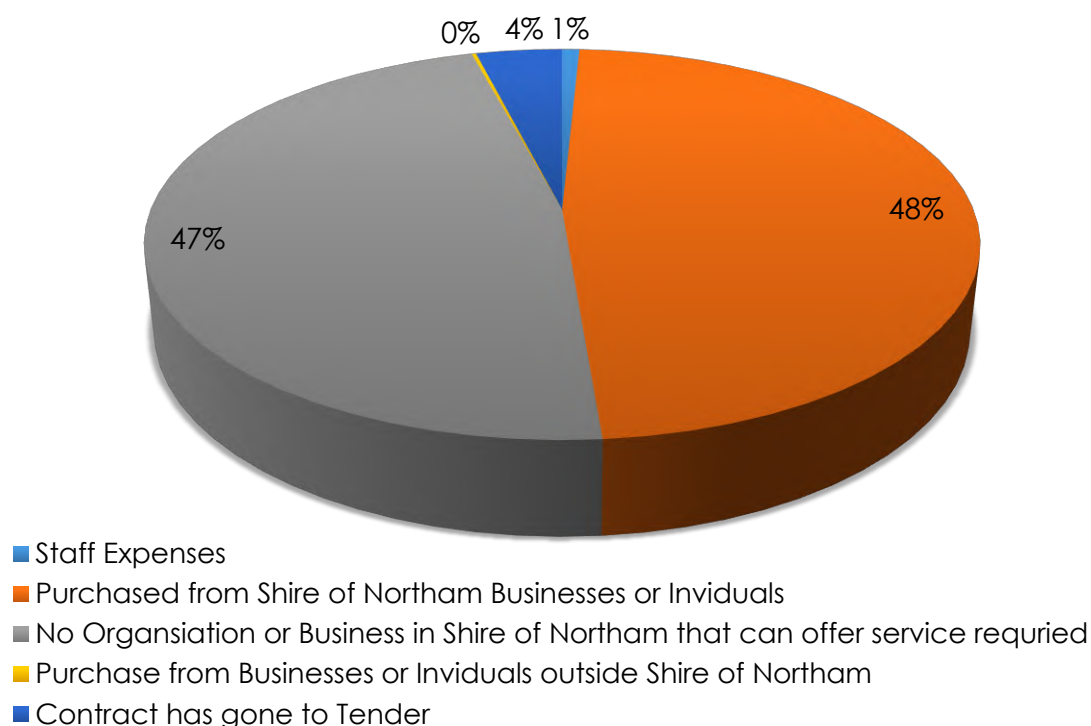
Not applicable.

### Risk Implications

Nil.

### OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of February 2019;



**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3611**

**Moved: Cr Mencshelyi**

**Seconded: Cr Ryan**

**That Council endorse the payments for the period from 1 February to 28 February 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

**CARRIED 10/0**

### Attachment 1

Date: 12/03/2019  
Time: 2:37:45PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2052	27/02/2019	SHIRE OF NORTHAM	STANDEPIPE TRUST MONEY USED TO PAY ACCOUNT AS COMPANY IN LIQUIDATION - ALL EARTH GROUP.	2		50.00
INV T1077	27/02/2019	SHIRE OF NORTHAM	STANDEPIPE TRUST MONEY USED TO PAY ACCOUNT AS COMPANY IN LIQUIDATION - ALL EARTH GROUP.	2	50.00	
2053	27/02/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2019.	2		71.50
INV T1080	27/02/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2	5.00	
INV T1080	27/02/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2019.	2	50.00	
INV T1079	27/02/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2019.	2	16.50	
EFT32326	01/02/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 223 Fixed Component - CONSTRUCTION OF RECREATION FACILITIES	1		67,994.79
INV 223	01/02/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 223 Fixed Component - CONSTRUCTION OF RECREATION FACILITIES		67,994.79	
EFT32327	07/02/2019	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JAN 2019	1		2,030.05
INV JAN2019 31/01/2019		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JAN 2019	1	2,030.05	
EFT32329	07/02/2019	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JAN 2019	1		1,500.00
INV JAN2019 31/01/2019		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JAN 2019	1	1,500.00	
EFT32330	07/02/2019	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JAN 2019	1		1,905.73
INV JAN2019 31/01/2019		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JAN 2019	1	1,905.73	
EFT32331	07/02/2019	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JAN 2019	1		2,145.49
INV JAN2019 31/01/2019		CHRIS DAVIDSON	COUNCILLOR PAYMENTS JAN 2019	1	2,145.49	



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Date: 12/03/2019  
Time: 2:37:45PM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32332	07/02/2019	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JAN 2019	1		4,742.96
INV JAN2019 31/01/2019		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JAN 2019	1	4,742.96	
EFT32334	07/02/2019	JOHN PROUD	COUNCILLOR PAYMENTS JAN 2019	1		1,905.73
INV JAN2019 31/01/2019		JOHN PROUD	COUNCILLOR PAYMENTS JAN 2019	1	1,905.73	
EFT32335	07/02/2019	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JAN 2019	1		1,905.73
INV JAN2019 31/01/2019		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JAN 2019	1	1,905.73	
EFT32336	07/02/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JAN 2019	1		2,843.23
INV JAN2019 31/01/2019		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JAN 2019	1	2,843.23	
EFT32337	07/02/2019	OCLC (UK) LTD	CONTRACT FOR AMLIB, WUNDOWIE, FROM 01/07/2018 TO 30/06/2019	1		642.66
INV 2018713419/06/2018		OCLC (UK) LTD	CONTRACT FOR AMLIB, WUNDOWIE, FROM 01/07/2018 TO 30/06/2019	1	642.66	
EFT32338	07/02/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JAN 2019	1		1,905.73
INV JAN2019 31/01/2019		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JAN 2019	1	1,905.73	
EFT32339	07/02/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JAN 2019	1		1,905.73
INV JAN2019 31/01/2019		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JAN 2019	1	1,905.73	
EFT32340	07/02/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JAN 2019	1		2,012.29
INV JANUAR31/01/2019		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JAN 2019	1	2,012.29	
EFT32341	08/02/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT05/02/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		129.50	
INV DEDUCT05/02/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		-51.80	
INV DEDUCT08/02/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	
EFT32342	08/02/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 05/02/2019.	1		67,138.00

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INVPAYG 0505/02/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 05/02/2019.	1	67,138.00	
EFT32343	08/02/2019	EASIFLEET	Payroll deductions	1		2,288.11
INV DEDUCT05/02/2019		EASIFLEET	Payroll deductions		1,392.91	
INV DEDUCT05/02/2019		EASIFLEET	Payroll deductions		1,551.53	
INV DEDUCT05/02/2019		EASIFLEET	Payroll deductions		-361.16	
INV DEDUCT05/02/2019		EASIFLEET	Payroll deductions		-951.50	
INV DEDUCT08/02/2019		EASIFLEET	Payroll deductions		180.58	
INV DEDUCT08/02/2019		EASIFLEET	Payroll deductions		475.75	
EFT32344	08/02/2019	SPECIALISED TREE SERVICE	VEGETATION CLEARANCE COATES ROAD WUNDOWIE	1		24,177.57
INV 3011	04/02/2019	SPECIALISED TREE SERVICE	VEGETATION CLEARANCE COATES ROAD WUNDOWIE	1	24,177.57	
EFT32345	08/02/2019	ANNA DIXON CONSULTING	Community Consultation ( including background research)	1		15,768.50
INV INV-017529/01/2019		ANNA DIXON CONSULTING	Community Consultation ( including background research)	1	15,768.50	
EFT32346	08/02/2019	AQUATIC SERVICES WA PTY LTD	CALIBRATION NORTHAM PALINTESTER	1		388.08
INV AS#201707/01/2019		AQUATIC SERVICES WA PTY LTD	CALIBRATION NORTHAM PALINTESTER	1	388.08	
EFT32347	08/02/2019	AUTOPRO NORTHAM	Misc parts to repair Irishtown 2.4 & Inkpen 2.4 after recent deployment to Vic Rocks Complex Fire.	1		260.36
INV 763355	10/01/2019	AUTOPRO NORTHAM	Misc parts to repair Irishtown 2.4 & Inkpen 2.4 after recent deployment to Vic Rocks Complex Fire.	1	238.39	
INV 763259	10/01/2019	AUTOPRO NORTHAM	TRAILER CONNECTION PLUG	1	21.97	
EFT32348	08/02/2019	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	CARRY OUT SERVICE ON MITSUBISHI OUTLANDER N11069.	1		780.00
INV 324201	09/01/2019	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	CARRY OUT SERVICE ON MITSUBISHI OUTLANDER N11069.	1	420.00	
INV 324057	07/01/2019	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	SERVICE ON MITSUBISHI TRITON CLUB CAB 4X4 N11254 (RANGER VEHICLE) ON FRIDAY 4TH JANUARY 2019. **ALSO INVESTIGATE WHY VEHICLE KEEPS POPPING OUT OF GEAR.	1	360.00	

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EFT32349	08/02/2019	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION - A12015, 437 MORRELL STREET, NORTHAM	1		2,926.00
INV 281	30/01/2019	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION - A12015, 437 MORRELL STREET, NORTHAM	1	1,485.00	
INV 283	06/02/2019	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - (A306) - 32 HOVEA CRESCENT, WUNDOWIE	1	957.00	
INV 285	06/02/2019	AVON VALLEY GARDEN SERVICE	REDUCE FUEL LOAD - A12928, 13 YALBAROO ROAD, NORTHAM	1	484.00	
EFT32350	08/02/2019	AVON VALLEY GLASS	BROKEN DOOR PANEL NORTHAM LIBRARY	1		834.90
INV 0000955205/02/2019	08/02/2019	AVON VALLEY GLASS	BROKEN DOOR PANEL NORTHAM LIBRARY	1	834.90	
EFT32351	08/02/2019	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1		46,734.38
INV 0003239818/01/2019	08/02/2019	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1	46,734.38	
EFT32352	08/02/2019	BANDIT TREE EQUIPMENT	TRAVEL TO SITE - SHIRE OF NORTHAM DEPOT 116 PEEL TERRACE NORTHAM TO CONDUCT 100HOUR SERVICE ONBANDIT WOODCHIPPER 1TTO411.	1		1,344.05
INV 0009450725/01/2019	08/02/2019	BANDIT TREE EQUIPMENT	TRAVEL TO SITE - SHIRE OF NORTHAM DEPOT 116 PEEL TERRACE NORTHAM TO CONDUCT 100HOUR SERVICE ONBANDIT WOODCHIPPER 1TTO411.	1	1,344.05	
EFT32353	08/02/2019	BEAUREPAIRES	REPLACE TYRE 195/55R15 OFF SILVER FLATTOP TRAILER ITQM574. PICK UP MONDAY 14TH JANUARY 2019.	1		132.49
INV 6410412017/01/2019	08/02/2019	BEAUREPAIRES	REPAIR OR REPLACE TYRE	1	29.26	
INV 6410402914/01/2019	08/02/2019	BEAUREPAIRES	REPLACE TYRE 195/55R15 OFF SILVER FLATTOP TRAILER ITQM574. PICK UP MONDAY 14TH JANUARY 2019.	1	103.23	
EFT32354	08/02/2019	BOOKTOPIA PTY LTD	FREIGHT	1		380.25
INV 8577564-24/01/2019	08/02/2019	BOOKTOPIA PTY LTD	FREIGHT	1	380.25	
EFT32355	08/02/2019	BOYD KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00



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INV 23/01/20123/01/2019		BOYD KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32356	08/02/2019	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT THE INKPEN ROAD WASTE MANAGEMENT FACILITY	1		300.00
INV 1203	29/01/2019	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT THE INKPEN ROAD WASTE MANAGEMENT FACILITY	1	300.00	
EFT32357	08/02/2019	CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR 2019 AUSTRALIA DAY CELEBRATIONS.	1		1,536.84
INV 0000352829/01/2019		CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR 2019 AUSTRALIA DAY CELEBRATIONS.	1	1,536.84	
EFT32358	08/02/2019	COUNTRY COPIERS NORTHAM	SERVICE METER READING ON COPIER IR-2525	1		533.36
INV S7408	22/01/2019	COUNTRY COPIERS NORTHAM	SERVICE METER READING ON COPIER IR-2525	1	533.36	
EFT32359	08/02/2019	COUNTRYWIDE GROUP	10 X 10KG DRY CHLORINE	1		1,111.55
INV 26807	22/01/2019	COUNTRYWIDE GROUP	10 X 10KG DRY CHLORINE	1	622.71	
INV 26878	04/02/2019	COUNTRYWIDE GROUP	10 X 25KG SODA ASH	1	412.50	
INV 26816	24/01/2019	COUNTRYWIDE GROUP	15L CHLORINE FOR BAKERS HILL WASTE WATER TREATMENT PLANT	1	76.34	
EFT32360	08/02/2019	COVS PARTS PTY LTD	CLACKLINE 2.4 APPLIANCE - SMALL TOOLKIT	1		519.55
INV 1690046609/01/2019		COVS PARTS PTY LTD	MISC PARTS TO REPAIR IRISHTOWN 2.4 & INKPEN 2.4 AFTER RECENT DEPLOYMENT TO VIC ROCKS COMPLEX FIRE.	1	255.48	
INV 1690044729/11/2018		COVS PARTS PTY LTD	CLACKLINE 2.4 APPLIANCE - SMALL TOOLKIT	1	264.07	
EFT32361	08/02/2019	CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING FOR MONTH OF NOVEMBER 2018.	1		53.00
INV CINS305218/10/2018		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING FOR MONTH OF NOVEMBER 2018.	1	53.00	
EFT32362	08/02/2019	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	BERT HAWKE PAVILION. SERVICE ALARM SYSTEM DUE TO ERROR CODE.	1		858.75
INV 113068	17/01/2019	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	BERT HAWKE PAVILION. SERVICE ALARM SYSTEM DUE TO ERROR CODE.	1	436.25	

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INV 113069	17/01/2019	CTI SECURITY SYSTEMS PTY LTD T/A SECURUS	BERT HAWKE PAVILION. SERVICE ALARM SYSTEM DUE TO ERROR CODE.	1	422.50	
EFT32363	08/02/2019	DAVID ROSE & ASSOCIATES	BMX LIGHTING PROJECT. SUPPLY UPDATED DRAWINGS AND SCOPE TO USE LED LIGHT FITTINGS ON ALREADY INSTALLED LIGHT POLES.	1		2,750.00
INV 190101	31/01/2019	DAVID ROSE & ASSOCIATES	BMX LIGHTING PROJECT. SUPPLY UPDATED DRAWINGS AND SCOPE TO USE LED LIGHT FITTINGS ON ALREADY INSTALLED LIGHT POLES.	1	2,750.00	
EFT32364	08/02/2019	DELYS MAY DICK	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00
INV 23/01/20123/01/2019		DELYS MAY DICK	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32365	08/02/2019	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	QUATERLY LEVY RETURN OCT-DEC 2018	1		12,519.36
INV CS06/02/206/02/2019		DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	QUATERLY LEVY RETURN OCT-DEC 2018	1	12,519.36	
EFT32366	08/02/2019	DOWN TO EARTH TRAINING & ASSESSING	GRADER TRAINING FOR X4 DEPOT STAFF	1		9,526.75
INV 0002875429/01/2019		DOWN TO EARTH TRAINING & ASSESSING	GRADER TRAINING FOR X4 DEPOT STAFF	1	9,526.75	
EFT32367	08/02/2019	GDR CIVIL CONTRACTING PTY LTD	COLLECT RUBBER TYRE ROLLER FROM WUNDOWIE DEPOT AND DELIVER TO MEENAR NORTH RD, CNR PATTERSON ROAD. 9/10/2018	1		1,402.50
INV 1445	21/01/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP TYRE ROLLER FROM WUNDOWIE DEPOT AND DROP OFF AT BERT HAWKE OVAL	1	660.00	
INV 1408	09/10/2018	GDR CIVIL CONTRACTING PTY LTD	COLLECT RUBBER TYRE ROLLER FROM WUNDOWIE DEPOT AND DELIVER TO MEENAR NORTH RD, CNR PATTERSON ROAD. 9/10/2018	1	742.50	
EFT32368	08/02/2019	GRAFTON ELECTRICS	INSTALL (POWER ME) ELECTRICAL CONNECTION	1		3,749.80
INV 5512	19/11/2018	GRAFTON ELECTRICS	REPAIRS TO FOUNTAIN PUMP IN MALL	1	284.90	
INV 5511	19/11/2018	GRAFTON ELECTRICS	PUT PLUG ON END OF CONTROLLER FOR RETICULATION	1	99.00	

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INV 5523	22/11/2018	GRAFTON ELECTRICS	CHECK FAULT AT AERATOR IN SWAN ENCLOSURE & REPLACE POWER CABLE TO AERATOR	1	772.15	
INV 5522	22/11/2018	GRAFTON ELECTRICS	REPLACE PE CELL ON DEPOT LIGHTS	1	231.00	
INV 5595	17/12/2018	GRAFTON ELECTRICS	INSTALL (POWER ME) ELECTRICAL CONNECTION	1	1,573.00	
INV 5570	08/12/2018	GRAFTON ELECTRICS	CHECK POWER OUTAGE FOR MARKETS ON 8/12/2018 REPORTED FAULT	1	121.00	
INV 5537	27/11/2018	GRAFTON ELECTRICS	CHECK XMAS LIGHTING = SUPPLY CABLE	1	569.75	
INV 5591	11/12/2018	GRAFTON ELECTRICS	CHECK FAULT IN WATER FOUNTAIN IN CBD	1	99.00	
EFT32369	08/02/2019	JANET KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00
INV 23/01/20123/01/2019		JANET KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32370	08/02/2019	JR & A HERSEY PTY LTD	PROTECTIVE EQUIPMENT FOR DEPOT.	1		176.00
INV 0004372509/11/2018		JR & A HERSEY PTY LTD	PROTECTIVE EQUIPMENT FOR DEPOT.	1	176.00	
EFT32371	08/02/2019	KATHY DAVIS	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00
INV 23/01/20123/01/2019		KATHY DAVIS	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32372	08/02/2019	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM - 01/02/19 - 28/02/19	1		916.66
INV 02760	29/01/2019	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM - 01/02/19 - 28/02/19	1	916.66	
EFT32373	08/02/2019	MOORE STEPHENS (WA) PTY LTD	AUDIT SERVICES PROVIDED WITH RESPECT TO DEFERRED PENSIONERS FOR THE YEAR END 30 JUNE 2018	1		660.00
INV 310545	21/01/2019	MOORE STEPHENS (WA) PTY LTD	AUDIT SERVICES PROVIDED WITH RESPECT TO DEFERRED PENSIONERS FOR THE YEAR END 30 JUNE 2018	1	660.00	
EFT32374	08/02/2019	MR NATURALLY CLEAN	CLEANING OF WINDOWS, REMOVAL OF COBWEBS AND ASSOCIATED WORK FOR PRESENTATION CLEANING	1		660.00



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INV INV-125728/01/2019		MR NATURALLY CLEAN	CLEANING OF WINDOWS, REMOVAL OF COBWEBS AND ASSOCIATED WORK FOR PRESENTATION CLEANING	1	660.00	
EFT32375	08/02/2019	NORTHAM YORGAS GROUP	ARTS AND CRAFT WORKSHOP (ALANNAH MCTIERNAN VISIT TO BKB)	1		300.00
INV 25/01/20123/01/2019		NORTHAM YORGAS GROUP	ARTS AND CRAFT WORKSHOP (ALANNAH MCTIERNAN VISIT TO BKB)	1	300.00	
EFT32376	08/02/2019	OXTER SERVICES	HAND SOAP AND BIN BAGS FOR ADMIN BUILDING & BERNARD PARK TOILETS	1		765.60
INV 20791	29/01/2019	OXTER SERVICES	SLIMLINE PLASTIC HAND TOWEL DISPENSER - ADMIN BUILDING	1	56.14	
INV 20767	23/01/2019	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILET ROLLS TOILET PAPER AND CLEANING PRODUCTS	1	134.03	
INV 20818	04/02/2019	OXTER SERVICES	HAND SOAP AND BIN BAGS FOR ADMIN BUILDING & BERNARD PARK TOILETS	1	575.43	
EFT32377	08/02/2019	PAT DAVIS	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00
INV 23/01/20123/01/2019		PAT DAVIS	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32378	08/02/2019	PERTH SAFETY PRODUCTS PTY LTD	STREET SIGNS	1		2,062.20
INV 0000866407/01/2019		PERTH SAFETY PRODUCTS PTY LTD	STREET BLADE TO SON SPECS DOUBLE SIDED - TALBOT WEST ROAD	1	520.00	
INV 0000850724/10/2018		PERTH SAFETY PRODUCTS PTY LTD	STREET SIGNS	1	1,542.20	
EFT32379	08/02/2019	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1		1,439.95
INV KN7020316/01/2019		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1	814.95	
INV KN8757701/02/2019		PEF FOOD SERVICES PTY LTD	GLOVES POWDER FREE MEDIUM (CARTON)	1	243.25	
INV KN8751801/02/2019		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	381.75	
EFT32380	08/02/2019	POOL ROBOTICS PERTH	REPAIR FOR AUTO VACUUM WUNDOWIE	1		1,834.65
INV 01652	23/01/2019	POOL ROBOTICS PERTH	REPAIR FOR AUTO VACUUM WUNDOWIE	1	1,834.65	

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EFT32381	08/02/2019	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES - MAY 2018, JANUARY & FEBRUARY 2018, JUNE 2017, JULY & AUGUST 2017, JUNE 2018.	1		421.30
INV INV-417517/01/2019		PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MINUTES - MAY 2018, JANUARY & FEBRUARY 2018, JUNE 2017, JULY & AUGUST 2017, JUNE 2018.	1	421.30	
EFT32382	08/02/2019	QUBE LOGISTICS	DELIVERY OF 920KG CHLORINE GAS TO NORTHAM SWIMMING POOL AND TAKE AWAY OF EMPTY BOTTLE. NOTE: FOR DELIVERY FRONT HI-AB REQUIRED	1		784.52
INV TS165966/01/2019		QUBE LOGISTICS	DELIVERY OF 920KG CHLORINE GAS TO NORTHAM SWIMMING POOL AND TAKE AWAY OF EMPTY BOTTLE. NOTE: FOR DELIVERY FRONT HI-AB REQUIRED	1	784.52	
EFT32383	08/02/2019	RED DOT STORES	1X DELUXE TOUCAN FLOAT	1		55.00
INV 3961094018/01/2019		RED DOT STORES	EMPLOYEE OF THE QUATER A4 FRAM FOR BKB	1	10.00	
INV 3961093018/01/2019		RED DOT STORES	1X DELUXE TOUCAN FLOAT	1	45.00	
EFT32384	08/02/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR VIVienne GARFORTH	1		110.00
INV 0029526	31/01/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR VIVienne GARFORTH	1	110.00	
EFT32385	08/02/2019	S & L ENGINEERING (WA) PTY LTD	INSPECT & REGISTER AIR RECEIVER ON CURRENT AIR COMPRESSOR - TRAVEL TO SITE (116 PEEL TCE NORTHAM), LABOUR & CONSUMABLE COSTS - AS PER QUOTE# 01630.	1		951.50
INV INV-017318/01/2019		S & L ENGINEERING (WA) PTY LTD	INSPECT & REGISTER AIR RECEIVER ON CURRENT AIR COMPRESSOR - TRAVEL TO SITE (116 PEEL TCE NORTHAM), LABOUR & CONSUMABLE COSTS - AS PER QUOTE# 01630.	1	951.50	
EFT32386	08/02/2019	SAFE T CARD AUSTRALIA PTY LTD	SAFET CARD MONITORING FEES FOR DEVELOPMENT - QUARTERLY JANUARY TO MARCH 2019	1		924.00
INV INV-148001/01/2019		SAFE T CARD AUSTRALIA PTY LTD	SAFET CARD MONITORING FEES FOR DEVELOPMENT - QUARTERLY JANUARY TO MARCH 2019	1	924.00	
EFT32387	08/02/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	REPLACEMENT BATTERY FOR DEFIBRILLATOR AT THE WUNDOWIE POOL	1		522.71

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INV CYINV0003/01/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KIT SERVICING FOR ADMIN BUILDING	1	105.61	
INV CYINV0018/12/2018		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KIT FOR WUNDOWIE COMMUNITY BUS	1	65.00	
INV CYINV0017/01/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KIT SERVICING FOR WUNDOWIE POOL	1	109.10	
INV CYINV0002/01/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	REPLACEMENT BATTERY FOR DEFIBRILLATOR AT THE WUNDOWIE POOL	1	243.00	
EFT32388	08/02/2019	THE WORKWEAR GROUP	CATU9Q 3/4 SLEEVE ROUND NECK T-TOP MIDNIGHT BLUE SIZE XL - LEASA EDWARDS.	1		61.20
INV 1106108519/12/2018		THE WORKWEAR GROUP	CATU9Q 3/4 SLEEVE ROUND NECK T-TOP MIDNIGHT BLUE SIZE XL - LEASA EDWARDS.	1	61.20	
EFT32389	08/02/2019	TIA HUNT	REIMBURSEMENT FOR POOL LIFE GUARD REQUALIFICATION	1		50.00
INV RR05/01/05/01/2019		TIA HUNT	REIMBURSEMENT FOR POOL LIFE GUARD REQUALIFICATION	1	50.00	
EFT32390	08/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1		200.00
INV 11	29/01/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
INV 13	05/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
INV 14	07/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
INV 12	31/01/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
EFT32391	08/02/2019	UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	NOONGAR BUSH MEDICINE BOOKS	1		315.00
INV 180119B	18/01/2019	UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	NOONGAR BUSH MEDICINE BOOKS	1	315.00	
EFT32392	08/02/2019	VERNICE PTY LTD	CARTAGE OF 4000M3 CLEANFILL (APPROX 3500M3) AND BIOSOLIDS (APPROX 500m3) MATERIAL AT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY AS PER RFQ DATED 13.12.2018. CARTAING OF MATERIAL TO COMMENCE 18.12.2018 AND COMPLETED PRIOR	1		16,104.00



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INV 6317	10/01/2019	VERNICE PTY LTD	CARTAGE OF 4000M3 CLEANFILL (APPROX 3500M3) AND BIOSOLIDS (APPROX 500m3) MATERIAL AT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY AS PER RFQ DATED 13.12.2018. CARTAING OF MATERIAL TO COMMENCE 18.12.2018 AND COMPLETED PRIOR	1	16,104.00	
EFT32393	08/02/2019	W GIBBS & SON	SUSPENSION BRIDGE. CARRY OUT STRUCTURAL CONCRETE REPAIRS AS PER ENGINEERS REPORT AND QUOTE 02/11/2018	1		5,495.95
INV 10667	11/01/2019	W GIBBS & SON	SUSPENSION BRIDGE. CARRY OUT STRUCTURAL CONCRETE REPAIRS AS PER ENGINEERS REPORT AND QUOTE 02/11/2018	1	5,495.95	
EFT32394	08/02/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES AND ON CALL RANGER 21/01/2019 - 03/02/19	1		1,644.50
INV 01962	02/02/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER SERVICES 29TH OF JANUARY 2019	1	544.50	
INV 01961	06/02/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES AND ON CALL RANGER 21/01/2019 - 03/02/19	1	1,100.00	
EFT32395	08/02/2019	WA HINO SALES & SERVICES	PN1804 - CONDUCT FIRST SERVICE 3000KM	1		710.05
INV HTCS11920/12/2018		WA HINO SALES & SERVICES	PN1804 - CONDUCT FIRST SERVICE 3000KM	1	710.05	
EFT32396	08/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 - FIT ELECTRIC BRAKES TO CHIPPER TRUCK.FOR TOWING CHIPPER	1		825.00
INV 8265	30/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 - FIT ELECTRIC BRAKES TO CHIPPER TRUCK.FOR TOWING CHIPPER	1	825.00	
EFT32397	08/02/2019	WHEATBELT SAFETYWEAR	BUNTING FOR JUBILEE OVAL	1		714.00
INV 8612	08/01/2019	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR DAVID GOLDSMITH	1	120.00	
INV 8613	08/01/2019	WHEATBELT SAFETYWEAR	STEEL CAPPED BOOTS AND HIGH VIS VEST FOR ANASTASIA WILLIAMS	1	143.00	
INV 8604	18/12/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR RODNEY HAYES	1	150.00	
INV 8629	22/01/2019	WHEATBELT SAFETYWEAR	BUNTING FOR JUBILEE OVAL	1	171.00	
INV 8635	29/01/2019	WHEATBELT SAFETYWEAR	X 2 KING GEE PRO STRETCH PANTS - SHANE MOORHEAD	1	130.00	
EFT32398	08/02/2019	WREN OIL	ADMIN AND COMPLIANCE FEES	1		33.00

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INV 62222	20/12/2018	WREN OIL	ADMIN AND COMPLIANCE FEES	1	16.50	
INV 62223	20/12/2018	WREN OIL	ADMIN AND COMPLIANCE FEES	1	16.50	
EFT32399	08/02/2019	YVONNE KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1		100.00
INV 32/01/20123/01/2019		YVONNE KICKETT	FEDERAL MINISTER VISIT TO BKB - ALANNAH MACTIERNAN	1	100.00	
EFT32400	15/02/2019	ABBOTTS FORGE	REPAIR VANDALISED VMS TRAILER	1		975.00
INV 0000334606/11/2018		ABBOTTS FORGE	REPAIR VANDALISED VMS TRAILER	1	975.00	
EFT32401	15/02/2019	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 2 X TC'S FOR SPRAY SEAL WORKS ON FOREMAN STREET DURING THE PERIOD 8TH & 9TH JANUARY 2019.	1		2,480.78
INV 0012370610/01/2019		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 2 X TC'S FOR SPRAY SEAL WORKS ON FOREMAN STREET DURING THE PERIOD 8TH & 9TH JANUARY 2019.	1	1,636.80	
INV 0012387718/01/2019		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 2 X TC'S FOR SPRAY SEAL WORKS ON FOREMAN STREET DURING THE PERIOD 10/01/2019.	1	843.98	
EFT32402	15/02/2019	AJ FREW PTY LTD T/AS ALL ROADS TRUCK DRIVER TRAINING	1 DAY HEAVY RIGID, SYNCHROMESH TRAINING COURSE FOR BRENDON RUTTER, CESM NORTHAM	1		1,350.00
INV 0000693	02/01/2019	AJ FREW PTY LTD T/AS ALL ROADS TRUCK DRIVER TRAINING	1 DAY HEAVY RIGID, SYNCHROMESH TRAINING COURSE FOR BRENDON RUTTER, CESM NORTHAM	1	1,350.00	
EFT32403	15/02/2019	ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	UPPLY & FIT 4 BRAND NEW H/T 684 BRIDGESTONE 265/60R18 TYRES TO HOLDEN TRAIL BLAZER N10721. ***PLEASE NOTE CURRENT TYRES ON THE VEHICLE ARE TO BE KEPT & PUT IN THE BOOT OF THE VEHICLE, AS THE SHIRE WILL BE KEEPING THEM.	1		1,740.00
INV 61578/62216/01/2019		ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	UPPLY & FIT 4 BRAND NEW H/T 684 BRIDGESTONE 265/60R18 TYRES TO HOLDEN TRAIL BLAZER N10721. ***PLEASE NOTE CURRENT TYRES ON THE VEHICLE ARE TO BE KEPT & PUT IN THE BOOT OF THE VEHICLE, AS THE SHIRE WILL BE KEEPING THEM.	1	1,740.00	
EFT32404	15/02/2019	AMPAC DEBT RECOVERY (WA) P/L	COLLECTION COSTS FOR JANUARY 2019.	1		250.91

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INV 53219	31/01/2019	AMPAC DEBT RECOVERY (WA) P/L	COLLECTION COSTS FOR JANUARY 2019.	1	125.95	
INV 53218	31/01/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COLLECTION FEES JANUARY 2019.	1	124.96	
EFT32405	15/02/2019	AQUATIC SERVICES WA PTY LTD	1X PROCAL BOOSTER PUMP	1		1,491.60
INV AS#2017018/01/2019		AQUATIC SERVICES WA PTY LTD	1X PROCAL BOOSTER PUMP	1	1,491.60	
EFT32406	15/02/2019	AUS RECORD	TRADITIONAL TUBE CLIP SET (BASE & TOP)	1		125.40
INV 0008907231/01/2019		AUS RECORD	TRADITIONAL TUBE CLIP SET (BASE & TOP)	1	125.40	
EFT32407	15/02/2019	AUSTRALIA POST	POSTAGE FOR LIBRARY, KILLARA AND ADMIN - MARCH 2018.	1		700.06
INV 1008238103/02/2019		AUSTRALIA POST	POSTAGE FOR LIBRARY, KILLARA AND ADMIN - MARCH 2018.	1	700.06	
EFT32408	15/02/2019	AVON CONCRETE	CULVERT CLEANING AT DE CASTILLA ROAD ON THURSDAY 29TH NOVEMBER 2018.	1		3,080.00
INV 1850	07/01/2019	AVON CONCRETE	CULVERT CLEANING AT DE CASTILLA ROAD ON THURSDAY 29TH NOVEMBER 2018.	1	3,080.00	
EFT32409	15/02/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HR PER WEEK PLUS 2 PUBLIC HOLIDAYS TILL 28/01/2019.	1		1,792.00
INV 0099	28/01/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HR PER WEEK PLUS 2 PUBLIC HOLIDAYS TILL 28/01/2019.	1	1,792.00	
EFT32410	15/02/2019	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1		65.00
INV 1226	06/02/2019	AVON PAPER SHRED	EMPTYING OF ADMIN SHREDDER BIN	1	65.00	
EFT32411	15/02/2019	AVON VALLEY GLASS	NORTHAM LIBRARY. REPLACE DANGEROUS CRACKED GROUND AND FIRST FLOOR WINDOWS.	1		7,533.20
INV 0000953429/01/2019		AVON VALLEY GLASS	NORTHAM LIBRARY. REPLACE DANGEROUS CRACKED GROUND AND FIRST FLOOR WINDOWS.	1	4,883.45	
INV 0000955506/02/2019		AVON VALLEY GLASS	REC CENTRE. REPLACE BROKEN ROLLER SHUTTER AS PER QUOTE.	1	2,099.75	
INV 0000957408/02/2019		AVON VALLEY GLASS	COASTER BUS TT2300 (WUNDOWIE COMMUNITY BUS)	1	550.00	



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EFT32412	15/02/2019	AVON WASTE	RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 18/01/2019.	1		72,149.67
INV 32210	04/01/2019	AVON WASTE	RUBBISH DISPOSAL FOR PERIOD ENDING 4/1/2019.	1	34,972.86	
INV 32397	18/01/2019	AVON WASTE	RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 18/01/2019.	1	37,176.81	
EFT32413	15/02/2019	BLACKWELL PLUMBING PTY LTD	SUPPLY & INSTALLATION OF 50 LTR THERMANN ELECTRIC HOT WATER UNIT TO NORTHAM DISTRICTS SES BUILDING. PLEASE LAISE WITH SARGE BOTTACIN FOR ACCESS.	1		1,056.00
INV INV-1890	15/01/2019	BLACKWELL PLUMBING PTY LTD	SUPPLY & INSTALLATION OF 50 LTR THERMANN ELECTRIC HOT WATER UNIT TO NORTHAM DISTRICTS SES BUILDING. PLEASE LAISE WITH SARGE BOTTACIN FOR ACCESS.	1	1,056.00	
EFT32414	15/02/2019	CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1		129.80
INV 0003400504	02/2019	CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1	129.80	
EFT32415	15/02/2019	COCA-COLA AMATIL (AUST) PTY LTD	NORTHAM POOL STOCK	1		744.80
INV 2192806825	01/2019	COCA-COLA AMATIL (AUST) PTY LTD	NORTHAM POOL STOCK	1	330.68	
INV 2193466106	02/2019	COCA-COLA AMATIL (AUST) PTY LTD	NORTHAM POOL STOCK	1	414.12	
EFT32416	15/02/2019	CONPLANT AUSTRALIA	SUPPLY OF ONE ACR70D DIESEL JUMPING JACK INCLUDING EX FACT TRANSPORT WHEEL KIT AS PER QUOTE 2644.	1		5,498.90
INV 308415	16/01/2019	CONPLANT AUSTRALIA	SUPPLY OF ONE ACR70D DIESEL JUMPING JACK INCLUDING EX FACT TRANSPORT WHEEL KIT AS PER QUOTE 2644.	1	5,498.90	
EFT32417	15/02/2019	COUNTRY COPIERS NORTHAM	SERVICE ADMIN COPIER/READING (TWO MONTHS)	1		5,286.74
INV S7434	04/02/2019	COUNTRY COPIERS NORTHAM	SERVICE ADMIN COPIER/READING (TWO MONTHS)	1	4,967.14	
INV 42319	31/01/2019	COUNTRY COPIERS NORTHAM	STATIONERY FOR REC CENTRE.	1	164.60	
INV 42319	31/01/2019	COUNTRY COPIERS NORTHAM	PAPER FOR BKB	1	38.75	

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INV 42319	31/01/2019	COUNTRY COPIERS NORTHAM	YEARLY PLANNER 2019	1	26.80	
INV 42319	31/01/2019	COUNTRY COPIERS NORTHAM	ASSORTED FILES & FILE DIVIDERS	1	64.80	
INV 42319	31/01/2019	COUNTRY COPIERS NORTHAM	CARDS FOR VISITORS CENTRE.	1	24.65	
EFT32418	15/02/2019	COUNTRYWIDE GROUP	ROLL OF WHIPPER SNIPPER CORD	1		90.00
INV 26877	04/02/2019	COUNTRYWIDE GROUP	ROLL OF WHIPPER SNIPPER CORD	1	90.00	
EFT32419	15/02/2019	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES - OCT 2018	1		416.17
INV 0385	21/12/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES 21/12/2018	1	142.07	
INV 0377	26/10/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES - OCT 2018	1	229.87	
INV 0386	11/01/2019	COURIER AUSTRALIA	FREIGHT CHARGES FOR ENGINEERING & BUSHFIRES FOR W/E 11/01/2019.	1	44.23	
EFT32420	15/02/2019	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING MEMORIAL HALL 01/02/19- 28/02/19	1		821.68
INV CINS305713/12/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING 31 WELLINGTON ST 01/01/2019-31/01/2019	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING 31 WELLINGTON ST 01/02/19- 28/02/19	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM SWIMMING POOL 1/02/19- 28/02/19	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING OLD RAILWAY STATION 1/02/19- 28/02/19	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING MEMORIAL HALL 01/02/19- 28/02/19	1	90.56	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING MORBY COTTAGE 1/02/19- 28/02/19	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM LIBRARY 1/02/19- 28/02/19	1	53.00	
INV CINS30524/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING VISITORS CENTRE 17/01/19- 28/02/19	1	12.60	
INV CINS30524/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM LIBRARY 17/01/19- 28/02/19	1	12.60	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING VISITORS CENTRE 1/02/19- 28/02/19	1	53.00	
INV CINS30521/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING REC CENTRE 1/02/19- 28/02/19	1	53.00	

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INV CINS305 21/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES ADMIN 1/02/19- 28/02/19	1	87.96	
INV CINS305 21/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES BUILDING1/02/19- 28/02/19	1	87.96	
INV CINS305 21/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING BERT HAWK OVAL 1/02/19- 28/02/19	1	53.00	
INV CINS305 21/01/2019		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING WUNDOWIE LIBRARY 1/02/19- 28/02/19	1	53.00	
EFT32421	15/02/2019	CUTTING EDGES EQUIPMENT PARTS	SERRATED GRADER BLADES GB6634SHT 4 SETS (8 BLADES TOTAL) INCLUDING DELIVERY.	1		1,064.62
INV 3240989	30/01/2019	CUTTING EDGES EQUIPMENT PARTS	SERRATED GRADER BLADES GB6634SHT 4 SETS (8 BLADES TOTAL) INCLUDING DELIVERY.	1	1,064.62	
EFT32422	15/02/2019	DAMIAN'S PLUMBING	REPAIR TO TAP UNDER SINK AT NORTHAM WATER PARK	1		127.60
INV 3952	05/02/2019	DAMIAN'S PLUMBING	REPAIR TO TAP UNDER SINK AT NORTHAM WATER PARK	1	127.60	
EFT32423	15/02/2019	DAVID HOWARD GOLDSMITH	RATES CREDIT REFUND FOR ASSESSMENT A10103 19 BURGONYNE STREET NORTHAM WA 6401	1		1,000.00
INV A10103	13/02/2019	DAVID HOWARD GOLDSMITH	RATES CREDIT REFUND FOR ASSESSMENT A10103 19 BURGONYNE STREET NORTHAM WA 6401		1,000.00	
EFT32424	15/02/2019	DE VITA LEGAL	ADVICE ON RIVERSEDGE LEASE AGREEMENT	1		990.00
INV 19/9109	01/02/2019	DE VITA LEGAL	ADVICE ON RIVERSEDGE LEASE AGREEMENT	1	990.00	
EFT32425	15/02/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH OF DECEMBER 2018	1		286.45
INV RI02206129/01/2019		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH OF DECEMBER 2018	1	286.45	
EFT32426	15/02/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANUARY 2019.	1		21,109.15
INV JANUAR31/01/2019		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANUARY 2019.	1	21,109.15	
EFT32427	15/02/2019	EMU ESSENCE	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1		370.00
INV 36	15/01/2019	EMU ESSENCE	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1	370.00	



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EFT32428	15/02/2019	FAIRWAY MANOR ACCOMMODATION	QUEEN STUDIO- BOOKED FOR AUSTRALIA DAY AMBASSADOR 2019	1		170.00
INV 103	28/01/2019	FAIRWAY MANOR ACCOMMODATION	QUEEN STUDIO- BOOKED FOR AUSTRALIA DAY AMBASSADOR 2019	1	170.00	
EFT32429	15/02/2019	FLEETWOOD	RELEASE OF DEFECTS LIABILITY RETENSION FOR WUNDOWIE CHILD CARE RF11 OF 2017. REFERS TO COMPLETED P/O 45855, RETENSION NOT PLACED INTO TRUST.	1		5,584.38
INV S126097	14/02/2019	FLEETWOOD	RELEASE OF DEFECTS LIABILITY RETENSION FOR WUNDOWIE CHILD CARE RF11 OF 2017. REFERS TO COMPLETED P/O 45855, RETENSION NOT PLACED INTO TRUST.	1	5,584.38	
EFT32430	15/02/2019	FULTON HOGAN INDUSTRIES PTY LTD	1000L IBC OF EMULSION TO BE PICKED UP BY SHIRE OF NORTHAM	1		2,574.00
INV 1244933518/01/2019		FULTON HOGAN INDUSTRIES PTY LTD	1000L IBC OF EMULSION TO BE PICKED UP BY SHIRE OF NORTHAM	1	2,574.00	
EFT32431	15/02/2019	GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP.	1		20.00
INV SI-00039214/01/2019		GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP.	1	20.00	
EFT32432	15/02/2019	GLENN STUART BEVERIDGE	REPAIRS AT KURINGAL VILLAGE	1		5,126.00
INV 40	11/02/2019	GLENN STUART BEVERIDGE	KURINGAL VILLAGE. UNIT 7 REPLACE FLICK MIXER TO LAUNDRY.	1	473.00	
INV 37	11/02/2019	GLENN STUART BEVERIDGE	GRASS VALLEY FIRE SHED. SUPPLY AND SPREAD GRAVEL TO FRONT OF NEW APRON.	1	935.00	
INV 27	29/01/2019	GLENN STUART BEVERIDGE	SOUND SHELL. REPAIR FLAG POLES FOR AUS DAY CELEBRATIONS.	1	154.00	
INV 28	29/01/2019	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. PAINT DOOR DUE TO GRAFFITI.	1	154.00	
INV 39	11/02/2019	GLENN STUART BEVERIDGE	NORTHAM TIP BUILDING. REINFORCE DOORS AS DISCUSSED ON SITE.	1	418.00	
INV 31	30/01/2019	GLENN STUART BEVERIDGE	TOWN HALL. REPAIR KITCHEN DOOR LOCK AND REPAIR LOCK TO DOORS AT BACK OF STAGE. FIX LEAK TO PIPE UNDER SINK.	1	143.00	
INV 33	30/01/2019	GLENN STUART BEVERIDGE	ADMIN BUILDING. REPAIR DAMAGED GUTTER AND REPLACE OWN PIPE POP.	1	242.00	

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INV 36	30/01/2019	GLENN STUART BEVERIDGE	REPAIRS AT KURINGAL VILLAGE	1	1,287.00	
INV 34	30/01/2019	GLENN STUART BEVERIDGE	NORTHAM POOL. INSTALL POLE FOR CHLORINE WIND SOCK.	1	462.00	
INV 38	11/02/2019	GLENN STUART BEVERIDGE	WUNDOWIE LIBRARY. FIX PAINTED METAL ARTWORK TO THE WALL WITH 4X SCREWS AND GREEN PLUGS.	1	583.00	
INV 41	11/02/2019	GLENN STUART BEVERIDGE	ADMIN BUILDING. PICK UP OHS BOARDS AND INSTALL FRAMES TO HR OFFICE.	1	275.00	
EFT32433	15/02/2019	GRAFTON ELECTRICS	REPAIR FAULT IN WATER PLAY GROUND.	1		295.90
INV 5552	03/12/2018	GRAFTON ELECTRICS	REPAIR FAULT IN WATER PLAY GROUND.	1	295.90	
EFT32434	15/02/2019	HITSERT CONTRACTING	GRASS VALLEY FIRE SHED. INSTALL CONCRETE APRONS AND PATHS AS PER QUOTE 170.	1		12,408.00
INV 265	25/01/2019	HITSERT CONTRACTING	GRASS VALLEY FIRE SHED. INSTALL CONCRETE APRONS AND PATHS AS PER QUOTE 170.	1	12,408.00	
EFT32435	15/02/2019	HOWLETT'S CELLARBRATIONS	2 X 15LT WATER BOTTLE PER FORNIGHT FROM DECEMBER 2018 TO END OF JUNE 2019	1		15.00
INV 575251	04/02/2019	HOWLETT'S CELLARBRATIONS	2 X 15LT WATER BOTTLE PER FORNIGHT FROM DECEMBER 2018 TO END OF JUNE 2019	1	15.00	
EFT32436	15/02/2019	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1		68.00
INV 22	22/12/2018	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1	68.00	
EFT32437	15/02/2019	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS BOTTLE	1		3,622.42
INV 6066059	23/01/2019	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS BOTTLE	1	3,054.70	
INV 6069212	31/01/2019	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/01/2019 TO 31/01/2019.	1	567.72	
EFT32438	15/02/2019	JAMES TINIRAU WEST	MC FOR AUSTRALIA DAY 2019	1		200.00
INV W1001	26/01/2019	JAMES TINIRAU WEST	MC FOR AUSTRALIA DAY 2019	1	200.00	
EFT32439	15/02/2019	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1		1,759.95
INV 0000188615/01/2019		JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	1,759.95	

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EFT32440	15/02/2019	JR & A HERSEY PTY LTD	LIFTING SLING 3T X 2M (MRS3000X2)	1		1,045.58
INV 43579	30/01/2019	JR & A HERSEY PTY LTD	LIFTING SLING 3T X 2M (MRS3000X2)	1	1,008.29	
INV 43580	30/01/2019	JR & A HERSEY PTY LTD	LIFTING SLING 3T X 2M (MRS3000X2)	1	37.29	
EFT32441	15/02/2019	JS TECHNOLOGY & DIGITAL PTY LTD	"T" PHONE SCREEN REPAIR - CHADD HUNT	1		145.00
INV 4684	07/02/2019	JS TECHNOLOGY & DIGITAL PTY LTD	"T" PHONE SCREEN REPAIR - CHADD HUNT	1	145.00	
EFT32442	15/02/2019	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA CHEMICALS, CONTAINERS, BIN LINERS	1		117.92
INV 0003573416/01/2019		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA CHEMICALS, CONTAINERS, BIN LINERS	1	117.92	
EFT32444	15/02/2019	LLOYDS EARTHMOVING	LARGE POTS FOR PURSLOWE PARK ARBOUR AREA.	1		710.00
INV INV-095019/12/2018		LLOYDS EARTHMOVING	LARGE POTS FOR PURSLOWE PARK ARBOUR AREA.	1	710.00	
EFT32445	15/02/2019	IO-GO APPOINTMENTS	PLACEMENT OF ANDREW HAWTHORNE TO POSITION OF BUILDING SURVEYOR FOR 3 WEEKS COMMENCING 26/01/2019.	1		5,368.53
INV 0041904129/01/2019		IO-GO APPOINTMENTS	PLACEMENT OF ANDREW HAWTHORNE TO POSITION OF BUILDING SURVEYOR FOR 3 WEEKS COMMENCING 26/01/2019.	1	3,299.92	
INV 0041908005/02/2019		IO-GO APPOINTMENTS	CONTRACTING SERVICES FOR SENIOR BUILDING SURVEYOR (A. HAWTHORNE) FOR THE WEEK ENDING 2 FEB 2019	1	2,068.61	
EFT32446	15/02/2019	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC LIABILITY INSURANCE FOR MARKET STALL HOLDERS INSURANCE FROM 29/10/2018 TO 29/10/2019.	1		923.23
INV 062-201825/10/2018		LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC LIABILITY INSURANCE FOR MARKET STALL HOLDERS INSURANCE FROM 29/10/2018 TO 29/10/2019.	1	923.23	
EFT32447	15/02/2019	MARKETFORCE	ADVERT ON SEEK FOR LIBRARY OFFICER	1		185.36
INV 25519	19/12/2018	MARKETFORCE	ADVERT ON SEEK FOR LIBRARY OFFICER	1	185.36	
EFT32448	15/02/2019	MCLEODS BARRISTERS & SOLICITORS	FURTHER REPRESENTATION REGARDING PROSECUTION 29 MCMULLEN ROAD, WUNDOWIE	1		5,663.86



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INV 106765	31/01/2019	MCLEODS BARRISTERS & SOLICITORS	FURTHER REPRESENTATION REGARDING PROSECUTION 29 MCMULLEN ROAD, WUNDOWIE	1	5,663.86	
EFT32449	15/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK 17/12/2018 TO 23/12/2018.	1		20,146.50
INV N2127	31/12/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK 17/12/2018 TO 23/12/2018.	1	4,029.30	
INV N2138	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 14/01/2019 TO 20/01/2019.	1	1,336.50	
INV N2138	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 14/01/2019 TO 20/01/2019.	1	2,692.80	
INV N2137	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 07/01/2019 TO 13/01/2019.	1	1,336.50	
INV N2137	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 07/01/2019 TO 13/01/2019.	1	2,692.80	
INV N2129	07/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 31/12/2018 05/01/2019.	1	4,029.30	
INV N2128	31/12/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS 24/12/2018 TO 30/12/2018	1	4,029.30	
EFT32450	15/02/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/01/2019 TO 14/02/2019.	1		846.62
INV 9153070815/01/2019		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/01/2019 TO 14/02/2019.	1	846.62	
EFT32451	15/02/2019	NORTHAM & DISTRICTS GLASS SERVICE	SUPPLY & FIT NEW WINDSCREEN TO MAZDA CX-9 N11206 PLUS CALIBRATION OF SENSORS ON NEW WINDSCREEN.	1		1,409.00
INV 2686	11/01/2019	NORTHAM & DISTRICTS GLASS SERVICE	SUPPLY & FIT NEW WINDSCREEN TO MAZDA CX-9 N11206 PLUS CALIBRATION OF SENSORS ON NEW WINDSCREEN.	1	1,409.00	
EFT32452	15/02/2019	NORTHAM BETTA ELECTRICAL	NILFISK VACUUM CLEANER (BACK PACK GD 5).	1		515.90
INV 2957297808/02/2019		NORTHAM BETTA ELECTRICAL	NILFISK VACUUM CLEANER (BACK PACK GD 5).	1	399.00	
INV 2957295731/01/2019		NORTHAM BETTA ELECTRICAL	SUNBEAM STAINLESS DRIP FILTER COFFEE MAKER FOR PUBLIC AREAS NORTHAM AND WUNDOWIE	1	116.90	

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EFT32453	15/02/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PETER OLIVER	1		100.00
INV 2515	08/02/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PETER OLIVER	1	100.00	
EFT32455	15/02/2019	NORTHAM MAZDA	50,000KM SERVICE ON MAZDA CX-9 AZAMI N11206 (C.E.O VEHICLE) BOOKED IN FOR WEDNESDAY 6TH FEBRUARY 2019	1		334.48
INV 122989	06/02/2019	NORTHAM MAZDA	50,000KM SERVICE ON MAZDA CX-9 AZAMI N11206 (C.E.O VEHICLE) BOOKED IN FOR WEDNESDAY 6TH FEBRUARY 2019	1	334.48	
EFT32456	15/02/2019	OASIS OUTDOOR STRUCTURES	CONSTRUCTION OF FOOTPATH TAMES ROAD - REMOVAL & CLEARING OF; A - TREE & VEGETATION B - HANDRAILS	1		52,733.78
INV INV-037305/02/2019		OASIS OUTDOOR STRUCTURES	CONSTRUCTION OF FOOTPATH TAMES ROAD - REMOVAL & CLEARING OF; A - TREE & VEGETATION B - HANDRAILS	1	45,811.48	
INV INV-037405/02/2019		OASIS OUTDOOR STRUCTURES	CONSTRUCTION OF FOOTPATH TAMES ROAD BAKERS HILL - EXTRA LENGTH ADDED TO PROPOSED LIMESTONE WALL FROM 43M TO 53.8M = 10M LENGTH OF SINGLE BLOCK WALL @ \$100/LM INCLUDING FOOTING AS PER QUOTE# QU-0405.	1	6,922.30	
EFT32457	15/02/2019	OFFICEWORKS SUPERSTORES PTY LTD	NEWPORT CONFERENCE CHAIRS (GREY) FOR BACK MEETING ROOM	1		598.90
INV 4197420101/02/2019		OFFICEWORKS SUPERSTORES PTY LTD	NEWPORT CONFERENCE CHAIRS (GREY) FOR BACK MEETING ROOM	1	494.95	
INV 4117390803/12/2018		OFFICEWORKS SUPERSTORES PTY LTD	UNDEN UHF 1W TWIN PK FOR KILLARA.	1	103.95	
EFT32458	15/02/2019	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR DEC 2018	1		6,529.60
INV 20726	09/01/2019	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR DEC 2018	1	1,936.00	
INV 20758	18/01/2019	OXTER SERVICES	CLACKLINE TOILETS. MONTHLY CLEANING FOR JAN, FEB & MARCH.	1	2,296.80	
INV 20713	21/12/2018	OXTER SERVICES	CLACKLINE TOILETS. CLEANING FOR DEC 2018	1	2,296.80	

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EFT32459	15/02/2019	PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1		142,998.03
INV 000023251202/2019	15/02/2019	PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1	142,998.03	
EFT32460	15/02/2019	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2018/2019	1		170.00
INV 565	31/01/2019	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2018/2019	1	170.00	
EFT32461	15/02/2019	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY AND INSTALL 6 X RETRACTABLE BOLLARDS (GALVANISED AND POWDER COATED YELLOW WITH INTERNAL LOCKING SYSTEM AND KEY) - GORDON PLACE.	1		1,523.74
INV 0000009425/01/2019	15/02/2019	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY AND INSTALL 6 X RETRACTABLE BOLLARDS (GALVANISED AND POWDER COATED YELLOW WITH INTERNAL LOCKING SYSTEM AND KEY) - GORDON PLACE.	1	1,375.24	
INV 0000009325/01/2019	15/02/2019	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY THREE T-BAR LIFTING KEYS FOR GORDON PLACE BOLLARDS.	1	148.50	
EFT32462	15/02/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD 09/01/2019	1		2,244.53
INV 0805966809/01/2019	15/02/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER FULL PAGE AD 09/01/2019	1	997.57	
INV 0805966809/01/2019	15/02/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER AVON VALLEY ADVOCATE	1	997.57	
INV 5477440	23/01/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	AUSTRALIA DAY 2019 (AVON ADVOCATE ADVERT)	1	249.39	
EFT32463	15/02/2019	SENIORS RECREATION COUNCIL OF WA INC (LEEDERVILLE)	LIVELIGHTER AGED CARE GAMES REGISTRATION	1		50.00
INV 209/19 B107/02/2019	15/02/2019	SENIORS RECREATION COUNCIL OF WA INC (LEEDERVILLE)	LIVELIGHTER AGED CARE GAMES REGISTRATION	1	50.00	
EFT32464	15/02/2019	SLF LAWYERS - EVENTUS LAWYERS PTY LTD	POUNDAGE DISBURSEMENT - LEGAL COLLECTION COSTS RATES.	1		200.00



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INV 136170	31/01/2019	SLF LAWYERS - EVENTUS LAWYERS PTY LTD	POUNDAGE DISBURSEMENT - LEGAL COLLECTION COSTS RATES.	1	200.00	
EFT32465	15/02/2019	SPORT AND RECREATION SURFACES	RE CONSTRUCTION OF OUTDOOR MULTIPURPOSE COURTS AT WUNDOWIE. WORK DETAIL - BASE PREPARATION: PRELIMINARIES & SITE ESTABLISHMENT. CLEARING OF THE AREA OF AN DISUSED FOOTING & LOOSE DEBRIS. STRIPPING & REMOVAL OFF SITE OF THE OLD ASPHALT (NO TIP FEES ALLOWED FOR IN QUOTED PRICE). GRADING, SUPPLY & ADDITION OF 100MM OF CRUSHED ROCK ROAD BASE. SHAPING, GRADING & COMPACTION TO LEVELS & FALL REQUIRED (DUAL GRADE CROSS FALL). TRENCH & MACHINE LAY 200 X 100MM FLUSH KERB TO THE 2 LOW SIDES. SUPPLY & MACHINE LAY 25MM AVERAGE THICKNESS OF DENSE GRADE AC7 BLACK ASPHALT 50 BLOWS INCLUDING TACK COAT. AS PER QUOTE# BWA/18009	1		30,638.85

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INV INV-00743001/2019		SPORT AND RECREATION SURFACES	RE CONSTRUCTION OF OUTDOOR MULTIPURPOSE COURTS AT WUNDOWIE. WORK DETAIL - BASE PREPARATION: PRELIMINARIES & SITE ESTABLISHMENT. CLEARING OF THE AREA OF AN DISUSED FOOTING & LOOSE DEBRIS. STRIPPING & REMOVAL OFF SITE OF THE OLD ASPHALT (NO TIP FEES ALLOWED FOR IN QUOTED PRICE). GRADING, SUPPLY & ADDITION OF 100MM OF CRUSHED ROCK ROAD BASE. SHAPING, GRADING & COMPACTION TO LEVELS & FALL REQUIRED (DUAL GRADE CROSS FALL). TRENCH & MACHINE LAY 200 X 100MM FLUSH KERB TO THE 2 LOW SIDES. SUPPLY & MACHINE LAY 25MM AVERAGE THICKNESS OF DENSE GRADE AC7 BLACK ASPHALT 50 BLOWS INCLUDING TACK COAT. AS PER QUOTE# BWA/18009	1	30,638.85	
EFT32466	15/02/2019	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE NORTHAM DEPOT	1		1,162.44
INV CYINV0021/11/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR VISITORS CENTRE NOV 2018	1	76.22	
INV CYINV0006/12/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE WUNDOWIE DEPOT DEC	1	144.21	
INV CYINV0021/11/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR WUNDOWIE LIBRARY NOV 2018	1	84.21	
INV CYINV0023/10/2018		ST JOHN AMBULANCE AUSTRALIA	SOUTHERN BROOK HALL. SUPPLY AND INSTALL NEW FIRST AID KIT	1	145.00	
INV FAINV0004/12/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR COURTNEY JUPP	1	133.00	
INV FAINV0004/12/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR EMMA O'DRISCOLL	1	133.00	
INV FAINV0004/12/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR ALYSON MCMAHON	1	133.00	
INV CYINV0013/12/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING FOR THE NORTHAM DEPOT	1	313.80	
EFT32467	15/02/2019	STATE LAW PUBLISHER	GAZETTAL OF HEALTH AMENDMENT LOCAL LAW 2018 IN 22/1/19 GAZETTE	1		459.84

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INV 162032	29/01/2019	STATE LAW PUBLISHER	GAZETTAL OF HEALTH AMENDMENT LOCAL LAW 2018 IN 22/1/19 GAZETTE	1	459.84	
EFT32468	15/02/2019	SUZANNA DOUGLAS	EXPENSES FOR LICENCING TRAINING	1		232.30
INV CY0502205/02/2019		SUZANNA DOUGLAS	EXPENSES FOR LICENCING TRAINING	1	232.30	
EFT32469	15/02/2019	THE PAPER COMPANY OF AUSTRALIA	X 200 REAMS OF A4 PHOTOCOPY PAPER	1		1,773.20
INV 0004320718/01/2019		THE PAPER COMPANY OF AUSTRALIA	X 200 REAMS OF A4 PHOTOCOPY PAPER	1	1,001.00	
INV 0004285608/11/2018		THE PAPER COMPANY OF AUSTRALIA	A4 PAPERLINE PREMIUM PHOTOCOPY PAPER 150 REAMS	1	772.20	
EFT32470	15/02/2019	THE WORKWEAR GROUP	CAT2N4 - CHARCOAL/BLACK DETAIL PENCIL SKIRT - JEN GRANT SIZE 12	1		453.05
INV 1112690622/01/2019		THE WORKWEAR GROUP	CAT2N4 - CHARCOAL/BLACK DETAIL PENCIL SKIRT - JEN GRANT SIZE 12	1	453.05	
EFT32471	15/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1		50.00
INV 15	12/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
EFT32472	15/02/2019	VISIMAX SAFETY PRODUCTS	ID WALLET - LEATHER WITH WA RANGER METAL	1		77.10
INV 0000577906/02/2019		VISIMAX SAFETY PRODUCTS	ID WALLET - LEATHER WITH WA RANGER METAL	1	77.10	
EFT32473	15/02/2019	VODAFONE	HARVEST BAN LINE - 01/02/2019 TO 28/02/2019.	1		1,299.87
INV 1122373806/02/2019		VODAFONE	HARVEST BAN LINE - 01/02/2019 TO 28/02/2019.	1	1,299.87	
EFT32474	15/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ATTEND KILLARA TO START KILLARA WHEELCHAIR BUS.	1		200.00
INV 8525	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ATTEND KILLARA TO START KILLARA WHEELCHAIR BUS.	1	200.00	
EFT32475	21/02/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1		182,912.94
INV 1045	19/02/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1	181,809.27	



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INV 1045	19/02/2019	ADVANTERING - CIVIL ENGINEERS	VARIATION V-01 AS PER CONTRACT 9013.95 FOR THE SUPPLY AND INSTALLATION OF NEW LOGS IN LIEU OF SALVAGED LOGS SPECIFIED ON DRAWINGS FOR NORTHAM YOUTH PRECINCT.	1	1,103.67	
EFT32476	21/02/2019	MIXED MEDIA CORPORATION PTY LTD	CONTRACT 8 OF NAEIC - MEDIA SOFTWARE B PROGRAMMING (ONLY) FOR THE BILYA KOORT BOODJA CENTRE	1		13,241.25
INV INV-306314/01/2019		MIXED MEDIA CORPORATION PTY LTD	CONTRACT 8 OF NAEIC - MEDIA SOFTWARE B PROGRAMMING (ONLY) FOR THE BILYA KOORT BOODJA CENTRE	1	13,241.25	
EFT32477	21/02/2019	TIM DAVIES LANDSCAPING PTY LTD	SUPPLY THE PROVISION OF LANDSCAPING IMPROVEMENTS WORKS FOR PURSLOWE PARK AS PER DESCRIPTION PROVIDED IN RFQ 3 OF 2018 & AS PER QUOTE# 09972. PRELIMINARIES - MOBILISATION, PROJECT MANAGEMENT & CONTRACT DELIVERABLES.	1		55,919.60
INV SI-0931521/12/2018		TIM DAVIES LANDSCAPING PTY LTD	SUPPLY THE PROVISION OF LANDSCAPING IMPROVEMENTS WORKS FOR PURSLOWE PARK AS PER DESCRIPTION PROVIDED IN RFQ 3 OF 2018 & AS PER QUOTE# 09972. PRELIMINARIES - MOBILISATION, PROJECT MANAGEMENT & CONTRACT DELIVERABLES.	1	55,919.60	
EFT32478	21/02/2019	TRANSWEST ASSET PTY LTD	3,000 TONNE @ \$18.00 PER TONNE OF 19MM GRAVEL TO MRD SPEC TO BE DELIVERED TO THE SHIRE OF NORTHAM.	1		18,735.09
INV 11277	30/11/2018	TRANSWEST ASSET PTY LTD	3,000 TONNE @ \$18.00 PER TONNE OF 19MM GRAVEL TO MRD SPEC TO BE DELIVERED TO THE SHIRE OF NORTHAM.	1	18,735.09	
EFT32479	21/02/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT19/02/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT32480	21/02/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 19/04/2019.	1		63,656.00
INV PAYG19/02/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 19/04/2019.	1	63,656.00	

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EFT32481	21/02/2019	EASIFLEET	Payroll deductions	1		2,288.11
INV DEDUCT19/02/2019		EASIFLEET	Payroll deductions		1,212.33	
INV DEDUCT19/02/2019		EASIFLEET	Payroll deductions		1,075.78	
EFT32482	22/02/2019	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR COATES ROAD SLK 1.7 - 425 BY 3 X TC'S CREW FOR TWO CONSECUTIVE DAYS (@ \$149.00 PER HOUR FOR 9 HOURS EACH DAY) TO MANAGE SPRAY SEAL WORKS ON MONDAY 26TH & TUESDAY 27TH NOVEMBER 2018.	1		3,210.35
INV 0012203629/10/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT (2 X TC'S) FOR FOOTPATH REPAIR AT PEEL TERRACE BRIDGE SUNDAY 28 OCTOBER 2018	1	732.60	
INV 0012117525/09/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS, INCLUDING VEHICLES AND SIGNS FOR IRISHTOWN ROAD TRAFFIC CONTROL	1	920.70	
INV 0012294530/11/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR COATES ROAD SLK 1.7 - 425 BY 3 X TC'S CREW FOR TWO CONSECUTIVE DAYS (@ \$149.00 PER HOUR FOR 9 HOURS EACH DAY) TO MANAGE SPRAY SEAL WORKS ON MONDAY 26TH & TUESDAY 27TH NOVEMBER 2018.	1	1,557.05	
EFT32483	22/02/2019	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	1		246.95
INV 41186	06/02/2019	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	1	246.95	
EFT32484	22/02/2019	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. PUMP OUT 2 X FULL SEPTIC TANKS.	1		2,370.50
INV A.18286	05/02/2019	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. PUMP OUT 2 X FULL SEPTIC TANKS.	1	1,045.00	
INV A.18290	05/02/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK 2 X FEMALE TOILETS.	1	346.50	
INV A.18289	05/02/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK 2 X MALE TOILETS.	1	346.50	
INV A.18287	05/02/2019	ANDY'S PLUMBING SERVICE	EMERGENCY CALL OUT TO WUNDOWIE PUBLIC TOILETS TO UNBLOCK.	1	632.50	
EFT32485	22/02/2019	CASSANDRA GERICKE	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		54.30
INV 935524	18/02/2019	CASSANDRA GERICKE	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	54.30	

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EFT32486	22/02/2019	CIVIC LEGAL	LEGAL SERVICES TO VET/FINALISE A CONTRACT FOR COOPER & OXLEY BUILDERS PTY LTD FOR THE CONSTRUCTION OF THE NORTHAM AQUATIC FACILITY.	1		1,432.20
INV 504657	31/01/2019	CIVIC LEGAL	LEGAL SERVICES TO VET/FINALISE A CONTRACT FOR COOPER & OXLEY BUILDERS PTY LTD FOR THE CONSTRUCTION OF THE NORTHAM AQUATIC FACILITY.	1	1,432.20	
EFT32487	22/02/2019	DAMIAN'S PLUMBING	REPAIR REUSE WATER PIPE LEAK BROOME TERRACE BRIDGE	1		1,589.50
INV 3931	01/02/2019	DAMIAN'S PLUMBING	REPAIR REUSE WATER PIPE LEAK BROOME TERRACE BRIDGE	1	1,589.50	
EFT32488	22/02/2019	IN PHASE TEST & TAG	TEST & TAG AT VARIOUS BUILDINGS.	1		1,237.00
INV 0000391914/02/2019		IN PHASE TEST & TAG	TEST & TAG AT VARIOUS BUILDINGS.	1	1,237.00	
EFT32489	22/02/2019	KOMATSU AUSTRALIA PTY LTD	CARRY OUT 250HR SERVICE & CHECKS ON INKPEN TIP - KOMATSU LOADER PN1018. REMOVE & REPLACE AIR CONDITIONING COMPRESSOR & SYSTEM CONDENSER. INVESTIGATE OIL LEAK FROM LOADRITE AS PER QUOTE# Q001023891-3.	1		5,087.37
INV 0013319531/01/2019		KOMATSU AUSTRALIA PTY LTD	CARRY OUT 250HR SERVICE & CHECKS ON INKPEN TIP - KOMATSU LOADER PN1018. REMOVE & REPLACE AIR CONDITIONING COMPRESSOR & SYSTEM CONDENSER. INVESTIGATE OIL LEAK FROM LOADRITE AS PER QUOTE# Q001023891-3.	1	5,087.37	
EFT32490	22/02/2019	LO-GO APPOINTMENTS	CONTRACT SERVICES OF ANDREW HAWTHORNE FOR WEEK ENDING 9 FEBRUARY 2019.	1		3,299.92
INV 0041912112/02/2019		LO-GO APPOINTMENTS	CONTRACT SERVICES OF ANDREW HAWTHORNE FOR WEEK ENDING 9 FEBRUARY 2019.	1	3,299.92	
EFT32491	22/02/2019	NORTH METROPOLITAN TAFE	COURSE FEES FOR SEMESTER 2 - DIPLOMA IN CIVIL & STRUCTURAL ENGINEERING FOR MICHAEL NEWTON.	1		538.20
INV 10009070-08/01/2019		NORTH METROPOLITAN TAFE	COURSE FEES FOR SEMESTER 2 - DIPLOMA IN CIVIL & STRUCTURAL ENGINEERING FOR MICHAEL NEWTON.	1	538.20	
EFT32492	22/02/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1		130.00



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INV 0000169405/11/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS	1	16.50	
INV 0000169302/11/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	16.50	
INV 0000153117/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	35.00	
INV 0000151510/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	15.50	
INV 0000151408/08/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	15.50	
INV 0000137305/06/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	31.00	
EFT32493	22/02/2019	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF THE LATE NELLIE ANNETTE MOODY AT NORTHAM CEMETERY - BURIAL DATE 15/02/2019.	1		710.00
INV 20853	15/02/2019	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF THE LATE NELLIE ANNETTE MOODY AT NORTHAM CEMETERY - BURIAL DATE 15/02/2019.	1	710.00	
EFT32494	22/02/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, STATEMENT NO 2160878, ACCOUNT NO 601148.	1		136.66
INV 2162342	15/02/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, STATEMENT NO 2160878, ACCOUNT NO 601148.	1	136.66	
EFT32495	22/02/2019	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1		1,228.62
INV INV-188007/02/2019		ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1	1,228.62	
EFT32496	22/02/2019	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING ON TUESDAY 18TH DECEMBER 2018.	1		1,102.86
INV AP53213427/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING ON TUESDAY 18TH DECEMBER 2018.	1	1,102.86	
EFT32497	22/02/2019	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING 2018/19 CAPITAL WORKS PROGRAM DEC 2018	1		3,553.00
INV 7078621831/12/2018		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING 2018/19 CAPITAL WORKS PROGRAM DEC 2018	1	1,782.00	
INV 7078621731/12/2018		SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY FINAL MONTH DEC 2018	1	143.00	
INV 7078621731/12/2018		SOUTHERN CROSS AUSTEREO PTY LTD	CHRISTMAS CRACKER PROMO NOVEMBER ADS- CHRISTMAS ON FITZGERALD DEC 2018	1	682.00	
INV 7078621631/12/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS ADS AUGUST 2018-JUNE 2019	1	88.00	

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INV 7079985231/01/2019		SOUTHERN CROSS AUSTEREO PTY LTD	CHRISTMAS CRACKER PROMO NOVEMBER ADS- CHRISTMAS ON FITZGERALD JAN 2019	1	770.00	
INV 7079985131/01/2019		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWN'S ADS AUGUST 2018-JUNE 2019 JAN 2019	1	88.00	
EFT32498	22/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1		100.00
INV 16	14/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
INV 17	19/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
EFT32499	22/02/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER DUTIES - 30/1 TO 1/3 (EXCLUDING WEEKENDS) DUE TO WORKERS COMPENSATION CLAIM	1		5,830.00
INV 01970	18/02/2019	WA CONTRACT RANGER SERVICES	MANAGEMENT OF DOG POUND FACILITY AS PER RFQ 7 OF 2018	1	1,474.00	
INV 01963	12/02/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER DUTIES - 30/1 TO 1/3 (EXCLUDING WEEKENDS) DUE TO WORKERS COMPENSATION CLAIM	1	4,356.00	
EFT32500	22/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1604 - REPAIR ELECTRICAL FAULT NOT STARTING ON EWP	1		1,119.50
INV 8454	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1604 - REPAIR ELECTRICAL FAULT NOT STARTING ON EWP	1	923.00	
INV 8583	31/12/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1413 - MOWING TRAILER REPAIR LIGHTS	1	196.50	
EFT32501	22/02/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA JANUARY 2019.	1		1,500.89
INV JANUAR31/01/2019		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA JANUARY 2019.	1	1,500.89	
EFT32502	27/02/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2019.	2		14,638.89
INV T1080	27/02/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2019.	2	14,410.99	
INV T1080	27/02/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEE COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF NOVEMBER 2018.	2	227.90	

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EFT32503	27/02/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2019.	2		20,374.44
INV T1079	27/02/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2019.	2	20,374.44	
EFT32504	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG PERMIT 15067 R#80811	2		5,000.00
INV T811	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG PERMIT 15067 R#80811	2	1,000.00	
INV T799	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG PERMIT 15025 R#79167.	2	1,000.00	
INV T1066	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND FOR 18084 R#113056.	2	1,000.00	
INV T1076	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BLD PERMIT NO 18106 R#113804.	2	1,000.00	
INV T526	27/02/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG PERMIT NO 12039 R#47895.	2	1,000.00	
EFT32505	27/02/2019	CRAIG GIBSON	INFRASTRUCTURE BOND REFUND BP16046/A15352 R#90505.	2		1,000.00
INV T886	27/02/2019	CRAIG GIBSON	INFRASTRUCTURE BOND REFUND BP16046/A15352 R#90505.	2	1,000.00	
EFT32506	27/02/2019	STALLION BUILDING CO PTY LTD	REFUND INFRASTRUCTURE BOND FOR BLDG PERMIT NO.18064 R#112543.	2		1,000.00
INV T1054	27/02/2019	STALLION BUILDING CO PTY LTD	REFUND INFRASTRUCTURE BOND FOR BLDG PERMIT NO.18064 R#112543.	2	1,000.00	
EFT32507	27/02/2019	TOP GUN ROOFING AND RESTORATION	REFUND INFRASTRUCTURE BOND FOR BLDG PERMIT NO. 18229 R#120084.	2		1,000.00
INV T1142	27/02/2019	TOP GUN ROOFING AND RESTORATION	REFUND INFRASTRUCTURE BOND FOR BLDG PERMIT NO. 18229 R#120084.	2	1,000.00	
EFT32508	27/02/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1		197,860.30



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INV 3417	18/02/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1	197,860.30	
EFT32509	27/02/2019	PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1		187,410.04
INV 0000231931/01/2019		PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1	187,410.04	
EFT32510	27/02/2019	SPECIALISED TREE SERVICE	IRISHTOWN RD NORTHAM - W/E 15/02/2019.	1		39,800.00
INV 3017	18/02/2019	SPECIALISED TREE SERVICE	IRISHTOWN RD NORTHAM - W/E 15/02/2019.	1	19,900.00	
INV 3018	25/02/2019	SPECIALISED TREE SERVICE	IRISHTOWN ROAD NORTHAM SLK 0.00 TO 1.00 = 2KM OF SHOULDER INCLUDED IN WORKS:	1	19,900.00	
EFT32511	28/02/2019	ABBOTTS FORGE	CUT DOWN SEATS AND RE-POSITION MOUNTINGS FOR SEATS FIT ON SITE	1		770.00
INV 0000348812/02/2019		ABBOTTS FORGE	PN0916 - MANUFACTURE SKIDS FOR PROFILLER ON BOBCAT	1	220.00	
INV 0000342504/12/2018		ABBOTTS FORGE	CUT DOWN SEATS AND RE-POSITION MOUNTINGS FOR SEATS FIT ON SITE	1	550.00	
EFT32512	28/02/2019	AG IMPLEMENTS NORTHAM PTY LTD	REPLACE COWLING PANEL, DISCHARGE SHUTE AND 2 HANDBRAKE CABLES AND ANY OTHER REPAIRS NECESSARY AS A RESULT OF FIRE.	1		1,000.00
INV 354342	12/12/2018	AG IMPLEMENTS NORTHAM PTY LTD	REPLACE COWLING PANEL, DISCHARGE SHUTE AND 2 HANDBRAKE CABLES AND ANY OTHER REPAIRS NECESSARY AS A RESULT OF FIRE.	1	1,000.00	
EFT32513	28/02/2019	AIT SPECIALISTS PTY LTD	FUEL TAX CREDIT INVESTIGATION & ATO REFUND 2015-2018 - ATO REFUND CLAIMED \$65610 ON JAN BAS	1		18,860.05
INV INV-112918/02/2019		AIT SPECIALISTS PTY LTD	FUEL TAX CREDIT INVESTIGATION & ATO REFUND 2015-2018 - ATO REFUND CLAIMED \$65610 ON JAN BAS	1	18,860.05	
EFT32514	28/02/2019	ALTHEA DECOR	GRASS VALLEY HALL. SUPPLY AND FIT 4 X NEW CURTAINS AS PER QUOTE.	1		956.00
INV 53148	16/02/2019	ALTHEA DECOR	GRASS VALLEY HALL. SUPPLY AND FIT 4 X NEW CURTAINS AS PER QUOTE.	1	956.00	

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EFT32515	28/02/2019	ANDY'S PLUMBING SERVICE	APEX PARK TOILETS. CLEAR BLOCKED TOILETS.	1		1,351.90
INV A.18248	19/12/2018	ANDY'S PLUMBING SERVICE	APEX PARK TOILETS. CLEAR BLOCKED TOILETS.	1	423.50	
INV A.18291	05/02/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK 2 X MALE TOILETS.	1	335.50	
INV A.18288	05/02/2019	ANDY'S PLUMBING SERVICE	MONTHLY CHARGES TO SERVICE WATER LESS URINALS AT BERNARD PARK PUBLIC TOILETS FOR THE PERIOD FEBRUARY 2019.	1	346.50	
INV A.19294	06/02/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK LADIES TOILET AND CHECK ALL OTHERS.	1	246.40	
EFT32516	28/02/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	TOOLS FOR BFB.	1		376.84
INV 6253467	25/01/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PARTS FOR REPAIR OF GRASS VALLEY STANDPIPE	1	112.64	
INV 6247917	16/01/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	TOOLS FOR BFB.	1	246.62	
INV 6249573	18/01/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2 REPLACEMENT WHEEL BEARINGS FOR WHEELBARROW.	1	17.58	
EFT32517	28/02/2019	AUSTRALIAN TAXATION OFFICE - PAYG	INTERIM PAY 22/02/2019, 25/02/2019, 26/02/2019	1		2,666.00
INV PAYG26/26/02/2019		AUSTRALIAN TAXATION OFFICE - PAYG	INTERIM PAY 22/02/2019, 25/02/2019, 26/02/2019	1	2,666.00	
EFT32518	28/02/2019	AUTOPRO NORTHAM	6V BATTERY FOR FIRE FIGHTING PUMP.	1		80.86
INV 764070	15/01/2019	AUTOPRO NORTHAM	6V BATTERY FOR FIRE FIGHTING PUMP.	1	80.86	
EFT32519	28/02/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT P/E 10/02/2019.	1		1,568.00
INV 0100	10/02/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT P/E 10/02/2019.	1	1,568.00	
EFT32520	28/02/2019	AVON VALLEY CONTRACTORS	1.5 CUBES VEGIE MIX.	1		120.00
INV 2959	07/02/2019	AVON VALLEY CONTRACTORS	1.5 CUBES VEGIE MIX.	1	120.00	
EFT32521	28/02/2019	BEAUREPAIRES	TRAVEL TO SITE (JOSE RD) & FIX FRONT TYRE ON BACKHOE AS IT HAS COME OFF THE BEAD.	1		287.46
INV 6410429525/01/2019		BEAUREPAIRES	TRAVEL TO SITE (JOSE RD) & FIX FRONT TYRE ON BACKHOE AS IT HAS COME OFF THE BEAD.	1	287.46	

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EFT32522	28/02/2019	BLACKWELL PLUMBING PTY LTD	REPAIR OF WATER FOUNTAIN BUBBLER NEAR MAIN COURTS (TAP WAS REPLACED)	1		159.00
INV INV-189211/02/2019		BLACKWELL PLUMBING PTY LTD	THERMAL COVER PIPE LAGGING (WUNDOWIE DEPOT)	1	60.00	
INV INV-189618/02/2019		BLACKWELL PLUMBING PTY LTD	REPAIR OF WATER FOUNTAIN BUBBLER NEAR MAIN COURTS (TAP WAS REPLACED)	1	99.00	
EFT32523	28/02/2019	BLACKWOODS	EQUIPMENT FOR BUSHFIRE BUILDINGS.	1		537.00
INV PE7628R25/01/2019		BLACKWOODS	TOWEL DISPENSER FOR BUSHFIRES BUILDING	1	110.73	
INV PE3701R21/01/2019		BLACKWOODS	EQUIPMENT FOR BUSHFIRE BUILDINGS.	1	338.91	
INV PE3702R21/01/2019		BLACKWOODS	TOWEL ROLL SCOTT	1	87.36	
EFT32524	28/02/2019	CADD'S FASHIONS	BIZLEY CARGO PANT NAVY - SIZE 87R - ANNUAL ALLOCATION - RUSSELL PUTRINO.	1		139.27
INV 149-000061/01/2019		CADD'S FASHIONS	SUPPLY ONE AVENEL CANVAS RANGER HAT 2XL (2252) IN NATURAL COLOUR.(177389) FOR TRAINEE CIVIL DESIGNER MICHAEL NEWTON	1	34.99	
INV 18-0000791/10/2018		CADD'S FASHIONS	BIZLEY CARGO PANT NAVY - SIZE 87R - ANNUAL ALLOCATION - RUSSELL PUTRINO.	1	104.28	
EFT32525	28/02/2019	CANNON HYGIENE AUSTRALIA PTY LTD	REC CENTRE. SANITARY SERVICING FROM 13 MARCH TILL 12 SEP 2019	1		876.05
INV 9630624914/02/2019		CANNON HYGIENE AUSTRALIA PTY LTD	REC CENTRE. SANITARY SERVICING FROM 13 MARCH TILL 12 SEP 2019	1	876.05	
EFT32526	28/02/2019	CENTRAL REGIONAL TAFE	ENROLMENT FOR ALYSHA MAXWELL CERTIFICATE IV IN MANAGEMENT & LEADERSHIP BSBINN301 - PROMOTE INNOVATION IN A TEAM ENVIRONMENT	1		661.90
INV I0006375	13/02/2019	CENTRAL REGIONAL TAFE	ENROLMENT FOR ALYSHA MAXWELL CERTIFICATE IV IN MANAGEMENT & LEADERSHIP BSBINN301 - PROMOTE INNOVATION IN A TEAM ENVIRONMENT	1	661.90	
EFT32527	28/02/2019	CHARLES GREGORY SMITH	RATES CREDIT REFUND FOR ASSESSMENT A14234 50 YILGARN AVENUE NORTHAM WA. 6401	1		23,942.75
INV A.14234	28/02/2019	CHARLES GREGORY SMITH	RATES CREDIT REFUND FOR ASSESSMENT A14234 50 YILGARN AVENUE NORTHAM WA. 6401		23,942.75	



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EFT32528	28/02/2019	CIVIC LEGAL	FEES FOR SALE OF LAND - LOT 881 YILGARN AVE, NORTHAM	1		554.40
INV 504658	31/01/2019	CIVIC LEGAL	FEES FOR SALE OF LAND - LOT 881 YILGARN AVE, NORTHAM	1	554.40	
EFT32529	28/02/2019	COUNTRYWIDE GROUP	REPAIR THROTTLE LEAVER ON HONDA MOWER	1		973.95
INV 26925	11/02/2019	COUNTRYWIDE GROUP	REPAIR POLESAW	1	130.89	
INV 26844	31/01/2019	COUNTRYWIDE GROUP	DEUTSCHER MOWER AIR FILTER (WUNDOWIE)	1	42.66	
INV 26923	11/02/2019	COUNTRYWIDE GROUP	REPAIRS TO BRUHCUTTER.	1	98.90	
INV 26830	25/01/2019	COUNTRYWIDE GROUP	REPAIR THROTTLE LEAVER ON HONDA MOWER	1	198.50	
INV 26802	21/01/2019	COUNTRYWIDE GROUP	SMALL CHAINSAW BAR	1	72.00	
INV 26803	21/01/2019	COUNTRYWIDE GROUP	12" EDGER BLADE REPAIRED	1	100.00	
INV 26885	06/02/2019	COUNTRYWIDE GROUP	REPAIR OF PLATE COMPACTOR REPLACE THROTTLE AND PULL START CORD	1	141.00	
INV 26917	11/02/2019	COUNTRYWIDE GROUP	CHAIN AND BAR OIL AND CHAIN FOR CHAINSAW	1	90.00	
INV 26988	20/02/2019	COUNTRYWIDE GROUP	EDGER BLADES	1	100.00	
EFT32530	28/02/2019	CTI SECURITY SERVICES PTY LTD	BKB CENTRE. ALARM MONITORING 01/02/2019-28/02/2019	1		128.06
INV CINS305807/02/2019		CTI SECURITY SERVICES PTY LTD	BKB CENTRE. ALARM MONITORING 29/01/2019-31/01/2019	1	4.14	
INV CINS305807/02/2019		CTI SECURITY SERVICES PTY LTD	BKB CENTRE. ALARM MONITORING 01/02/2019-28/02/2019	1	61.96	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	BKB CENTRE. ALARM MONITORING FROM JAN TO MARCH 2109.	1	61.96	
EFT32531	28/02/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BERT HAWKE PAVILION. SERVICE ALARM SYSTEM DUE TO ERROR CODE.	1		1,440.35
INV 113198	29/01/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BERT HAWKE PAVILION. SERVICE ALARM SYSTEM DUE TO ERROR CODE.	1	539.00	
INV 113197	29/01/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY BATTERY LOW ON ALARM	1	362.35	
INV 113195	29/01/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	BKB INSTALLED 4G PERMACONN 29/01/2019.	1	539.00	

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EFT32532	28/02/2019	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1		720.72
INV 1724452	31/01/2019	DANIELS HEALTH SERVICES PTY LTD	CLACKLINE TOILETS SERVICING OF SHARPS CONTAINERS FOR JANUARY 2019	1	90.09	
INV 1724448	31/01/2019	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	180.18	
INV 1724450	31/01/2019	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	180.18	
INV 1724451	31/01/2019	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	90.09	
INV 1724449	31/01/2019	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	180.18	
EFT32533	28/02/2019	DRACO AIR PTY LTD	KILLARA DAY RESPITE CENTRE. REPAIR FREEZER AFTER BREAK DOWN.	1		719.55
INV DA.7800	06/02/2019	DRACO AIR PTY LTD	KILLARA DAY RESPITE CENTRE. REPAIR FREEZER AFTER BREAK DOWN.	1	402.75	
INV DA.7807	07/02/2019	DRACO AIR PTY LTD	WUNDOWIE DEPOT. SUPPLY WATER FILTER CASING AND 2 X EXTRA FILTERS.	1	316.80	
EFT32534	28/02/2019	E FIRE & SAFETY	KILLARA DAY RESPITE. MONTHLY FIRE PANEL TESTING FOR JAN.	1		931.70
INV 0023231131/01/2019		E FIRE & SAFETY	REC CENTRE. MONTHLY FIRE PANEL TESTING FOR JAN.	1	236.50	
INV 0023231231/01/2019		E FIRE & SAFETY	TOWN HALL. MONTHLY FIRE PANEL TESTING FOR JAN.	1	162.80	
INV 0023231031/01/2019		E FIRE & SAFETY	KILLARA DAY RESPITE. MONTHLY FIRE PANEL TESTING FOR JAN.	1	532.40	
EFT32535	28/02/2019	FIRE AND SAFETY WA	PE EQUIPMENT FOR FIRE BRIGADES.	1		942.96
INV 32924	19/12/2018	FIRE AND SAFETY WA	PE EQUIPMENT FOR FIRE BRIGADES.	1	942.96	
EFT32536	28/02/2019	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 4 X 1T BULKA BAGS OF COLDMEX.	1		5,346.00
INV 1249038831/01/2019		FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 4 X 1T BULKA BAGS OF COLDMEX.	1	2,816.00	
INV 1249038631/01/2019		FULTON HOGAN INDUSTRIES PTY LTD	PRODUCT CODE EP2174 - EMULSEAL 15L PAIL	1	2,530.00	
EFT32537	28/02/2019	GLENN STUART BEVERIDGE	REMOVE AND REPLACE SHADE SAIL AT BAKERS HILL OVAL	1		1,056.00

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INV 42	14/02/2019	GLENN STUART BEVERIDGE	REMOVE AND REPLACE SHADE SAIL AT BAKERS HILL OVAL	1	792.00	
INV 42	14/02/2019	GLENN STUART BEVERIDGE	REMOVE AND REPLACE SHADE SAIL AT APEX PARK	1	264.00	
EFT32538	28/02/2019	GO GO ON HOLD PTY LTD	ON HOLD MESSAGE SERVICE 6 MONTHLY (FEB-JULY 2019)	1		414.00
INV 0003221431/01/2019		GO GO ON HOLD PTY LTD	ON HOLD MESSAGE SERVICE 6 MONTHLY (FEB-JULY 2019)	1	414.00	
EFT32539	28/02/2019	GREENWARD CONSULTING	HERITAGE ADVICE REPORT - PROPOSED LED SIGN AT 125 FITZGERALD STREET NORTHAM	1		115.50
INV GW1810	31/01/2019	GREENWARD CONSULTING	HERITAGE ADVICE REPORT - PROPOSED LED SIGN AT 125 FITZGERALD STREET NORTHAM	1	115.50	
EFT32540	28/02/2019	HEMA.MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		107.73
INV INV-133713/02/2019		HEMA.MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	107.73	
EFT32541	28/02/2019	HITSERT CONTRACTING	WET HIRE DINGO FOR BOXING OUT HENRY STREET OVAL.	1		499.99
INV 270	20/02/2019	HITSERT CONTRACTING	WET HIRE DINGO FOR BOXING OUT HENRY STREET OVAL.	1	499.99	
EFT32543	28/02/2019	JASON SIGNMAKERS	MANUFACTURE & SUPPLY ONE (1) 4 METRE LONG X 300 HIGH SINGLE SIDED ON YELLOW CLASS 2, ALUMINIUM 'LOW CLEARANCE 2.33MTRS' SIGN FOR UNDERGROUND PARKING AREA AT BKB CENTRE.	1		750.20
INV 194066	08/02/2019	JASON SIGNMAKERS	MANUFACTURE & SUPPLY ONE (1) 4 METRE LONG X 300 HIGH SINGLE SIDED ON YELLOW CLASS 2, ALUMINIUM 'LOW CLEARANCE 2.33MTRS' SIGN FOR UNDERGROUND PARKING AREA AT BKB CENTRE.	1	750.20	
EFT32544	28/02/2019	JULIE PAMELA HARVEY	RATES CREDIT REFUND FOR ASSESSMENT A887 1010 NORTHAM-TOODYAY ROAD KATRINE 6401	1		2,000.00
INV A887	25/02/2019	JULIE PAMELA HARVEY	RATES CREDIT REFUND FOR ASSESSMENT A887 1010 NORTHAM-TOODYAY ROAD KATRINE 6401		2,000.00	
EFT32545	28/02/2019	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS AND ITEMS FOR KILLARA	1		293.87
INV 0003602930/01/2019		KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS AND ITEMS FOR KILLARA	1	293.87	



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EFT32546	28/02/2019	LANDMARK	SUPPLY ONE ROLL 200MTR OF CYCLONE RING LOCK 900 HIGH.	1		328.90
INV 9013213918/12/2018		LANDMARK	SUPPLY ONE ROLL 200MTR OF CYCLONE RING LOCK 900 HIGH.	1	328.90	
EFT32547	28/02/2019	LES NORRISH ON BEHALF OF NORRISH & HENDERSON	SHIRE OF NORTHAM HERITAGE ASSISTANCE FUND	1		10,065.00
INV KN15/02/02/02/2019		LES NORRISH ON BEHALF OF NORRISH & HENDERSON	SHIRE OF NORTHAM HERITAGE ASSISTANCE FUND	1	2,640.00	
INV KN15/02/15/02/2019		LES NORRISH ON BEHALF OF NORRISH & HENDERSON	SHIRE OF NORTHAM HERITAGE ASSISTANCE FUND	1	7,425.00	
EFT32548	28/02/2019	IGIS - RISK MANAGEMENT	CONTRACT WORKS INSURANCE FOR NORTHAM AQUATIC CENTRE	1		11,173.14
INV 062-203103/12/2018		IGIS - RISK MANAGEMENT	CONTRACT WORKS INSURANCE FOR NORTHAM AQUATIC CENTRE	1	11,173.14	
EFT32549	28/02/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	WORKFORCE PLANNING AND TALENT MANAGEMENT EVENT - 7 MARCH 2019 - BEV JONES	1		90.00
INV 10,449	21/02/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	WORKFORCE PLANNING AND TALENT MANAGEMENT EVENT - 7 MARCH 2019 - BEV JONES	1	90.00	
EFT32550	28/02/2019	MICHELLE KAYE BLACKHURST	REIMBURSEMENT CATERING - WUNDOWIE COMMUNITY HUB CONSULTATION	1		135.48
INV JW27022027/02/2019		MICHELLE KAYE BLACKHURST	REIMBURSEMENT CATERING - WUNDOWIE COMMUNITY HUB CONSULTATION	1	135.48	
EFT32551	28/02/2019	MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY 2 X LENGTHS ELECTRICAL DUCT.	1		41.54
INV 157431-607/02/2019		MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY 2 X LENGTHS ELECTRICAL DUCT.	1	41.54	
EFT32552	28/02/2019	MR NATURALLY CLEAN	SECURITY FOR VARIOUS PROPERTIES - JANUARY 2019.	1		825.00
INV INV-1235140/1/2019		MR NATURALLY CLEAN	SECURITY FOR VARIOUS PROPERTIES - JANUARY 2019.	1	825.00	
EFT32553	28/02/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR FEBRUARY 2019.	1		671.00
INV INV-289301/02/2019		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR FEBRUARY 2019.	1	671.00	

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EFT32554	28/02/2019	NINTEX PTY LTD	NINTEX PROMAPP SOFTWARE SUBSCRIPTION (PROCESS MAPPING)	1		1,595.00
INV INV5704	31/01/2019	NINTEX PTY LTD	NINTEX PROMAPP SOFTWARE SUBSCRIPTION (PROCESS MAPPING)	1	1,595.00	
EFT32555	28/02/2019	NORTHAM AERO CLUB	6 AERO CLUB BOOKS	1		120.00
INV 070	01/02/2019	NORTHAM AERO CLUB	6 AERO CLUB BOOKS	1	120.00	
EFT32556	28/02/2019	NORTHAM BETTA ELECTRICAL	COMPUTER FOR GRAPHIC DESIGN/VIDEO EDITING/WEB DESIGN/OCULUS RIFT	1		2,298.00
INV 2957298611	02/2019	NORTHAM BETTA ELECTRICAL	GALAXY TABLET MODEL SM-T590NZAAXSA FROM BE CONNECTED GRANT	1	449.00	
INV 19841	06/02/2019	NORTHAM BETTA ELECTRICAL	COMPUTER FOR GRAPHIC DESIGN/VIDEO EDITING/WEB DESIGN/OCULUS RIFT	1	1,849.00	
EFT32557	28/02/2019	NORTHAM FLORIST	FLOWERS FOR MICHAEL LETCH DELIVERED	1		100.00
INV 20874	21/02/2019	NORTHAM FLORIST	FLOWERS FOR MICHAEL LETCH DELIVERED	1	100.00	
EFT32558	28/02/2019	NORTHAM GARDENING SERVICE	FUEL LOAD REDUCTION	1		1,464.10
INV INV-006911	02/2019	NORTHAM GARDENING SERVICE	FUEL LOAD REDUCTION	1	1,464.10	
EFT32559	28/02/2019	NORTHAM MAZDA	REPLACE LATCH ON THE CENTRE CONSOLE & THE VENT COVERS ON THE FRONT BUMPER OF MAZDA CX5 N10734.	1		73.55
INV 122549	28/12/2019	NORTHAM MAZDA	REPLACE LATCH ON THE CENTRE CONSOLE & THE VENT COVERS ON THE FRONT BUMPER OF MAZDA CX5 N10734.	1	73.55	
EFT32560	28/02/2019	NORTHAM MITRE 10 SOLUTIONS	ONE PALLET OF GREY GENERAL PURPOSE CEMENT FOR CAPITAL WORKS ON SPENCERS BROOK ROAD.	1		1,310.44
INV 1038184118	01/2019	NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR BERNARD PARK.	1	31.42	
INV 1037875009	01/2019	NORTHAM MITRE 10 SOLUTIONS	ONE PALLET OF GREY GENERAL PURPOSE CEMENT FOR CAPITAL WORKS ON SPENCERS BROOK ROAD.	1	518.00	
INV 1038569131	01/2019	NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1	518.00	
INV 1038582531	01/2019	NORTHAM MITRE 10 SOLUTIONS	ASSORTED GARDENING SUPPLIES FOR KILLARA	1	125.01	

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INV 1038390824/01/2019		NORTHAM MITRE 10 SOLUTIONS	2 PAIRS OF SCATEURS & 2 PLASTIC LEAF RAKES.	1	68.31	
INV 1038402225/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR GRASS VALLEY FIRE SHED	1	49.70	
EFT32561	28/02/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	NEW SHADE SAIL FOR APEX PARK.	1		2,750.00
INV 3264	31/01/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	NEW SHADE SAIL FOR APEX PARK.	1	1,870.00	
INV 3267	06/02/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR/REPLACE SHADE SAIL FROM BAKERS HILL	1	330.00	
INV 3262	22/01/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR 2 X SHADE SAILS VANDALISED (MORRELL STREET PARK)	1	550.00	
EFT32562	28/02/2019	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS STREET SIGNS	1		1,654.40
INV 0000874701/02/2019		PERTH SAFETY PRODUCTS PTY LTD	VARIOUS STREET SIGNS	1	1,034.00	
INV 0000878215/02/2019		PERTH SAFETY PRODUCTS PTY LTD	VARIOUS SIGNS	1	533.50	
INV 0000844925/09/2018		PERTH SAFETY PRODUCTS PTY LTD	FLAGING WITH POSTS	1	86.90	
EFT32563	28/02/2019	PRIMARIES OF WA PTY LTD	HOSE REEL FOR PN1305	1		1,052.46
INV 4078927430/01/2019		PRIMARIES OF WA PTY LTD	HOSE REEL FOR PN1305	1	495.00	
INV 4079086401/02/2019		PRIMARIES OF WA PTY LTD	PN1512 - FLOJET TRIPLEX PUMP MODEL R3521139 SN15F4 12 AMP'S MAX (FUSE 15 AMP) 40 GPM (15.1LPM) MAX	1	287.29	
INV 4079086401/02/2019		PRIMARIES OF WA PTY LTD	WIND METER	1	270.17	
EFT32564	28/02/2019	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. UPGRADE SWITCHBOARD LIGHTING CIRCUITS WITH RCD'S FOR COMPLIANCE REASONS, AS PER QUOTE.	1		3,423.20
INV 0000551024/01/2019		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. UPGRADE SWITCHBOARD LIGHTING CIRCUITS WITH RCD'S FOR COMPLIANCE REASONS, AS PER QUOTE.	1	1,078.00	
INV 0000552119/02/2019		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL. HOOK UP POWER TO CHLORINE DOSING UNIT.	1	88.00	
INV 0000552419/02/2019		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL. REPLACE OR REPAIR LIGHTS AND ELECTRICAL ISSUES AS PER SITE VISIT.	1	749.10	



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INV 0000552219/02/2019		PROGRAMME ELECTRICAL MAINTENANCE	BAKERS HILL PAVILION. UPGRADE SWITCHBOARD CIRCUITS TO RCD FOR COMPLIANCE REASONS AS PER QUOTE.	1	1,073.60	
INV 0000552319/02/2019		PROGRAMME ELECTRICAL MAINTENANCE	BAKERS HILL PAVILION. CHECK ALL EXTERNAL LIGHTS AS STAYING ON ALL DAY, REFIX EXTERNAL LIGHT THAT IS HANGING DOWN.	1	434.50	
EFT32565	28/02/2019	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASE ORDERS FOR VISITORS CENTRE.	1		65.74
INV 0004590112/02/2019		QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASE ORDERS FOR VISITORS CENTRE.	1	65.74	
EFT32566	28/02/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR RAYMOND NOEL	1		110.00
INV 0030234	19/02/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR RAYMOND NOEL	1	110.00	
EFT32567	28/02/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES JANUARY 2019 - SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, KIM COLBOURNE, JORDYN BUDAS, ALYSHA MCCALL, JACK LITTLE MICHELLE WINMAR	1		3,008.79
INV JANUAR31/01/2019		RETAIL DECISIONS (COLES)	COLES EXPENSES JANUARY 2019 - SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, KIM COLBOURNE, JORDYN BUDAS, ALYSHA MCCALL, JACK LITTLE MICHELLE WINMAR	1	3,008.79	
EFT32568	28/02/2019	RICKY PICKETT	REFUND OF BOND PAYMENT FOR BOOKING #3758. MONEY WAS PUT INTO AN INCOME ACCOUNT INSTEAD OF A TRUST ACCOUNT	1		100.00
INV 27/02/20127/02/2019		RICKY PICKETT	REFUND OF BOND PAYMENT FOR BOOKING #3758. MONEY WAS PUT INTO AN INCOME ACCOUNT INSTEAD OF A TRUST ACCOUNT	1	100.00	
EFT32569	28/02/2019	SLAVS CLEANING SERVICE	CLEANING OF THE BKB CENTRE AS PER CONTRACT C.201819-05.	1		2,708.95
INV 1309	31/01/2019	SLAVS CLEANING SERVICE	CLEANING OF THE BKB CENTRE AS PER CONTRACT C.201819-05.	1	1,853.50	
INV 1300	31/12/2018	SLAVS CLEANING SERVICE	CLEANING OF THE BKB CENTRE AS PER CONTRACT C.201819-05. DECEMBER 2018.	1	855.45	

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EFT32570	28/02/2019	STATE LIBRARY OF WESTERN AUSTRALIA	MARC RECORD EXTRACT FOR WUNDOWIE LIBRARY, CATALOGUE MERGING	1		588.61
INV RIO2199515/01/2019		STATE LIBRARY OF WESTERN AUSTRALIA	MARC RECORD EXTRACT FOR WUNDOWIE LIBRARY, CATALOGUE MERGING	1	588.61	
EFT32571	28/02/2019	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	COMMUNITY GRANTS PROGRAMME 2018/2019	1		27,500.00
INV N19.1	22/09/2018	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	COMMUNITY GRANTS PROGRAMME 2018/2019	1	27,500.00	
EFT32572	28/02/2019	THE WORKWEAR GROUP	UNIFORM FOR WENDY SOFOULIS	1		1,022.25
INV 1114790831/01/2019		THE WORKWEAR GROUP	UNIFORM SHANE MOOREHEAD	1	117.00	
INV 1116599511/02/2019		THE WORKWEAR GROUP	UNIFORM - MARIE UNGAVARY	1	218.45	
INV 1116599808/02/2019		THE WORKWEAR GROUP	UNIFORM FOR WENDY SOFOULIS	1	281.35	
INV 1118089211/02/2019		THE WORKWEAR GROUP	UNIFORM FOR J MAHER	1	216.75	
INV 1116599611/02/2019		THE WORKWEAR GROUP	UNIFORM FOR BEV BULL	1	188.70	
EFT32573	28/02/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF TV SCREEN AT GRASS VALLEY BFB	1		1,815.00
INV 2101	08/02/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF TV SCREEN AT GRASS VALLEY BFB	1	1,815.00	
EFT32574	28/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1		150.00
INV 20	28/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 28/02/2019	1	50.00	
INV 19	26/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
INV 18	21/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS	1	50.00	
EFT32575	28/02/2019	TYRECYCLE PTY LTD	INKPEN LANDFILL COLLECTION OF TYRES FOR RECYCLING	1		935.11
INV 753410	04/02/2019	TYRECYCLE PTY LTD	INKPEN LANDFILL COLLECTION OF TYRES FOR RECYCLING	1	935.11	

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EFT32576	28/02/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	NORTHAM SWIMMING POOL. URGENT ATTEND SITE AND RECTIFY POWER TRIPPING TO FREEZER AND INSTALL NEW DOUBLE GPO.	1		315.87
INV 88989	31/01/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	NORTHAM POUND BUILDING. REPLACE 3 X FLURO STRIP LIGHTS, CHECK ALL OTHERS.	1	123.64	
INV 88993	31/01/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	NORTHAM SWIMMING POOL. URGENT ATTEND SITE AND RECTIFY POWER TRIPPING TO FREEZER AND INSTALL NEW DOUBLE GPO.	1	192.23	
EFT32577	28/02/2019	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN BUILDING	1		979.85
INV 01/02/20101/02/2019		WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN BUILDING	1	732.45	
INV SN00006B1/01/2019		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR ADMIN FOR JAN 2019	1	81.00	
INV 53246	11/02/2019	WARRICKS NEWSAGENCY	INK CARTRIDGES FOR KILLARA.	1	127.70	
INV SN00017B1/01/2019		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA	1	38.70	
EFT32578	28/02/2019	WAY SIGNS	WARNING SIGNS FOR CORELLAS	1		440.00
INV 2312	19/02/2019	WAY SIGNS	WARNING SIGNS FOR CORELLAS	1	440.00	
35092	08/02/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		85.00
INV DEDUCT05/02/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		85.00	
35093	08/02/2019	SYNERGY	WUNDOWIE DEPOT - 20/12/2018 TO 16/01/2019.	1		1,084.10
INV 1127695050/01/2019		SYNERGY	OLD NORTHAM FIRE STATION 27/11/2018-30/01/2019	1	317.95	
INV 3006770720/12/2018		SYNERGY	WUNDOWIE FOOTY PAVILLION 23/10/2018-20/12/2018	1	209.80	
INV 1640077116/01/2019		SYNERGY	WUNDOWIE DEPOT - 20/12/2018 TO 16/01/2019.	1	331.25	
INV 7471705314/01/2019		SYNERGY	SKATE PARK - 12/11/2018 TO 14/01/2019.	1	108.40	
INV 0929125211/01/2019		SYNERGY	GRASS VALLEY OVAL 09/11/2018 TO 11/01/2019.	1	116.70	
35094	08/02/2019	TELSTRA CORPORATION	HENRY ST OVAL JAN - FEB 2019.	1		72.32
INV 3864754812/01/2019		TELSTRA CORPORATION	HENRY ST OVAL JAN - FEB 2019.	1	72.32	



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35095	08/02/2019	WATER CORPORATION	REC CENTRE 12/11/2018-15/02/2019	1		39,221.48
INV 9007923522/01/2019		WATER CORPORATION	TRAFFIC ISLAND 20/11/2018-21/01/2019	1	32.94	
INV 9007840207/12/2018		WATER CORPORATION	STANDPIPE ENGINEERING 05/10/2018-06/12/2018	1	6,197.93	
INV 9007840207/12/2018		WATER CORPORATION	STANDPIPE 05/10/2018-06/12/2018	1	7,085.26	
INV 9007909706/02/2019		WATER CORPORATION	REC CENTRE 12/11/2018-15/02/2019	1	7,779.17	
INV 9021499422/01/2019		WATER CORPORATION	NORTHAM SWIMMING POOL 20/11/2018-21/01/2019	1	176.52	
INV 9007925913/02/2019		WATER CORPORATION	DOG POUND 20/11/2018-22/01/2019	1	195.12	
INV 9012562922/01/2019		WATER CORPORATION	ROAD VERGE 20/11/2018-21/01/2019	1	81.09	
INV 9007938925/01/2019		WATER CORPORATION	STANDPIPE - 23/11/2018-24/01/2019	1	42.90	
INV 9007917218/01/2019		WATER CORPORATION	BERT HAWKE OVAL - 16/11/2018 TO 17/01/2019.	1	1,375.96	
INV 9012475718/01/2019		WATER CORPORATION	VACANT LAND - 16/11/2018 TO 16/01/2019.	1	212.86	
INV 9007918421/01/2019		WATER CORPORATION	PERINA WAY PARK 20/11/2018 TO 18/01/2019.	1	1,330.35	
INV 9007917017/01/2019		WATER CORPORATION	CEMETERY 14/11/2018 TO 16/01/2019.	1	932.51	
INV 9007913515/01/2019		WATER CORPORATION	DEPOT BUILDING 13/11/2018 TO 14/01/2019.	1	423.18	
INV 9007913145/01/2019		WATER CORPORATION	DEPOT BUILDING 13/11/2018 TO 14/01/2019.	1	326.89	
INV 9007925921/01/2019		WATER CORPORATION	RESERVE 20/11/2019 TO 18/01/2019.	1	793.14	
INV 9007908715/01/2019		WATER CORPORATION	KINDERGARDEN MAY ST 13/11/2018 TO 14/01/2019.	1	100.38	
INV 9007907314/01/2019		WATER CORPORATION	RIVERBANK TO BROOME TCE 13/11/2018 TO 11/01/2019.	1	169.78	
INV 9007909711/01/2019		WATER CORPORATION	JUBILEE OVAL 06/11/2018 TO 10/01/2019	1	538.23	
INV 9007907414/01/2019		WATER CORPORATION	BERNARD PARK 13/11/2018 TO 11/01/2019.	1	5,529.83	
INV 9007929414/01/2019		WATER CORPORATION	AVON MALL 13/11/2018 TO 11/01/2019.	1	1,973.99	
INV 9012642714/01/2019		WATER CORPORATION	GARDEN AT NIND ST 07/11/2018 TO 11/01/2019.	1	12.67	
INV 9007908111/01/2019		WATER CORPORATION	TRAFFIC ISLANDS 07/11/2018 TO 10/01/2019.	1	111.50	
INV 9007901710/01/2019		WATER CORPORATION	FURSLOWE PARK 03/11/2018 TO 07/01/2019.	1	2,703.78	
INV 9007913515/01/2019		WATER CORPORATION	DEPOT STANDPIPE 13/11/2018 TO 14/01/2019.	1	1,095.50	

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35096	15/02/2019	SYNERGY	ELECTRICITY ACCOUNTS FOR VARIOUS PROPERTIES 04/01/2019-05/02/2019.	1		27,050.63
INV 9152416401/02/2019		SYNERGY	AUXILLARY LIGHTING CHARGES - 02/01/2019 TO 01/02/2019.	1	131.90	
INV 1578225606/02/2019		SYNERGY	IRISHTOWN BFB 19/11/2018 TO 06/02/2018.	1	143.15	
INV 7921766205/02/2019		SYNERGY	ELECTRICITY ACCOUNTS FOR VARIOUS PROPERTIES 04/01/2019-05/02/2019.	1	26,775.58	
35097	15/02/2019	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/01/2019 TO 27/02/2019.	1		3,446.13
INV 6305302927/01/2019		TELSTRA CORPORATION	BAKER HILL BUSH FIRE BRIGADE - 22/01/2019	1	31.75	
INV 2726009028/01/2019		TELSTRA CORPORATION	MOBILES FOR DEPOT/KILLARA -A/H 28/01/2019 TO 27/02/2019.	1	90.00	
INV 2726008928/01/2019		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/01/2019 TO 27/02/2019.	1	3,274.38	
INV 2726009028/01/2019		TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLERS 28/01/2019 TO 27/02/2019	1	50.00	
35098	15/02/2019	WATER CORPORATION	STANDPIPE NXT L304 LOCKYER RD 30/11/2018 TO 01/02/2019	1		5,150.94
INV 9007938704/02/2019		WATER CORPORATION	STANDPIPE NXT L304 LOCKYER RD 30/11/2018 TO 01/02/2019	1	2,619.92	
INV 9007891806/02/2019		WATER CORPORATION	STANDPIPE AT BAKERS HILL 01/12/2018 TO 05/02/2019.	1	2,498.08	
INV 9007892006/02/2019		WATER CORPORATION	BAKERS HILL BRIGADE - 01/12/2018 TO 05/02/2019.	1	32.94	
35099	22/02/2019	CRAIG GIBSON	CROSSOVER REBATE PAYMENT FOR 4 HEATON DRIVE NORTHAM	1		800.00
INV CK1902249/02/2019		CRAIG GIBSON	CROSSOVER REBATE PAYMENT FOR 4 HEATON DRIVE NORTHAM	1	800.00	
35100	22/02/2019	PETTY CASH	PETTY CASH REIMBURSEMENT FOR ADMIN - JANUARY 2019.	1		27.00
INV P/C ADM24/01/2019		PETTY CASH	PETTY CASH REIMBURSEMENT FOR ADMIN - JANUARY 2019.	1	27.00	
35101	22/02/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		85.00
INV DEDUCT19/02/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		85.00	

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35102	22/02/2019	SYNERGY	BKB 09/01/2019 TO 13/02/2019.	1		4,293.60
INV 1648520329/01/2019		SYNERGY	OLD GIRLS SCHOOL - 26/11/2018 TO 29/01/2019.	1	118.95	
INV 2931107313/02/2019		SYNERGY	BKB 09/01/2019 TO 13/02/2019.	1	1,666.25	
INV 2361098051/01/2019		SYNERGY	RAP PARK - AVON YOUTH - 28/11/2018 TO 31/01/2019.	1	118.40	
INV 1539025129/01/2019		SYNERGY	OLD SHIRE DEPOT - 26/11/2018 TO 29/01/2019	1	470.00	
INV 3355969229/01/2019		SYNERGY	VISITORS CENTRE - 22/11/2018 TO 23/01/2019.	1	1,433.85	
INV 9356001429/01/2019		SYNERGY	VISITORS CENTRE CONF ROOM - 26/11/2018 TO 29/01/2019.	1	486.15	
35103	22/02/2019	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 5/02/2019 TO 04/03/2019.	1		8,106.87
INV 2726008910/02/2019		TELSTRA CORPORATION	BUSHFIRE BRIGADES MOBILE 10/02/2019 TO 09/03/2019.	1	176.95	
INV 3864754812/02/2019		TELSTRA CORPORATION	HENRY ST OVAL RETIC 05/02/2019 TO 04/03/2019.	1	72.32	
INV 9026075012/02/2019		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 5/02/2019 TO 04/03/2019.	1	7,857.60	
35104	22/02/2019	WATER CORPORATION	ANIMAL POUND AT FOX RD 01/12/2018 TO 04/02/2019	1		2,941.55
INV 9007840312/02/2019		WATER CORPORATION	GRASS VALLEY BFB SHED - 07/12/2018 TO 11/02/2019.	1	15.20	
INV 9007891706/02/2019		WATER CORPORATION	HOOPER PARK - 01/12/2018 TO 05/02/2019.	1	200.19	
INV 9010596329/01/2019		WATER CORPORATION	GEORGE NUICH PARK - 24/11/2018 TO 25/01/2019.	1	985.73	
INV 9007947905/02/2019		WATER CORPORATION	ANIMAL POUND AT FOX RD 01/12/2018 TO 04/02/2019	1	1,386.10	
INV 9007938504/02/2019		WATER CORPORATION	CLACKLINE HALL 30/11/2018 TO 01/02/2019.	1	5.07	
INV 9007892506/02/2019		WATER CORPORATION	BAKERS HILL REC CENTRE 01/12/2018 TO 05/02/2019	1	349.26	
35105	28/02/2019	PETER WILLIAM RILEY	RATES REFUND PENSION REBATE AT SETTLEMENT FOR ASSESSMENT A.2166 15 ACCEDEN'S RISE BAKERS HILL WA 6562	1		791.00
INV A.2166	22/02/2019	PETER WILLIAM RILEY	RATES REFUND PENSION REBATE AT SETTLEMENT FOR ASSESSMENT A.2166 15 ACCEDEN'S RISE BAKERS HILL WA 6562		791.00	
35106	28/02/2019	SYNERGY	MAY STREET KINDY. FINAL ELECTRICITY ACCOUNT FOR DISCONNECTION.	1		426.40



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INV 3182662143/02/2019		SYNERGY	MAY STREET KINDY. FINAL ELECTRICITY ACCOUNT FOR DISCONNECTION.	1	426.40	
35107	28/02/2019	WATER CORPORATION	STANDPIPE GEASS VALLEY - 06/12/2019-11/02/2019	1		8,202.85
INV 9007840213/02/2019		WATER CORPORATION	GRASS VALLEY HALL - 06/12/2019-11/02/2019	1	316.75	
INV 9007840205/03/2019		WATER CORPORATION	STANDPIPE GEASS VALLEY - 06/12/2019-11/02/2019	1	7,886.10	
DD13389.1	01/02/2019	WESTNET PTY LTD	HOSTING EMAIL PROTECTION RECURRING FROM 31/12/18 TO 31/12/2019	1		119.00
INV 1074788401/02/2019		WESTNET PTY LTD	HOSTING EMAIL PROTECTION RECURRING FROM 31/12/18 TO 31/12/2019	1	119.00	
DD13399.1	05/02/2019	WA. SUPER	Payroll deductions	1		24,491.73
INV SUPER	05/02/2019	WA. SUPER	Superannuation contributions	1	21,836.60	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	1,393.09	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	103.03	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	52.74	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	229.56	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	25.00	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	325.00	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	88.65	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	294.62	
INV DEDUCT05/02/2019		WA. SUPER	Payroll deductions	1	143.44	
DD13399.2	05/02/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		134.77
INV SUPER	05/02/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	134.77	
DD13399.3	05/02/2019	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	05/02/2019	ESSENTIAL SUPER	Superannuation contributions	1	156.02	

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DD13399.4	05/02/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		205.10
INV SUPER	05/02/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	205.10	
DD13399.5	05/02/2019	CBUS	Superannuation contributions	1		190.27
INV SUPER	05/02/2019	CBUS	Superannuation contributions	1	190.27	
DD13399.6	05/02/2019	HOSTPLUS SUPER	Superannuation contributions	1		228.97
INV SUPER	05/02/2019	HOSTPLUS SUPER	Superannuation contributions	1	228.97	
DD13399.7	05/02/2019	PRIME SUPER	Payroll deductions	1		385.96
INV SUPER	05/02/2019	PRIME SUPER	Superannuation contributions	1	278.25	
INV DEDUCT05/02/2019	05/02/2019	PRIME SUPER	Payroll deductions	1	107.71	
DD13399.8	05/02/2019	ONEPATH	Superannuation contributions	1		191.37
INV SUPER	05/02/2019	ONEPATH	Superannuation contributions	1	191.37	
DD13399.9	05/02/2019	MEDIA SUPER	Superannuation contributions	1		232.62
INV SUPER	05/02/2019	MEDIA SUPER	Superannuation contributions	1	232.62	
DD13405.1	07/02/2019	BANKWEST	MASTERCARD JASON WHITEAKER 21/12/19 TO 22/1/19	1		2,431.67
INV 21/12 TO 07/02/2019	07/02/2019	BANKWEST	MASTERCARD BRENDON RUTTER 21/12/19 TO 22/1/19	1	802.79	
INV C YOUNG07/02/2019	07/02/2019	BANKWEST	MASTERCARD COLIN YOUNG 21/12/19 TO 22/1/19	1	556.92	
INV C KLEYN07/02/2019	07/02/2019	BANKWEST	MASTERCARD CLINTON KLEYNHAN'S 21/12/19 TO 22/1/19	1	119.00	
INV R RAYSON07/02/2019	07/02/2019	BANKWEST	MASTERCARD ROSS RAYSON 21/12/19 TO 22/1/19	1	795.66	
INV J WHITE07/02/2019	07/02/2019	BANKWEST	MASTERCARD JASON WHITEAKER 21/12/19 TO 22/1/19	1	157.30	
DD13413.1	05/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		-288.61
INV REVERSA05/02/2019	05/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	-288.61	

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DD13417.1	05/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		391.79
INV SUPER	08/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	391.79	
DD13453.1	19/02/2019	WA SUPER	Payroll deductions	1		24,209.11
INV SUPER	19/02/2019	WA SUPER	Superannuation contributions	1	21,564.22	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	1,392.79	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	97.45	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	45.26	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	232.89	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT	19/02/2019	WA SUPER	Payroll deductions	1	143.44	
DD13453.2	19/02/2019	SUNSUPER	Superannuation contributions	1		813.57
INV SUPER	19/02/2019	SUNSUPER	Superannuation contributions	1	813.57	
DD13453.3	19/02/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		135.89
INV SUPER	19/02/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	135.89	
DD13453.4	19/02/2019	ESSENTIAL SUPER	Superannuation contributions	1		146.89
INV SUPER	19/02/2019	ESSENTIAL SUPER	Superannuation contributions	1	146.89	
DD13453.5	19/02/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		202.61
INV SUPER	19/02/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	202.61	
DD13453.6	19/02/2019	CBUS	Superannuation contributions	1		189.36



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INV SUPER	19/02/2019	CBUS	Superannuation contributions	1	189.36	
DD13453.7	19/02/2019	HSTPLUS SUPER	Superannuation contributions	1		249.55
INV SUPER	19/02/2019	HSTPLUS SUPER	Superannuation contributions	1	249.55	
DD13453.8	19/02/2019	PRIME SUPER	Payroll deductions	1		434.51
INV SUPER	19/02/2019	PRIME SUPER	Superannuation contributions	1	313.25	
INV DEDUCT	19/02/2019	PRIME SUPER	Payroll deductions	1	121.26	
DD13453.9	19/02/2019	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	19/02/2019	ONEPATH	Superannuation contributions	1	191.99	
DD13463.1	22/02/2019	WA SUPER	Superannuation contributions	1		17.74
INV SUPER	22/02/2019	WA SUPER	Superannuation contributions	1	17.74	
DD13463.2	22/02/2019	HSTPLUS SUPER	Superannuation contributions	1		43.50
INV SUPER	22/02/2019	HSTPLUS SUPER	Superannuation contributions	1	43.50	
DD13470.1	22/02/2019	WA SUPER	Superannuation contributions	1		107.57
INV SUPER	25/02/2019	WA SUPER	Superannuation contributions	1	107.57	
DD13473.1	26/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		201.57
INV SUPER	26/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	201.57	
DD13493.1	28/02/2019	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FEBRUARY 19	1		1,046.85
INV FEB	201928/02/2019	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FEBRUARY 19	1	1,046.85	
DD13399.10	05/02/2019	UNISUPER	Payroll deductions	1		544.02
INV SUPER	05/02/2019	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT	05/02/2019	UNISUPER	Payroll deductions	1	151.82	

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DD13399.11	05/02/2019	CATHOLIC SUPER	Superannuation contributions	1		57.08
INV SUPER	05/02/2019	CATHOLIC SUPER	Superannuation contributions	1	57.08	
DD13399.12	05/02/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,725.10
INV SUPER	05/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,625.22	
INV DEDUCT05/02/2019	05/02/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	99.88	
DD13399.13	05/02/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		197.53
INV SUPER	05/02/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	167.53	
INV DEDUCT05/02/2019	05/02/2019	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13399.14	05/02/2019	HESTA SUPER FUND	Payroll deductions	1		265.96
INV SUPER	05/02/2019	HESTA SUPER FUND	Superannuation contributions	1	191.74	
INV DEDUCT05/02/2019	05/02/2019	HESTA SUPER FUND	Payroll deductions	1	74.22	
DD13399.15	05/02/2019	REST INDUSTRY SUPER	Superannuation contributions	1		966.13
INV SUPER	05/02/2019	REST INDUSTRY SUPER	Superannuation contributions	1	966.13	
DD13399.16	05/02/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		90.44
INV SUPER	05/02/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	90.44	
DD13399.17	05/02/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		217.17
INV SUPER	05/02/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	217.17	
DD13399.18	05/02/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		449.77
INV SUPER	05/02/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	449.77	
DD13399.19	05/02/2019	AMP LIFE LIMITED	Superannuation contributions	1		673.19
INV SUPER	05/02/2019	AMP LIFE LIMITED	Superannuation contributions	1	673.19	

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DD13399.20	05/02/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	05/02/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13399.21	05/02/2019	SUNSUPER	Superannuation contributions	1		727.30
INV SUPER	05/02/2019	SUNSUPER	Superannuation contributions	1	727.30	
DD13453.10	19/02/2019	MEDIA SUPER	Superannuation contributions	1		206.45
INV SUPER	19/02/2019	MEDIA SUPER	Superannuation contributions	1	206.45	
DD13453.11	19/02/2019	UNISUPER	Payroll deductions	1		544.02
INV SUPER	19/02/2019	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT	19/02/2019	UNISUPER	Payroll deductions	1	151.82	
DD13453.12	19/02/2019	HESTA SUPER FUND	Payroll deductions	1		445.77
INV SUPER	19/02/2019	HESTA SUPER FUND	Superannuation contributions	1	336.91	
INV DEDUCT	19/02/2019	HESTA SUPER FUND	Payroll deductions	1	108.86	
DD13453.13	19/02/2019	CATHOLIC SUPER	Superannuation contributions	1		43.16
INV SUPER	19/02/2019	CATHOLIC SUPER	Superannuation contributions	1	43.16	
DD13453.14	19/02/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		151.69
INV SUPER	19/02/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	121.69	
INV DEDUCT	19/02/2019	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13453.15	19/02/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,654.27
INV SUPER	19/02/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,552.39	
INV DEDUCT	19/02/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	101.88	
DD13453.16	19/02/2019	REST INDUSTRY SUPER	Superannuation contributions	1		966.31
INV SUPER	19/02/2019	REST INDUSTRY SUPER	Superannuation contributions	1	966.31	



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DD13453.17	19/02/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		98.97
INV SUPER	19/02/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	98.97	
DD13453.18	19/02/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		219.71
INV SUPER	19/02/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	219.71	
DD13453.19	19/02/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		519.59
INV SUPER	19/02/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	519.59	
DD13453.20	19/02/2019	AMP LIFE LIMITED	Superannuation contributions	1		700.17
INV SUPER	19/02/2019	AMP LIFE LIMITED	Superannuation contributions	1	700.17	
DD13453.21	19/02/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	19/02/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,895,672.80
2	TRUST FUND	43,134.83
<b>TOTAL</b>		<b>1,938,807.63</b>

## Attachment 2

### Payment dates 1st of February 2019 to 28th February 2019

- Municipal Fund payment cheque numbers 35092 to 35107 Total \$101,784.87.
- Trust Fund payment cheque numbers 2052-2053 total \$121.50.

#### Electronic Funds Transfer

- Municipal Fund EFT32326 to EFT32578 Total \$1,723,035.24.
- Trust Fund \$43,013.33.

Direct Debits Total \$70,852.69.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October	\$ 81,575.31	\$1,929,162.93	\$ 106,587.03	\$ 628,872.64	\$ 2,746,197.91
November	\$ 117,243.45	\$1,482,342.30	\$ 71,164.39	\$ 445,810.16	\$ 2,116,560.30
December	\$ 39,439.79	\$1,046,201.17	\$ 75,011.58	\$ 461,516.89	\$ 1,622,169.43
January	\$ 128,297.30	\$2,544,662.26	\$ 73,290.54	\$ 468,244.45	\$ 3,214,494.55
February	\$ 101,906.37	\$1,766,048.57	\$ 70,852.69	\$ 467,327.85	\$ 2,406,135.48
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$683,531.88</b>	<b>\$13,542,357.12</b>	<b>\$604,459.50</b>	<b>\$3,841,231.16</b>	<b>\$18,671,579.66</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD13405.1

Summary Credit Card Payments	\$	Total
<b>EXECUTIVE MANAGER ENGINEERING SERVICES</b>		
SUBWAY NORTHAM - CATERING OSH MEETING	119.00	<b>119.00</b>
<b>CESM</b>		
DOMINOS ESTORE 20/12/19 BFAC WORKSHOP	172.00	
RED DOT STORE - STORAGE CRATES FOR BFB	24.99	
JS TECHNOLOGY & DIGITAL - PHONE COVER/SCREEN	75.00	
PROTECTOR CABLE		
TARGET - GRASS VALLEY BFB KITCHEN SUPPLIES	77.30	

Summary Credit Card Payments	\$	Total
DOMINOS ESTORE REFRESHMENTS FOR BRIGADES TRAINING/MEETING	161.55	
LUCY'S TEAROOMS - MAF FUNDING MEETING AND MAPPING	54.50	
JAYCAR PTY LTD - 4G ANTENNA & ADAPTORS FOR CESM VEHICLE	237.45	<b>802.79</b>
<b>EXECUTIVE MANAGER CORPORATE SERVICES</b>		
METRO PETROLEUM JURIE DIESEL	20.00	
MICROSOFT MONTHLY INVOICE	80.76	
FOXIT SOFTWARE - PDF BUSINESS	266.99	
ADOBE CREATIVE CLOUD - MONTHLY SUBSCRIPTION	189.17	<b>556.92</b>
<b>EXECUTIVE MANAGER COMMUNITY SERVICES</b>		
PHAPS PTY LTD MANAGERS LUNCH	151.00	
FACEBOOK - AUSTRALIAN DAY XON F18	79.26	
SUBWAY NORTHAM 1 PLATTER	45.00	
EIA (WA) EVENTS INDUSTRY ASSOCIATION - REGIONAL MEMBERSHIP FEE	250.00	
PANDA CHINESE RESTAURANT COUNCIL MEETING CATERING	270.40	<b>795.66</b>
<b>CEO</b>		
PHAPS PTY LTD - JUICEBOX MEETING 20/12/18	28.00	
PHAPS PTY LTD - JUICEBOX MEETING 20/12/18	11.50	
PHAPS PTY LTD - JUICEBOX MEETING 20/12/18	6.00	
PHAPS PTY LTD - 28/12/18	96.00	
FOREIGN TRANSACTION FEE	2.34	
FOREIGN TRANSACTION FEE	7.88	
FOREIGN TRANSACTION FEE	5.58	<b>157.30</b>
<b>Total Credit Card Expenditure</b>		<b>\$2,431.67</b>

CERTIFICATION OF THE PRESIDENT

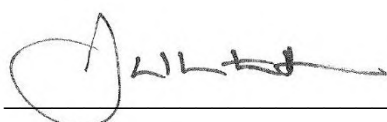
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,406,135.48 was submitted to the Ordinary Meeting of Council on Wednesday, 20 March 2019.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,406,135.48 was submitted to each member of the Council on Wednesday, 20 March 2019, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.



CHIEF EXECUTIVE OFFICER



#### 12.4.2 Financial Statement for the period ending 28 February 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate 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 Financial Statement for the period ending 28 February 2019.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 28 February 2019.

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#### 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 26 February 2019 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

## **Notes to the Financial Statements**

### **Operating Income**

1. General Purpose Funding income is over budget by \$36,594 with the timing of Interest Instalments of \$17,398 and legal costs recoverable of \$16,949
2. Education and Welfare is under by \$45,317 due predominantly to Killara client fees of \$51,016
3. Transport is over budget by \$10,804,718. This was caused by Mainroads handover of Newcastle Street Bridge with a fair value of \$10,743,000
4. Economic Services is under budget \$106,739 predominantly due to the items presented below;
  - Timing of the festivals and events grant funding of \$28,000.
  - BKB revenue is under budget by \$50,252
  - Building Permits are under budget by \$18,997
  - **Tourism reimbursements for branding is under by \$18,319**
5. Other Property and Services is over by \$50,837 due to an unbudgeted fuel rebate of \$65,013.

### **Operating Expenditure**

6. Governance is under budget by \$140,591 predominantly due to the items disclosed below;
  - Consultants of \$69,056
  - Salaries and wages \$47,290
  - **Governance Expense Other \$4,242**
  - **Timing of Councillor training of \$3,328**
  - Postage and freight \$6,699
  - Audit fees \$8,206
7. Law and Order is under by \$27,568 due predominantly to the following
  - Fire hazard reduction and firebreaks \$29,173
8. Health is under by \$23,503 due to salaries and wages are under by \$9,638 and Legal expenses by \$16,192
9. Education and Welfare are under by \$53,438 due to
  - Salaries and wages by \$22,026
  - Consultancy service by \$5,810
  - Building maintenance by \$7,069
  - Vehicle expenses by \$7,961
  - **Non recurrent furniture and equipment \$5,000**
10. Community Amenities is under budget 11.51%, \$242,628 due to the items presented below;
  - Rubbish site maintenance \$182,990 (timing)

- Regional verge bins \$23,542
  - **Septage Pond Maintenance \$13,179**
  - Flood mitigation is under \$10,179 due predominantly to refunds from synergy resulting from being overcharged for estimated power usage readings
  - Town Pool aerators \$8,792
  - Tree subsidy \$5,529.
  - Avon River dredging \$6,362
  - Consultants of \$26,343
  - Town Planning salaries & wages \$19,004
  - Municipal Heritage inventory \$10,000
  - Cemeteries expenditure \$16,256
  - Drainage Management is over budget by \$100,104, being the dedicated crew at the Bakers Hill sub divisions.
11. Recreation and Culture is under budget by \$443,139. This includes the following items;
- Public Halls \$36,674
  - Timing of swimming pool expenditure
    - Electricity \$9,803
    - Water \$19,802
    - Water park \$8,720
  - Rec Centre salaries \$36,993
  - Recreation control \$16,530
  - Progress Association \$4,400
  - Interest on loans timing \$16,851 (timing)
  - Parks and gardens \$148,559(timing)
  - **Community sponsorship \$9,293**
  - Wundowie Oval buildings \$7,495
  - Depreciation of \$81,025 due to adjustments to the fair value of assets.
  - Library salaries and staff costs \$19,811
  - Library building maintenance \$7,312
12. Transport is under budget \$429,964 relating to the timing of the works program.
13. **Other Economic Services are under by \$141,144 due to**
- **Marketing & promotion \$18,700**
  - **Visitors Centre building maintenance \$33,942**
  - **Festivals & events \$44,486**
  - **Maintenance Council property \$45,235**
14. **Other Property and services are over by \$40,214 public works overhead allocations**

#### **Operating Income by Nature and Type**

15. Interest earnings are over budget by \$31,994 due to the timing of interest received.



### **Operating Expenditure by Nature and Type**

16. Materials and contracts is under budget 29% due to the timing of items presented below;
  - Valuations and searches \$14,310
  - Rubbish site maintenance \$279,808(timing)
  - **Regional verge bins \$23,542.**
  - **Septage pond maintenance \$13,179**
  - Municipal Heritage inventory \$10,000
  - Cemeteries expenditure \$16,256
  - Maintenance Council property \$45,109
  - Marketing and promotion \$18,700
  - Festival and events \$44,486
  - Consultants as disclosed at points 6,9 & 10 above
  - Bridge maintenance \$88,323
  - Verge maintenance \$156,960
  - Parks, ovals and gardens and reserves \$65,465
17. Utility charges are under budget by 6%, water by \$31,400.
18. Depreciation is under budget 6% due to changes to the fair value of Council's infrastructure assets.
19. Interest expense is under budget \$23,930 (timing)
20. Other expenditure is over budget by \$155,039, predominantly due to the timing of internal allocations relating to POC (non-cash).
21. Non operating grants are as disclosed in item 3
22. Profit and loss variation are due to the timing of the plant replacement program.

### **Capital expenditure**

23. Server upgrade is over budget by \$5,700 due to additional unforeseen hardware requirements during the upgrade.
24. The Flocon unit required maintenance of \$19,260, due to the significant expenditure this item has been capitalized.
25. Spencers Brook Road is over budget \$27,804 due to additional plant and labour costs.
26. Katrine Road \$72,477 over budget, due to additional plant and labour costs
27. Cody Street is over budget due to additional tree root removal costs
28. Foreman Street is over budget due to reconstruction of the side of road for drainage
29. Newcastle Road Bridge was handed over to the Shire from Mainroads and has been added to the asset register \$10,943,000

## **CONSIDERATIONS**

### **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.

### **Financial / Resource Implications**

The Financial Statements have been prepared in accordance with Council's 2018/19 Budget.

### **Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
Local Government (Financial Management) Regulations 1996.

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

N/A.

### **Risk Implications**

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
  - Risk assessed as low as there are processes in place to ensure that this report is presented to Council each month in order to comply with relevant legislation.
- Legal – Nil.

### **OFFICER'S COMMENT**

Nil.

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

**Minute No: C.3612**

**Moved: Cr Ryan**

**Seconded: Cr Della**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 28 February 2019.**


**CARRIED 10/0**

Clarification was sought in relation to the reallocation/journal between capital and operational accounts, reference was made to the Auditor General's

Report in relation to this. The Executive Manager Corporate Services advised that this is looked at around the end of the financial year and budget review. There are parameters set with respect to the variance e.g. more than \$10,000 for one job and if there is a significant variance it will be capitalised. It was also advised that staff don't journal because it is over budget as otherwise this won't give a true reflection of expenses. The Chief Executive Officer also advised that the matters raised in the Auditor General's Report were around journals not containing sufficient supporting documentation and a downfall of procedures (e.g. one person doing this and signing off). It was advised that the Shire's process requires two people to sign off with these generally being the Executive Manager Corporate Services and the Accountant.



## Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 28 FEBRUARY 2019**

**TABLE OF CONTENTS**

	Page
Statement of Financial Activity	2 to 4
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2019

NOTE	18/19 Budget \$	Ytd Budget \$	18/19 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>					
<b>Revenues</b>					
Governance	61,400	48,904	59,682	10,778	22.04%
General Purpose Funding Other	2,172,748	1,580,012	1,622,290	42,279	2.68%
General Purpose Funding Rates	10,247,614	10,246,072	10,240,387	(5,685)	(0.06%)
Law, Order, Public Safety	1,493,449	373,440	368,460	(4,980)	(1.33%)
Health	81,000	62,100	57,343	(4,757)	(7.66%)
Education and Welfare	1,335,198	959,362	914,045	(45,317)	(4.72%)
Housing	44,568	29,704	33,616	3,912	13.17%
Community Amenities	2,648,293	2,188,041	2,211,280	23,239	1.06%
Recreation and Culture	6,592,200	947,732	971,255	23,523	2.48%
Transport	2,566,554	1,222,388	1,202,710	(10,678)	(0.88%)
Economic Services	696,402	466,326	360,573	(106,353)	(22.78%)
Other Property and Services	148,110	108,728	146,809	38,081	35.02%
<b>Total Operating Revenue</b>	<b>28,087,536</b>	<b>18,233,409</b>	<b>29,012,847</b>	<b>10,779,438</b>	<b>59.12%</b>
<b>Expenses</b>					
Governance	(1,296,184)	(924,604)	(784,013)	140,591	15.21%
General Purpose Funding	(283,705)	(192,927)	(195,177)	(2,250)	(1.17%)
Law, Order, Public Safety	(1,289,643)	(876,660)	(849,092)	27,568	3.14%
Health	(299,775)	(206,159)	(182,656)	23,503	11.40%
Education and Welfare	(1,372,112)	(946,245)	(892,806)	53,438	5.65%
Housing	(74,259)	(49,441)	(40,980)	8,461	17.11%
Community Amenities	(3,570,527)	(2,160,656)	(1,918,028)	242,628	11.23%
Recreation & Culture	(4,606,921)	(3,191,978)	(2,748,839)	443,139	13.88%
Transport	(5,661,202)	(3,826,566)	(3,396,602)	429,964	11.24%
Economic Services	(2,669,610)	(1,873,850)	(1,745,656)	128,194	6.84%
Other Property and Services	(97,351)	(81,799)	(122,013)	(40,214)	(49.16%)
<b>Total Operating Expenses</b>	<b>(21,221,289)</b>	<b>(14,330,885)</b>	<b>(12,875,860)</b>	<b>1,455,024</b>	<b>10.15%</b>
<b>Removal of Non-Cash Items</b>					
(Profit)/Loss on Asset Disposals	(138,539)	75,848	46,370	(29,478)	
Movement in Employee Benefit Provisions	0	0	(1,740)	(1,740)	
Depreciation on Assets	4,363,387	2,545,193	1,720,836	(824,357)	
<b>Non Operating Items</b>					
Purchase Land Held for Resale	0	0	0	0	
Purchase Land and Buildings	(2,002,930)	(816,558)	(576,192)	240,366	29.44%
Purchase Plant and Equipment	(1,565,116)	(1,145,432)	(768,036)	377,396	32.95%
Purchase Furniture and Equipment	(122,106)	(282,106)	(85,530)	196,576	69.68%
Purchase Bush Fire Equipment	0	0	0	0	
Purchase Playground Equipment	0	0	0	0	
Purchase Infrastructure Assets - Roads	(3,915,190)	(2,602,467)	(1,614,321)	988,146	37.97%
Purchase Infrastructure Assets - Bridges	(337,861)	0	(10,943,000)	(10,943,000)	#DIV/0!
Purchase Infrastructure Assets - Footpaths	0	(337,861)	(258,239)	79,622	
Purchase Infrastructure Assets - Drainage	(1,904,123)	(1,664,016)	(753,512)	910,504	54.72%
Purchase Infrastructure Assets - Parks & Ovals	(2,717,581)	(1,112,444)	(627,829)	484,615	43.56%
Purchase Infrastructure Assets - Airfields	(59,200)	(39,464)	0	39,464	100.00%
Purchase Infrastructure Assets - Streetscape	(191,000)	(120,664)	(106,969)	13,695	11.35%
Purchase Infrastructure Assets - Other	(11,431,019)	(935,672)	(531,082)	404,590	43.24%
Proceeds from Disposal of Assets	1,111,000	32,786	32,786	(0)	0.00%
Repayment of Debentures	(227,381)	(98,220)	(174,180)	(75,960)	(77.34%)
Proceeds from New Debentures	5,000,000	0	0	0	
Self-Supporting Loan Principal Income	25,095	3,063	12,417	9,354	(305.39%)
Transfers to Restricted Assets (Reserves)	(1,044,301)	0	(70,084)	(70,084)	
Transfers from Restricted Asset (Reserves)	3,327,756	0	0	0	
<b>ADD: Net Current Assets July 1 B/Fwd</b>	<b>4,962,863</b>	<b>4,962,863</b>	<b>4,962,863</b>	<b>0</b>	
<b>LESS: Net Current Assets Year to Date</b>	<b>0</b>	<b>2,367,373</b>	<b>7,270,359</b>	<b>4,902,986</b>	
<b>Surplus</b>	<b>0</b>	<b>0</b>	<b>(957,793)</b>	<b>(957,793)</b>	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	18/19 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,247,614	10,246,155	10,246,894	739	0%
Operating Grants Subsidies and Contributions		5,015,589	2,775,118	2,709,097	(66,021)	-2%
Fees and Charges		3,964,894	3,090,000	3,002,355	(87,645)	-3%
Interest Earnings		391,500	240,027	272,021	31,994	13%
Other Revenue	15	757,675	581,494	582,138	644	0%
<b>TOTAL OPERATING REVENUE</b>		<b>20,377,272</b>	<b>16,932,794</b>	<b>16,812,505</b>	<b>(120,289)</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,107,728)	(5,814,200)	(5,649,688)	164,512	3%
Materials and Contracts	16	(6,735,359)	(4,209,864)	(2,990,989)	1,218,875	29%
Utility Charges	17	(952,576)	(562,214)	(530,814)	31,400	6%
Depreciation of Non Current Assets	18	(4,363,387)	(2,908,792)	(2,746,541)	162,251	6%
Interest Expenses	19	(133,094)	(74,093)	(50,163)	23,930	32%
Insurance Expenses		(475,846)	(472,638)	(488,641)	(16,003)	-3%
Other Expenditure	20	(184,609)	(129,666)	(284,705)	(155,039)	-120%
<b>TOTAL OPERATING EXPENSE</b>		<b>(20,952,599)</b>	<b>(14,171,467)</b>	<b>(12,741,541)</b>	<b>1,429,926</b>	<b>-10%</b>
Non Operating Grants Subsidies and Contributions	21	7,303,035	1,260,855	12,191,374	10,930,519	-867%
Profit on Asset Disposals	22	407,229	40,423	0	(40,423)	100%
Loss on Asset Disposals	22	(268,690)	(160,082)	(46,370)	113,712	71%
<b>RESULTING FROM OPERATIONS</b>		<b>6,866,247</b>	<b>3,902,523</b>	<b>16,215,967</b>	<b>12,313,444</b>	<b>316%</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	\$
<b>CURRENT ASSETS</b>		
Cash Assets	9,973,834	9,699,754
Receivables	4,392,245	3,496,735
Inventories	1,224	1,224
<b>TOTAL CURRENT ASSETS</b>	<u>14,367,303</u>	<u>13,197,713</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	583,191	583,191
Land and Buildings	53,503,640	53,557,271
Property, Plant and Equipment	7,434,079	6,600,355
Infrastructure	152,151,882	139,487,644
<b>TOTAL NON-CURRENT ASSETS</b>	<u>213,672,792</u>	<u>200,228,461</u>
<b>TOTAL ASSETS</b>	<u>228,040,095</u>	<u>213,426,174</u>
<b>CURRENT LIABILITIES</b>		
Payables	508,565	1,936,615
Interest-bearing Liabilities	50,201	224,381
Provisions	1,062,556	1,064,296
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,621,322</u>	<u>3,225,292</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,055,494</u>	<u>2,055,494</u>
<b>TOTAL LIABILITIES</b>	<u>3,676,816</u>	<u>5,280,786</u>
<b>NET ASSETS</b>	<u>224,363,279</u>	<u>208,145,388</u>
<b>EQUITY</b>		
Retained Surplus	104,185,504	88,041,666
Reserves - Cash Backed	6,198,763	6,124,711
Reserves - Asset Revaluation	113,979,012	113,979,011
<b>TOTAL EQUITY</b>	<u>224,363,279</u>	<u>208,145,388</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

3. ACQUISITION OF ASSETS		18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
	Note		
Admin Building		317,500	0
Community Services Hub Building		20,000	24,177
New Telephone System		42,276	0
Server Upgrade	23	79,830	85,530
<b>Law, Order &amp; Public Safety</b>			
Rangers Ute		47,000	0
Irish Town Light Tanker		169,800	0
Grass Valley Fire Shed		288,919	214,334
Northam SES Building		14,900	0
Bakers Hill Fire Shed		403,290	1,500
Electronic Conversion of Standpipe		14,500	14,502
CCTV - Stage 1 & 2		235,814	13,484
<b>Education &amp; Welfare</b>			
LTM Playgroup		13,850	0
Upgrade Memorial Hall		10,000	10,348
Killara Commuter Bus		51,020	51,020
Killara Bus		143,627	143,627
<b>Community Amenities</b>			
Cemetery Toilet		1,536	440
King Creek Drainage		80,395	68,078
Area Drainage		186,669	11,029
Design of Recycling Station Inlpen		10,000	6,450
Old Quarry Drainage		100,000	0
Rehab Investagation Old Tip Site		35,000	0
NRM Grant Capital Expenditure		40,100	4,000
Cemetery Lot development		18,121	19,119
CBD Works - Street Scaping		181,000	106,969

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Town Hall Upgrades		20,250	8,980
Upgrade Rec Centre CCTV		24,500	1,355
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	3,860
Purchase Lot 1 GEH		220,000	0
Bart Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
Solar Initiative		30,000	0
General Library Upgrades		50,000	0
Repairs to Exterior Steps Northam Library C/fwd		20,000	0
Old Railway Station Precinct Upgrade C/fwd		50,000	0
Old Railway Station Precinct Exit Gates		13,000	0
AVVVA - Drainage Works		22,850	0
AVVVA - Roof Replacement C/fwd		145,000	0
AVVVA - Brick Pointing		8,850	0
Community Coaster Bus		103,637	103,627
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	57,130
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	57,688
BMX Lighting		90,000	2,475
Bart Hawke - Drainage C/fwd		40,000	0
Bart Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	510,535
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		10,977,484	473,527
<b>Transport</b>			
Northam Depot Redesign		10,000	0
PN1804 Mitsubishi Fuso C/fwd		133,966	133,966
PN0908 Volvo Back Hoe Loader BL71		153,614	0
PN1805 4T Truck C/fwd		89,408	89,407
PN2240 Wood Chipper		92,300	92,300
PN1807 3.5T Truck C/fwd		79,971	79,971
P100 Cricket Wicket Roller		29,909	29,909
PN1501 Hino Water Truck FM500		276,234	0
PN1202 Flocon unit	24	0	19,260
Traffic Counter		15,585	15,585
MV1808 Kerb Edging Machine		9,364	9,364



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Spencers Brook Road SLK 5400 - 7360		283,773	8,293
Spencers Brook Road SLK 12800 - 14600	25	353,521	381,325
Spencers Brook Road		31,246	30,941
Jannapulin Road c/wd		68,352	614
Fermoy Road		5,000	2,298
Katrina Road C/Fwd	26	62,586	135,063
Mudalla Way		32,158	0
Glass Avenue		94,958	1,144
Marvyn Street		34,896	20,252
Cody Street	27	23,885	34,542
Foreman Street	28	22,136	33,772
Cook Street		27,382	9,769
Balga Toa		84,514	0
Gregory Street		73,860	27,959
Wellington Street		84,848	423
Wellington Street West		68,731	423
Selby Street		67,819	576
Gordon Street		27,662	576
Byfield Street		115,835	490
Irishtown Road		192,259	36,382
Maintenance Capitalised		100,000	7,372
Coates Road		189,883	60,237
Fitzgerald Street SLK		50,000	154
Newman Road		17,150	5,098
O'Neill Road		284,028	0
Charles Street		86,572	846
East Street		109,068	13,554
Coates Road		155,317	74,477
Mitchell Avenue		101,338	92,331
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	421,236
Kaana Street		140,221	118,000
Kerb Renewal		78,565	10,207
Chinganning Road C/wd		80,887	80,887
Gravel Resheeting		223,365	750
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	5,203
Labella Avenue		49,967	49,967
GEH Bakers Hill		118,431	118,000
Tames Road		57,375	42,737
BKB Footpath		45,621	42,332

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,612,057	674,405
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
Newcastle Road Bridge	29	0	10,943,000
<b>Economic Services</b>			
BKB Building & Furniture		403,000	311,199
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>24,246,124</u>	<u>16,264,711</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<b>By Class</b>			
Land Held for Resale		0	0
Land and Buildings		2,002,930	576,192
Plant and Equipment		1,565,116	768,036
Furniture and Equipment		122,106	85,530
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,915,190	1,614,321
Infrastructure Assets - Footpaths		337,861	258,239
Infrastructure Assets - Bridges & Culverts		0	10,943,000
Infrastructure Assets - Drainage		1,904,121	753,512
Infrastructure Assets - Parks & Ovals		2,717,581	627,829
Infrastructure Assets - Airfields		99,200	0
Infrastructure Assets - Streetscape		191,000	106,969
Infrastructure Assets - Other		11,431,019	531,082
		<u>24,246,124</u>	<u>16,264,711</u>



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2019

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)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Law Order &amp; Public Safety</b>						
PN1514 Rangers Triton Ute 4*4	20,347	0	19,000	0	(1,347)	0
					0	0
<b>Education &amp; Welfare</b>						
Community Coaster Bus C/fwd	26,222	26,508	13,500	13,636	(12,722)	(12,872)
Killarra Commuter Bus C/fwd	24,370	0	70,000	0	45,630	0
					0	0
<b>Community Amenities</b>						
Toyota Coaster Bus (Community)	22,901	50,997	24,000	18,848	1,099	(32,149)
					0	0
<b>Recreation</b>						
Sale of Land, Yilgarn Ave	446,500		805,000	80,500	358,500	0
					0	0
<b>Recreation &amp; Culture</b>						
<b>Transport</b>						
PN1218 Mitsubishi Fuso C/fwd	43,000	0	19,000	0	(24,000)	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0.00	27,500	0	(69,725)	0
PN1218 Mitsubishi Fuso C/fwd	60,912	0	26,000	0	(34,912)	0
PN2240 Wood Chipper	30,320	0	10,000	0	(20,320)	0
PN1221 4T Truck C/fwd	42,329	0	22,000	0	(20,329)	0
P100 Cricket Wicket Roller	3,400	0	1,000	0	(2,400)	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	0	0	(16,837)	0
	972,461	79,157	1,111,000	113,286	138,539	(46,370)





SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1514 Rangers Triton Ute 4*4	20,347	0	19,000	0	(1,347)	0
Killarra Commuter Bus C/fwd	26,222	26,508	13,500	13,636	(12,722)	(12,872)
Killarra Community Care Bus C/fwd	24,370	0	70,000	0	45,630	0
Toyota Coaster Bus (Community)	22,901	50,997	24,000	18,848	1,099	(32,149)
PN1218 Mitsubishi Fuso C/fwd	43,000	0	19,000	0	(24,000)	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0	27,500	0	(69,725)	0
PN1221 4T Truck C/fwd	60,912	0	26,000	0	(34,912)	0
PN2240 Wood Chipper	30,320	0	10,000	0	(20,320)	0
PN1222 3.5T Truck C/fwd	42,329	0	22,000	0	(20,329)	0
P100 Cricket Wicket Roller	3,400	0	1,000	0	(2,400)	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	0	0	(16,837)	0
					0	0
<b>Land</b>						
Sale of Land, Yilgarn Ave	446,500		805,000		358,500	0
	972,461	79,157	1,111,000	32,786	138,539	(46,370)
					18/19 Budget \$	Ytd Actual \$
<b>Summary</b>					407,229	0
Profit on Asset Disposals					(268,690)	(46,370)
Loss on Asset Disposals					138,539	(46,370)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	
<b>Recreation &amp; Culture</b>										
Loan 208 - Northam Country Club **	7.36%	9,365	0	3,008	6,128	3,008	3,237	9,365	624	220
Loan 219A - Northam Bowling Club **	3.18%	182,007	0	0	18,967	9,409	163,040	172,598	6,870	3,120
Loan 223 - Recreation Facilities	6.06%	252,562	0	60,342	122,513	122,512	130,049	190,392	15,099	8,003
Loan 224 - Recreation Facilities	6.48%	860,271	0	21,588	43,876	21,588	816,395	860,271	60,776	21,351
Loan New - Swimming Pool		0	4,500,000	0	0	0	4,500,000	0	0	0
Loan New - Youth Space		0	500,000	0	0	0	500,000	0	0	0
<b>Economic Services</b>										
Loan 225 - Victoria Oval Purchase	6.48%	703,858	0	17,663	35,898	17,663	667,960	703,858	49,726	17,469
		2,008,063	5,000,000	102,601	227,381	174,180	6,780,682	1,936,484	133,094	50,163

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

	18/19 Budget					18/19 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>										
Aged Accommodation Reserve	217,338	4,260	5,000		226,597	217,338	2,494			219,831
Employee Liability Reserve	418,145	8,196			426,340	418,145	4,796			422,941
Housing Reserve	259,499	5,086			264,586	259,499	2,977			262,476
Reticulation Scheme Reserve	69,088	1,354	10,000		80,442	69,088	792			69,880
Office Equipment Reserve	101,066	1,981		(72,276)	30,771	101,066	1,860			102,926
Plant & Equipment Reserve	109,879	2,154	330,000	(315,585)	126,448	109,879	1,260			111,139
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	891			78,614
Refuse Site Reserve	476,794	9,345	180,000	(110,000)	556,139	476,794	5,466			482,260
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	1,049			92,531
Speedway Reserve	144,261	2,828			147,088	144,261	1,655			145,916
Community Bus Replacement Reserve	63,105	1,433		(62,000)	2,538	63,105	722			63,827
Septage Pond Reserve	191,430	3,732	71,223		266,405	191,430	2,196			193,626
Killara Reserve	375,484	7,360	17,020	(124,167)	275,697	375,484	4,302			379,787
Stormwater Drainage Projects Reserve	129,330	2,535	1,514	(100,000)	33,379	129,330	1,481			130,811
Recreation and Community Facilities Reserve	1,809,999	35,476	158,965	(1,886,228)	118,212	1,809,999	20,751			1,830,750
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	7,229			698,440
Council Buildings & Amenities Reserve	308,750	6,032	55,579	(175,000)	195,381	308,750	3,534			312,284
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	3,478			306,698
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	2,423			213,704
Art Collection Reserve	22,580	445			23,125	22,580	260			22,940
Election Reserve	163	3	15,000		15,166	163	2			165
Revaluation Reserve	40,463	793	20,000		61,256	40,463	464			40,927
<b>Total Cash Backed Reserves</b>	<b>6,112,388</b>	<b>120,000</b>	<b>924,301</b>	<b>(3,327,756)</b>	<b>3,828,933</b>	<b>6,112,388</b>	<b>70,084</b>		<b>-</b>	<b>6,182,472</b>

Total Interest

1,044,301

All of the above reserve accounts are to be supported by money held in financial institutions.





SHIRE OF NORTHAM

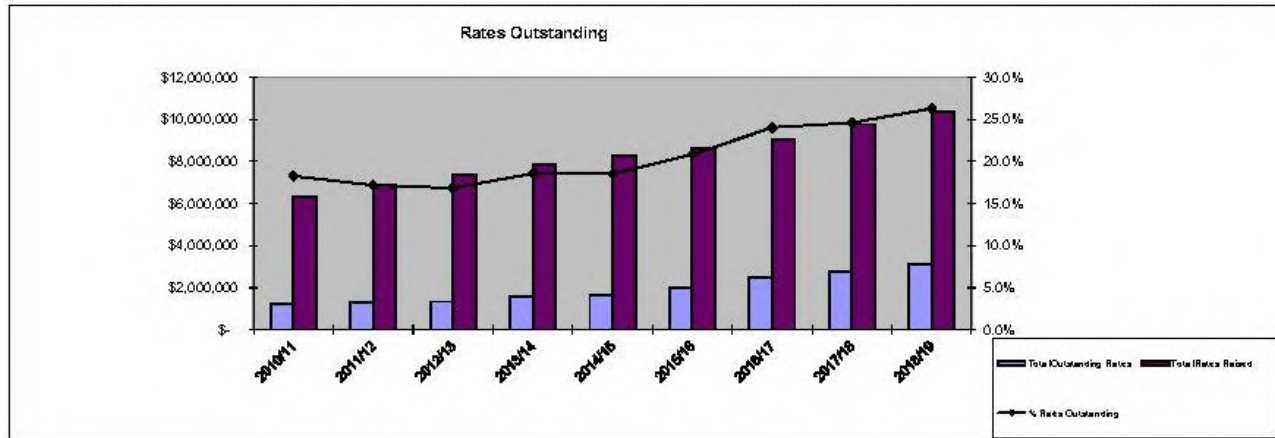
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2019

	18/19 Budget	18/19 Ytd Actual	17/18 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	3,775,071	2,388,415
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	3,828,933	6,198,763	7,311,337
Self Supporting Loan	26,500	4,402	16,818
Sundry Debtors	143,816	510,438	1,458,765
Rates - Current	1,900,000	3,789,845	1,996,581
Pensioners Rates Rebate	0	24,137	0
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	134,448	95,597
Accrued Income/Prepayments	0	71,474	71,474
Inventories	1,000	1,224	1,224
	<u>6,200,249</u>	<u>14,367,303</u>	<u>13,197,711</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,703,361)	(302,005)	(1,450,292)
Rates Income in Advance	(280,000)	(139,941)	0
GST Payable	0	(66,546)	0
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	0	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	0	7,542
Loan Liability	(227,381)	(50,201)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(1,621,323)</u>	<u>(2,986,866)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,925,211</b>	<b>12,745,980</b>	<b>10,210,845</b>
Less: Cash - Reserves - Restricted	(3,828,933)	(6,198,763)	(6,124,711)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	50,201	224,381
Add: Leave Liability Reserve	426,341	422,941	419,166
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>7,270,359</b>	<b>4,962,863</b>

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 January 2019

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Key Rating Dates</b>									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	10/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	01/10/2014	25/09/2015	30/09/2016	14/09/2017	10/09/2018
2nd INSTALMENT DUE	12/11/2010	22/11/2011	16/11/2012	23/12/2013	01/12/2014	25/11/2015	30/11/2016	14/11/2017	10/11/2018
3rd INSTALMENT DUE	11/01/2011	23/01/2012	20/01/2013	24/02/2014	02/2/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALMENT DUE	14/03/2011	22/03/2012	20/03/2013	24/04/2014	02/4/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding 1st July	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793
Rates Levied	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,325,046
Interest, Ex gratia, interim and back rates	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$459,147
<b>Rates Paid by month</b>									
1 July	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638
2 August	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869
3 September	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835
4 October	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724
5 November	600,065	689,461	680,522	444,437	506,022	842,856	908,844	1,036,340	952,902
6 December	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893
7 January	362,368	441,740	469,219	194,157	235,629	441,681	464,526	637,664	861,146
8 February	99,165	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143
9 March									
10 April									
11 May									
12 June									
Total YTD	5,627,774	6,159,051	6,606,752	6,840,634	7,348,285	7,527,403	7,791,018	8,486,476	8,785,150
% Ytd Rates Outstanding	18.3%	17.2%	16.8%	18.6%	18.5%	20.8%	24.0%	24.6%	26.3%
Ytd Outstanding	1,257,037	1,276,928	1,336,666	1,559,789	1,670,605	1,981,644	2,464,536	2,766,978	3,134,837



### 12.4.3 Sale of Land to Recover Rates

<b>Address:</b>	A11901
<b>Owner:</b>	O8482
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	A11901
<b>Reporting Officer:</b>	Codey Redmond Rates Officer
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is to request that Council sell the land to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the *Local Government Act 1995*.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

This property has outstanding rates of greater than 3 years with no payments made since July 2014. Legal action has been taken against the ratepayer but to date this has been unsuccessful.

The last legal action taken was a property seizure and sale order in November 2017 for which a bailiff attended the property, the bailiff was unable to find any items of value or make contact the ratepayer.

We can also confirm that the Water Corporation has not been paid for a similar period and has water restrictions placed on this property.

#### CONSIDERATIONS

##### 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.

### **Financial / Resource Implications**

The Shire of Northam is currently owed \$9,929 in overdue rates and charges which we would be looking to recover through public auction. The ratepayer also has outstanding water charges of \$3,463 which are required to be discharged at sale.

It is estimated the cost of public auction would be between \$7,000- \$10,000 which would be paid upfront by council but would be recoverable at the point of sale.

### **Legislative Compliance**

6.64 *Actions to be taken*

- (1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –*
- (a) from time to time lease the land;*
  - (b) sell the land;*
  - (c) cause the land to be transferred to the Crown; or*
  - (d) cause the land to be transferred to itself.*

### **Schedule 6.3 Power of sale**

*The power of sale includes -*

- (a) *power to sell the whole or part of the land either together or in lots -*
- (i) by public auction; or*
  - (ii) by private contract, if having been offered for sale by public auction, it has not been sold, subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit;*

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

Court documents served in person by bailiff.

### **Risk Implications**

- Reputational – High
  - Legal action required to recover the outstanding rates may result in poor public perception.
- Financial - Moderate

- If auction is passed up or reserve not met council may need to consider write off of some interest and rates to facilitate sale.
- Compliance - Low
  - This Course of action is Compliant with section 6.64 of the local government act 1995.
- Legal – Low
  - As per compliance, the local government act give council the power to facilitate sale for recovery of outstanding rates and charges.

### OFFICER'S COMMENT

As legal action to date has been unsuccessful Officers are requesting the property be sold under section 6.64 (1)(b) of the local government act.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3613**

**Moved: Cr Pollard**  
**Seconded: Cr Tinetti**

**That Council pursuant to Section 6.64(1) (b) of the *Local Government Act 1995*, proceed to sell the property known as assessment A11901 and recover from the proceeds of sale the outstanding balance which currently totals \$9,928 plus future charges raised against the property.**

**CARRIED 10/0**

## 12.5 COMMUNITY SERVICES

### 12.5.1 Application for Fee Waiver – Pipeline Challenge

<b>Address:</b>	Northam Recreation Centre
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Youth Futures Inc.
<b>File Reference:</b>	1.3.16.4
<b>Reporting Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider a waiver of fees for the use of Northam Recreation Centre and Jubilee oval for the Pipeline Challenge, an annual charity mountain bike event conducted by Youth Futures.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

The Pipeline Challenge is an annual charity mountain biking event conducted by Youth Futures, which fund raises for homeless and disadvantaged young people.

The ride follows the golden pipeline from Kalgoorlie to Perth.

The organisers, Youth Futures, are requesting Council waive fees as below:

Description	Start Time	End Time	Comments	Start Date	Finish Date	Fee Charged
Event Application Fee			Pipeline Challenge	07/05/19	08/05/19	\$154.00 (inc. GST)
HENRY OVAL	ST 11:00	10:00	Pipeline Challenge	08/05/19	08/05/19	\$460.00 (inc. GST)



(including lights)						
RECREATION CENTRE Hospitality Room + Kitchen	11:00	10.00	Pipeline Challenge	07/05/2019	08/05/19	\$ 1080.00 (inc. GST)
					<b>Total</b>	<b>\$1674.00(Inc. GST)</b>

The riders are scheduled to arrive in Northam on 7<sup>th</sup> May for an overnight stop before continuing to the finish of the ride on the 8<sup>th</sup> May.

Youth Futures are aiming to raise in excess of \$150,000 from this year's event.

Council has previously supported this event by providing fee waivers in 2017 and 2018. Fees waived in 2017 totalled \$864.50 and in 2018 totalled \$1,474.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

Outcome 1.4: A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

Objective Effectively market the tourism options available in the Shire of Northam including annual flagship events.

### Financial / Resource Implications

The fees that Council resolve to waive will represent foregone income. This will be to a maximum of \$1674.00 (inc GST).

### Legislative Compliance

Local Government Act 1995, Section 6.12 - Power to defer, grant discounts, waive or write off debts.

### Policy Implications

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government up to a maximum of \$500. Any other requests for fee waiver above this amount are submitted for the consideration of Council.

### Stakeholder Engagement / Consultation

Nil.

### Risk Implications

- Reputational – Low

- Council has previously supported this event
- Financial - Low
  - Council has previously supported this event.
- Compliance - Low
  - Council can waive fees as per the Local Government Act 1995.
- Legal – Low
  - Council can waive fees as per the Local Government Act 1995.

### OFFICER'S COMMENT

This event is becoming a regular event, with the numbers of participants increasing each time. Whilst there is not likely to be a great return on investment for the Shire in waiving of fees, there will still be some exposure from a tourism point of view, and some economic benefit from hosting this event for one day.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3614**

**Moved: Cr Little**  
**Seconded: Cr Tinetti**

**That Council waive the following fees as a donation to Youth Futures to assist with the conduct of the 2019 Pipeline Challenge:**

- a. Hire fees for Henry St Oval including lights ( \$460.00 incl GST)**
- b. Hire fees for Hospitality Room, including kitchen (\$1080.00 incl GST)**
- c. Event application fee (\$154.00 incl GST)**

**CARRIED 10/0**

### 13. MATTERS BEHIND CLOSED DOORS

#### COUNCIL DECISION

Minute No: C.3615

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council meet behind closed doors to consider agenda item 13.1 Chief Executive Officer Review Committee Meeting held on 27 February 2019 as the matter is relating to staff, which is in accordance with section 12.5 of the Shire of Northam Standing Orders Local Law 2008 and Section 5.23 (2) (c) of the Local Government Act 1995.

**CARRIED 10/0**

The Gallery and staff departed the Council Chambers at 5:56pm. The Executive Assistant – CEO remained in the Council Chambers.

#### 13.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 FEBRUARY 2019

##### Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3616

Moved: Cr Antonio

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 27 February 2019.

**CARRIED 10/0**



**COUNCIL DECISION**

**Minute No: C.3617**

**Moved: Cr Mencshelyi**

**Seconded: Cr Ryan**

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

**CARRIED 10/0**

The Gallery and staff returned to the Council Chambers at 5:59pm.

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

Nil.


**15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 6:00pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 March 2019 have been confirmed as a true and correct record."



\_\_\_\_\_  
President

17/04/2019 Date