

Heritage, Commerce and Lifestyle

Shire of Northam

Agenda Ordinary Council Meeting 20 November 2019





NOTICE PAPER

Ordinary Council Meeting

20 November 2019

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 20 November 2019 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 13 November 2019 at 5:30pm to discuss the contents of this agenda.

Yours faithfully

11

Jason Whiteaker Chief Executive Officer



DISCLAIMER

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President **Deputy Shire President** Councillors

C R Antonio J E G Williams M P Ryan D Galloway R W Tinetti S B Pollard A J Mencshelyi T M Little M I Girak

Staff:

Chief Executive Officer **Executive Manager Engineering Services** Executive Manager Development Services Executive Manager Community Services Executive Manager Corporate Services Executive Assistant – CEO Coordinator Governance / Administration

J B Whiteaker C D Kleynhans C B Hunt R Rayson C Young A C McCall

C F Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr C P Della has been granted leave of absence from 11 November 2019 to 30 November 2019 (inclusive).

Cr R W Tinetti has been granted leave of absence from 19 November 2019 to 4 December 2019 (inclusive).

3. DISCLOSURE OF INTERESTS

ltem Name	ltem No.	Name	Type of Interest	Nature of Interest





4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

19/10/19Local Government Election – Northam Shire20/10/19Emergency Services Family Fun Day - Northam21/10/19Induction of Newly Elected Northam Shire Councillors21/10/19Northam Senior High School Year 12 Graduation Ceremony23/10/19Presentation – Community Scorecard and Survey - Northam24/10/19Citizenship Ceremony - Northam25/10/19Tidy Town Sustainable Community Awards Ceremony - Perth29/10/19MMM Fortnightly Radio Interview28/10/19Freshstart Client Graduation - Northam01/11/19MMM Radio Interview regarding Watsonia Spraying01/11/19Valuateor Employer Beagarition Awards
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01/11/10 Voluntoor Employer Doog anition Awards, Dorth
01/11/19 Volunteer Employer Recognition Awards - Perth
02/11/19 Avonago Fun Run and Official Opening - Northam
02/11/19 Official Opening of Underpass – Mill Street Bridge - Northam
02/11/19 Lions Community Markets – Northam
02/11/19 Quellington Hall Barbeque
05/11/19 Melbourne Cup Day
06/11/19 Meeting with Principal _ Northam Senior High School
06/11/19 S. Hatherley Retirement Function - Northam
07/11/19 WA Police Assistant Commissioner Meeting - Northam
07/11/19 Northam Chamber of Commerce Business after Hours
08/11/19 Council Training - Northam
09/11/19 WA Tourism Awards - Burswood
10/11/19 Grass Valley Family Movie Afternoon
11/11/19 MMM Fortnightly Radio Interview
11/11/19 Remembrance Day
12/11/19 Forget Me Not Café event - Northam
14/11/19 International Day of Disability Official Opening – Northam
14/11/19 Patient Evaluation of Health Services Survey - Northam
14/11/19 Local Emergency Management Committee Meeting - Northa
15/11/19 New Councillor Training Seminar - Perth
16/11/19 McHappy Day 28 th Anniversary event - Northam
Upcoming Events
22/11/19 Avon-Midland Country Zone Meeting - Dalwallinu
25/11/19 MMM Fortnightly Radio Interview



Avon Community Development Foundation Speech - Northam
Regional Capitals Alliance Meeting - Perth
AROC Meeting - Toodyay
Regional Innovation Showcase – Perth Town Hall
President's end of year Cocktail event - Perth
St Joseph's School 2019 Annual Presentation Night
International Volunteer Day 2019 event - Northam
Northam Chamber of Commerce Business After Hours
MMM 25 Hour Straight Fundraiser Radio Show
Lions Community Markets
Northam RSL Sub-Branch Christmas Function
MMM Fortnightly Radio Interview
Forget me not café event - Northam
West Northam Primary School Presentation and Awards Night
Christmas on Fitzgerald's event
Grass Valley Christmas Tree
Voice of the Avon Radio Interview - York
Avonvale Primary School - Year 6 Graduation Ceremony
WALGA Executive Visit - Northam

Operational Matters:

Local Government Elections

Thank you to all the people who nominated for a position on the Shire of Northam Council.

Congratulations to our new Councillors, Cr Maria Girak in the Town Ward and Cr Dave Galloway in the West Ward, and to our returning Councillors Cr Julie Williams in the Central Ward and Cr Rob Tinetti in the Town Ward.

Thank you to Councillor John Proud for 4 years of dedicated service to the Shire of Northam.

Strategic Matters:

The Aquatic Centre continues progress toward completion. The due date for will be in the second half of January 2020, near Australia Day. The construction of the new water slides has commenced, water levels and pressure are being tested in all pools, and car parking has been constructed.





5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

- State Winner Heritage and Culture, Tidy Towns Sustainable Communities 2019 Award – Bilya Koort Boodja Centre for Nyoongar Culture and Environmental Knowledge; and
- Silver Category Winner 2019 Volunteer Employer Recognition Awards.

7.3 DEPUTATIONS

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 16 October 2019 be confirmed as a true and correct record of that meeting.





9.2 SPECIAL COUNCIL MEETING HELD 21 OCTOBER 2019

RECOMMENDATION

That the minutes of the Special Council meeting held on Wednesday, 21 October 2019 be confirmed as a true and correct record of that meeting.

9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 NOVEMBER 2019

RECOMMENDATION

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

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

11. **REPORTS OF COMMITTEE MEETINGS**

11.1 AUDIT COMMITTEE MEETING HELD ON 9 OCTOBER 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit Committee meeting held on 9 October 2019.

Adoption of Recommendations:

RECOMMENDATION

That Council:

- 1. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.
- 2. Receive the Customer Service Audit update as provided in Attachment 1 acknowledging that all action items have been completed;
- 3. Not require the customer service audit progress report to be provided in the future.



- 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.
- 6. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
- 7. Receive the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.
- 8. Receive September 2019 Shire of Northam Risk Register update.
- 9. Receive the update as provided in the monthly Compliance Calendar Report.
- 10. Receive the Open Space Review and Business Improvement audit report as presented.
- 11. Receives the Australasian LG Performance Excellence Program FY18; and
- 12. Requests that the CEO arrange a workshop to discuss the outstanding rate debt.
- 13. Request the CEO to present a policy to Council to manage employee annual and long service leave.
- 14. Receive the Financial Management Systems Review report for 2018/19 and require the progress of the recommended actions to be reported to the audit committee until all items are complete.
- 15. Receive the 2018/19 Interim Audit finding.



Attachment 1



Shire of Northam Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit Committee Meeting

9 October 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.

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6.	URGENT BUSINESS APPROVED BY DECISION			
7.	DATE OF NEXT MEETING			
8.	DECLARATION OF CLOSURE			





	11-
Audit Committee Meeting Minutes	20
9 October 2019	Shire of Northom Reninge, Summerce and Electric

1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4:00pm.

2. ATTENDANCE

Committee: Shire President Councillors

Cr C R Antonio Cr A J Mencshelyi

Staff:

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

C Kleynhans C Young A McCall C Greenough

2.1 APOLOGIES Councillor

Cr J Proud

2.2 APPROVED LEAVE OF ABSENCE Nil.

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 7 MARCH 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.122

Moved: Cr Antonio Seconded: Cr Mencshelyi

That the minutes of the Audit Committee meeting held on Thursday, 7 March 2019 be confirmed as a true and correct record of that meeting.

CARRIED 2/0









5. COMMITTEE REPORTS

5.1 PROGRESS TOWARD BETTER PRACTICE REVIEW REPORT

Address:	N/A	
Owner:	Shire of Northam	
Applicant:		
File Reference:	1.6.1.6	
Reporting Officer:	Jason Whiteaker, Chief Executive Officer	
Responsible Officer:	Jason Whiteaker, Chief Executive Officer	
Officer Declaration of Interest:	NI	
Voting Requirement:	Simple majority	
Press release to be issued:	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.

A. 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
- 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).

B. CONSIDERATIONS

B.1 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.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

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





11

Audit Committee Meeting Minutes	
9 October 2019	Shire of Northom menage Concerned and Height

C. OFFICER'S COMMENT

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.

RECOMM	ENDATION / COMMITTEE DECISION
Minute No	: AU.123
Moved:	Cr Antonio
Seconded	I: Cr Mencshelyi
	ncil receive the update as provided in the Attachment 1 in relation gress made towards the Better Practice Review Action Plan.
	CARRIED 2/4

The Executive Manager Corporate Services provided an overview of the outstanding actions.

Clarification was sought in relation to whether the item will continue to be presented to the Committee once all actions are completed. The Executive Manager Corporate Services advised that it will no longer be presented.





Attachment 1

Area for Further Development		Recommendation / Action	Timeframe	Responsibility	Progress Report
		Governa	ince	NV	
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</i> 1995	2016/17	Gov Officer	Final Local Laws are now ready to be adopted by Council prior to Gazettal
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 ethics statement	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.







Shire of Northam Heritage Commence and Identifie

Audit Committee Meeting Minutes 9 October 2019

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Information Technology (IT) and Information and Communications	 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.
Technology Framework (ICT)	 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	 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	 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.
	Planning and I	Regulatory	*	
Documentation on	 Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful. 	October 2016	Manager Planning Services	Ongoing. Being reviewed from time to time to ensure info and forms remain current.
Development Application Process	 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 Planning Services	Complete April 2017.
Heritage	 Continue working towards developing a heritage list and revising and amending the Municipal inventory. 	February 2017	Manager Planning Services	Draft Heritage List presented to Council in mid-2019- final list to be presented to Council October/November 2019.







Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
	Plan for the	Future		/
	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.
Corporate Business Plan	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.
	Asset and I	Finance		
	 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 Plan: under development
Asset management	 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 was adopted a OMC on April 2019
	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.
Long Term Financial Plan	 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







Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
	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.
Statutory Ratios	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.
	 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.
	Workforce Planning an	d HR Management		
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	Workforce Plan draft finalised will be presented to Council November 2019.







Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Employee surveys	 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.
	Community and (Consultation	NV	
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	The focus of the marketing plan ha adjusted to become more a 'place brand awareness' campaign which 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 Reconciliatio Action Plan Working Group to develo the RAP along Reconciliatio Guidelines. The draft of the First stage "REFLECT RAP is with Reconciliation Australia for review.
	R			
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5.2 PROGRESS TOWARDS CUSTOMER SERVICE AUDIT

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

BRIEF

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

ATTACHMENTS

Attachment 1: Customer Service Audit Plan.

A. 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 the ICS' were not closed out prior to action being taken and ensuring that the customer is kept up to date on the actions taken by staff.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Page | 13



ber	2019			Shire of Nottham Redage Subserve and Deire
Therr	ne Area 6	Governance and Le	adership	
Outc	ome 6.3:	The Shire of Northan innovative and tran		stainable, responsive ation.
Obje	ctive:	Ensure robust financ		
B.2 Nil.	Financia	II / Resource Implicat	tions	
B.3		ve Compliance nent Act 1995 and re	1	
N/A.		nplications		$\langle \rangle$
N/A. B.5 Nil.		lder Engagement / C	consultation	
B.5 Nil.	Stakeho		consultation	
B.5 Nil. B.6	Stakeho	lder Engagement / C lications	Rating (consequence x likelihood)	Mitigation Action
B.5 Nil. B.6 Risk	Stakeho Risk Imp	lder Engagement / C lications	Rating (consequence	Mitigation Action
B.5 Nil. B.6 Risk	Stakeho Risk Imp Category ncial Ith &	lder Engagement / C lications Description	Rating (consequence x likelihood)	
B.5 Nil. B.6 Risk Fina Hea Safe	Stakeho Risk Imp Category ncial Ith &	Ider Engagement / C lications Description N/A Ratepayers and / or customers not satisfied with	Rating (consequence x likelihood)	
B.5 Nil. B.6 Risk Fina Hea Safe Repu	Stakeho Risk Imp Category ncial Ith & ety utation	Ider Engagement / C lications Description N/A Ratepayers and / or customers not	Rating (consequence x likelihood) N/A	N/A Implement recommendations
B.5 Nil. B.6 Risk Fina Hea Safe Repu Servi Inter	Stakeho Risk Imp Category ncial Ith & aty utation	Ider Engagement / C lications Description N/A Ratepayers and / or customers not satisfied with Council service	Rating (consequence x likelihood) N/A Moderate (9)	N/A Implement recommendations of this report
B.5 Nil. B.6 Risk Fina Hea Safe Repu Servi Inter Com	Stakeho Risk Imp Category ncial Ith & ety utation	Ider Engagement / C lications Description N/A Ratepayers and / or customers not satisfied with Council service N/A	Rating (consequence x likelihood) N/A Moderate (9) N/A	N/A Implement recommendations of this report N/A

C. OFFICER'S COMMENT

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The Customer Service Charter is a document which may have ongoing changes as the needs of the Shire grow and change. The Customer Service Charter is included as a controlled document.

A whistle-blower policy was discussed with Executive Managers who considered the matter was covered by the Public Interest Disclosure legislation and the Freedom of Information legislation which provides for confidentiality for anyone including staff who may have information of a sensitive nature they wish to report.





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The Customer Service Charter has been made accessible at the front Administrative area and also on the television screen where there is a rolling information session which includes the customer service charter.

The process has been reviewed and changed on Promapp to ensure customers are aware of the steps taken in their ICS including the close out stage.

As all the areas of concern have been acted upon with some continually ongoing, it is recommended that this Audit be finalised.

Key to table

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.124

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council;

- Receive the Customer Service Audit update as provided in Attachment 1 acknowledging that all action items have been completed;
- 2. Not require the customer service audit progress report to be provided in the future.

CARRIED 2/0







			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 complain1/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





Shire of Northan

	procedures? (ISO10001 6.3)				
3.5	Is the Code clear, concise and written in simple language? (ISO10001 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 or 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.
Capacity	2		8/4		
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	 KPI's have been established in the ICS Process on Promapp. KPI's are listed within the complaints process as follows: Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days; Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days. KPI's are listed within the ICS process as follows: ICS Closure - 90% of ICS's closed within 20 working days. ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.
3.10	Is customer service included in the business plan? (WSM) 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:





Shir

Audit Committee Meeting Minutes 9 October 2019

	you regularly monitor? (WSM)		that customer service forms part of a formal business plan. Customer service requests and doseouts are reported monthly and quarterly, but no KPI appears to exist on this data.		 Manage customer services through use and maintenance of appropriate systems and processes. Implement Shire of Northam Customer Services Charter. Implement an organisational wide process for dealing with/responding to customer requests/complaints.
Visibility 3.13	2 Is it relevant and	2	7/3 These issues are difficult to assess	Gov Officer	Completed
818	responsive to customer needs? (ISO10001 4.6)	2	given that over 90% of customer survey respondents claimed that they had not seen it.	GOV CHICEI	
Monitoring	2		8/4		
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	 Ongoing. A report is provided to Councillors on a monthly basis providing the following information: How many received How many have been closed The number outstanding KPI's are listed within the complaints process as follows: Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days; Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days. KPI's are listed within the ICS process as follows: ICS Closure - 90% of ICS's closed within 20 working days. ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.







Procedures	2.5		32/12		Community Satisfaction Survey was delivered on 1/7/		
<u>Procedures</u> 414	2.5 Are complaints closed out and recorded once agreed actions are complete? (ISO 10002 7.9)	2.5	32/12 As previously noted, at least some complaints appear to be closed out prematurely and without verification of work orders being completed.	Executive Managers	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: Customer Requests Closed Customer Requests Closed Customer Requests Received 400 300 200 Jul Aug Sep Oct Nov Dec Jan 2018		





					Complaints 2.5 2 1.5
4.19	Is complaints	2	There was no information available	Executive	0.5 0 Jul Aug Sep Oct Nov Dec Jan 2018 2019 Confidentiality is always maintained in relation to
4.17	is complaints information, including the identity of complainants, treated confidentially wherever possible or necessary? (ISO 10002 4.7) Are procedures are in place to manage whistle-blower complaints in accordance with the Public Interest Disclosure Act?	2	nere 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. No information on whistleblower complaints is included in the Shire complaints process.	Managers	Confidentiality is always maintained in relation to austomer complaints and requests. The complaints process includes details in relation to the actions to take to maintain confidentiality if the complaint is of confidential nature and details that all elements of th complaint are to be treated with confidentiality (including the identity of the complainant). A Whisteblower policy was discussed with Executive Management who considered the matter was covered in the PID process and FOI process.









4.23	Are details of reviews and actions taken to improve services published to staff and the public? (ISO 1 0002 & 6.3)	2	The quarterly report card is disculated 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)
426	Does the complaints manager or coordinator compile reports for senior management based on the analysis of the data, which include recommendations for: • complaint reduction strategies, or • improvements to business processes	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.





5.3 PROGRESS TOWARD PROCUREMENT PROCESS REVIEW REPORT

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

BRIEF

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

ATTACHMENTS

Attachment 1: Outcomes from the Procurement Process Review Report.

A. 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 policy particularly 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.

B. CONSIDERATIONS

B.1 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.





B.2 Financial / Resource Implications

No current implications as this is an update.

B.3 Legislative Compliance

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

B.4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action	
Financial	Council does not utilise rate payer funds effectively	Moderate (9)	Implement recommendations of this report	
Health & Safety	N/A	N/A	N/A	
Reputation	N/A	N/A	N/A	
Service Interruption	N/A	N/A	N/A	
Compliance	LG Act and Associated regulations are not complied with	High (12)	Implement recommendations of this report	
Property	N/A	N/A	N/A	
Environment	N/A	N/A	N/A	

C. 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.

Based on

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:

Key to table

Completed		
No Action		
Jnderway		
RECOMME	NDATION / COMMITTEE DECISIO	N
Minute No:	AU.125	an
Moved:	Cr Antonio	
Seconded:	Cr Mencshelyi	
	il receives the update toward th Attachment 1.	ne Procurement Process review as
		CARRIED 2/0

The Executive Manager Corporate Services provided an update in relation to the Vendor Panel software which has a \$10,000 budget allocation. It was noted that this would be purchased in the next couple of months, once this is in place this audit can be closed off.

Clarification was sought in relation to whether there were any other plumbers and electricians interested. The Acting Chief Executive Officer advised that all trades persons that staff are aware of had been approached. It was also advised that with significant purchases, information is provided to the Chamber of Commerce and circulated accordingly.







Attachment 1

	REVIEW FINDINGS & RECOMMENDATIONS						
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress		
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.	alignment	Moderate1	The Shire Local Price Preference Policy should be updated to align with the thresholds in the Regulations.	Local Price Preference Policy has been reviewed and will be presented to Council for consideration.	New Locc Price Preference Policy Adopted, updated 28/02/2019		
 The legislation allows for: up to 10% reduction for goods or services up to a maximum of \$50,000; up to 5% reduction for construction (building) services up to maximum of \$50,000; or up to 10% where the contract is for construction (building) services up to a maximum price reduction of \$500,000. 		2	R				
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.	C.)					







IMPROVEMENT OPPORTUNITIES ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS											
Observation	Potential Risks	Recommendation	Management Comment	Progress							
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: • precludes consideration of other suitable service providers which are new market entrants; • rates quoted by known suppliers are often not market tested; and • 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.	 Andy's Plumbing [43 POs; spend @	It is recommended that goods and services which are: • recurring, • purchased frequently throughout the year; and • deemed to be low or medium procurement risk, be considered for establishment as a pre-qualified panel under Division 3 of Regulations. 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.	Staff will investigate and establish pre- qualified panels where appropriate.	Limited Progress staff investigating No changes – Have budgeted for vendor pane software, 3/10/2019.							







SPEND ANALYSIS										
Observation	Potential Risks	Recommendation	Management Comment	Progress						
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). 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. 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.	 The following examples illustrate the information that was obtained through a quick analysis of spend data from1 July 2017 to 31 January 2018: Glenn Stuart Beveridge 9 9 months is \$91,000; this supplier could reach the \$150,000 threshold if not monitored. 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. Avon Valley Contractors; POs for \$8,800 for 3 months has been sole source supplier for hire of graders. 	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. Procurement planning may also alleviate the reliance on sole source suppliers if request for goods and services on short notice is minimised.	Procedures will be put in place ensuring suppliers that have recurring purchases that may reach the \$150,000 tender threshold are reviewed annually.	Spend Analysis now being performed as part of EOFY procedures, updated 28/02/2019						





5.4 PROGRESS TOWARDS THE SAFETY & RISK MANAGEMENT PLAN

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

BRIEF

To provide Council with 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.

A. 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.

B. CONSIDERATIONS





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B.1 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.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation. Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

B.4 **Policy Implications**

N/A

B.5 Stakeholder Engagement / Consultation

NI

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		
Health & Safety	Inadequate safety management systems in place due to non-completion of identified actions.	Low (1)	Monitoring the progress towards the actions which are regularly reported to the Audit Committee.
Reputation	Nil		
Service Interruption	Nil		
Compliance	Nil		NH
Property	Nil		
Environment	Nil		

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OFFICER'S COMMENT C.

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.

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.126

Moved: Cr Antonio 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 2/0

The Executive Manager of Corporate Services advised that the action regarding contractors and safety practices was still open. Left open until appropriate action has been completed. Significant tenders already have safety practices considered, plus all local contractors have been inducted.







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	Planning Identification of Hazards, Hazard/Risk Assessment and Control of Hazards/Risks The organisation shall establish, implement and maintain documented procedures for hazard identification, hazara/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. The organisation shall develop its methodology for hazard identification, hazara/risk assessment and control of hazards/risks, based on its operational experience and its commitment to eliminate workplace illness and irjury. The methodology shall be kept up to date.		HR	Completed, currently being reviewed by Executive team
3	4.3	4.3.2	2	Legal and Other Requirements 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.	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	Objectives and Targets	Ensure that targets align with all Shire Business	HR	ONGOING







Action Item	Element Number	Sub- element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				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.	Plans and documents e.g. LTIFR targets		
5	4.3	4.3.4	2	 OHS Management Plans The organisation shall establish and maintain management plans for achieving objectives and targets. They shall include: a) Designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organisation; b) Outlining the means and timeframes by which objectives and targets are to be achieved. 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. 	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	Responsibility and Accountability 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.	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







Action Item	Element Number	Sub- element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				 a) 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: a) ensuring that OHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801; and b) reporting on the performance of the OHSMS to top management for review and as a basis for improvement of the OHSMS. 	performance evaluations and/or Position Descriptions need to be communicated to relevant personnel.		
7	4.4	4.4.2	3	Training and Competency 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.	Training requirements should be clearly stated in Position Descriptions.	EXECUTIVE TEAM & HR	Exercise ongoing, updating Position descriptions based on information received at appraisal
8	4.4	4.4.2	2	Training and Competency Continued Procedures shall be developed for providing OHS training. These procedures shall take into account: a) the characteristics and composition of the workforce which impact on occupational health and safety management; and b) responsibilities, hazards and risks. The organisation shall ensure that all personnel, including contractors and visitors, have undertaken training appropriate to the identified needs.	Develop a procedure that outlines the specific training requirements for OHS including Contractors.	HR	Training Plan created through CRTAFE.







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







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







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	 Hazard Identification a) The identification of hazards in the workplace shall take into account: a) the situation or events or combination of circumstances that has the potential to give rise to ir jury or illness; b) the nature of the potential relevant ir jury or illness. i. The identification process shall also include consideration of: the way that work is organised, managed, carried out and any changes that occur in this; ii. the design of workplaces, work processes, materials, plant and equipment; iii. the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment); iv. the purchasing of goods and services; v. the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors; vi. vi) the inspection, maintenance, testing, repair and replacement (of plant and equipment) to the activity, product or service; and 	Conduct a review of injury, hazard and incident data. Analyse and consider findings in data for planning future work. Chiara will develop a methodology and template for reporting on this.	OSH COMMITTEE	ONGOING
14	4.4.6	4.4.6.3	3	Hazard/Risk Assessment	Develop a Job Safety Analysis template that is	HR	30.11.16 COMPLETED







Action Item	Element Number	Sub- element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				All risks shall be assessed and have control priorities assigned, based on the established level of risk.	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	Evaluation The process of hazard identification, hazara/risk assessment and control of hazards/risks shall be subject to a documented evaluation of effectiveness and modified as necessary.	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	General continued 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. Records of this process shall be retained according to the organisation's procedures.	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







Action Item	Element Number	Sub- element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				With regards to the OHSMS, the organisation shall establish, implement and maintain procedures to monitor: a) performance, effectiveness of operational controls and conformance with the organisation's objectives and targets; and b) compliance with relevant OHS legislation.	procedure should be developed.		
17	4.5	4.5.3	2	Records and Records Management 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/MZS 4801.	As above for 4.4.5. Review current staff access, security arrangements and storage of records.	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	OHSMS Audit 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: a) determine whether the OHSMS: i) conforms to planned arrangements for OHS management including the requirements of AS/NZS 4801; ii) has been properly implemented and maintained; iii) is effective in meeting the organisation's policy as well as objectives and targets for continual improvement; and	Develop a procedure for audits. Develop an Audit Program based on previous audit findings and areas of concern.	HR	30.6.17 Completed





Shire of Northam

Action Item	Element Number	Sub- element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				 ii) provide information on the results of audits to management and employees. 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. 	JP-V		
19	4.6	4.6	2	Management Review 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.	Senior management to conduct a review of the OHS system. Develop an agenda for items and determine timeframes/intervals for the review.	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







5.5 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

Address:	N/A		
Owner:	Shire of Northam		
Applicant:	N/A		
File Reference:	8.2.7.1		
Reporting Officer:	Jason Whiteaker, Chief Executive Officer		
Responsible Officer:	Jason Whiteaker, Chief Executive Officer		
Officer Declaration of Interest:			
Voting Requirement:	Simple majority		
Press release to be issued:	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

A. 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.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan Theme Area 6 Governance and Leadership





Shire of Northam

Outcome 6.3 The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation. Objective: Ensure robust financial management.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

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

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	NI		
Health & Safety	Nil		
Reputation	NI		
Service Interruption	Ni		
Compliance	Inadequate compliance measures in place due to non- completion of identified actions.	Low (1)	Monitoring the progress towards the actions which are regularly reported to the Audit Committee.
Property	Nil		
Environment	NI		

B.6 Risk Implications

C. OFFICER'S COMMENT

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

Key to table

Completed		
No Action		
Jnderway		
RECOMMEN	DATION / COMMITTEE DECISION	101
Minute No:	AU.127	25
Moved:	Cr Antonio	
Seconded:	Cr Mencshelyi	
	il receive the update as provide ess made towards the Regulation	ed in the Attachment 1 in relation on 17 Action Plan.
	100	CARRIED 2/0

Clarification was sought in relation to the reference to 2016 in the Background/Detail of the report. The Executive Manager Corporate Services confirmed this is correct and advised that it is due again this calendar year. It is a statutory requirement for this to be completed every 3 calendar years.

It was noted that the Risk Policy has now been adopted by Council.







Attachment 1 APPENDIX A

SHIRE OF NORTHAM RISK MANAGEMENT

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	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. We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit: • Operational; • Strategic; • Finance; • Technological; and • Compliance risks (also refer Appendix C) While we acknowledge Shire of Northam has developed a Risk Management Framework, Risk Dashboard and many individual policies and operational procedures,	Medium	Lack of documentation in place to evidence risks have been identified.	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: (a) Operational; (b) Strategic; (c) Finance; (d) Technological; and (e) Compliance risks. 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,	even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended. Agree, the three identified	Chief Executive Officer	Detailed risk register has been completed and is populated within Promapps





Shire of Northam

Audit Committee Meeting Minutes 9 October 2019

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	the risk identification process is the first step to effective risk management. In addition, we noted Shire of Northam's Risk policies and procedures do not include: (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).			reassessed or accepted and determine the action to be taken to treat or control each risk. 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.			
2	 We noted at the time of our on-site visit the following plans are currently under review and require finalisation: (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. 	Medium	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.	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.	Noted, all plans are expected to be finalized and adopted early 2017, current plans in place reduce the risk until the reviews are completed.	Various	 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 or 17/05/2017. B – Completion of Loca Emergency Management Arrangements adopted by Council 16/11/16. C – Bush Fire Manual was endorsed by Council on 19/09/2018
						CESM	







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	 We noted that the following from the sample of lease agreements tested: (a) Lease agreement for Northam Aero Club Management is not signed and the details on the lease register are out of the date; (b) Lease register not updated to reflect the lease agreement terms for Northam Airport – Hanger 13; and (c) The commencement date in the lease register for Blackberry Close Bakers Hill differs to that reflected in the lease agreement. 	Medium	Risk the Shire is exposed to risks due to lessee non- compliance with lease terms.	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) 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. (b) Register for Hangar 13 has been updated. (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. The Governance officer with the responsibility for ensuring compliance and random checks are done several times a year to the sum of the compliance. 		Completed







No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	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. 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.	Medium	Risk that a Councillor/staff have a perceived/actual conflict of interest which is not recorded and managed appropriately by the Council.	Shire of Northam design and implement a conflict of interest register. This	Noted, management will investigate the establishment of a central register	CEO	Executive Assistant CEO (EA – CEO) ha 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 (applicable) and forwarded the EA – CEO This will then be added to the existing Register for Interest Disclosures. Thi improvement idea/request is currentli- pending approval of the process owner (Executive Manage Corporate Services). The EA – CEO has also amended the register to add an additional field for the person/party/location which the disclosur- relates to allow for a quic search to be undertaken when reviewing whethe interests should be declared





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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 is 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.







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.







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.







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 Mariager 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.	Wilf investigate the implementation.	Exec Manager Corporate Services	Completed March 2018







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: • Receiving of goods/services; • Matching of purchase order to invoice; • Invoice verification; and • Invoice authorisation ready for payment.	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): • Receiving of goods/services; • Matching of purchase order to invoice; • Invoice verification and authorisation	process of developing a procedure with the Promapp system for creditor	Manager	Completed November 17

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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 rd or 3 rd 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.







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.	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. As part of the development of the ICT framework, we suggest consideration be given to: •A formal cost v benefit analysis or feasibility study be completed prior to major ITC projects, including post implementation reviews; •KPI's are set for the IT process and regular monitoring against KPI be performed, including user satisfaction reviews; •Confidentiality clause be included in key service level agreements with external supplies; and •Review of external service level agreements be completed against targets included within those agreements.	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







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. We acknowledge that the licensing computers at the front counter does automatically log out when left formant.		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







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 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 2019 following the completion of an independent Fleet Management Practice Review		The Policy will be presented to Council October 2019
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



Shire of Northan

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	Our inquiries indicated Shire of Northam does not have a documented legislative compliance manual which is linked to each business unit risk management assessment. 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.	Medium	Risk of non- compliance with all legislative requirements.	 We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented. We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to: 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); Identify key relevant sections within each legislation and note within the compliance manual; Who is responsible for ensure compliance with each identified legislation section; The mechanism in place to ensure compliance, for example a policy or procedure (this component 	Noted.	CEO	Compliance calendar/checkli st has been developed.







No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			C,C	of the compliance manual would link each relevant section of legislation to a policy, procedure, person or other control). 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 Key milestone / reporting dates applicable to that legislative section and how compliance is met. 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.			
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	framework for internal	CEO	Completed July 2018







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.	Presiding Officer signs off the Audit Committee meeting		CEO	Completed









5.6 IT AUDIT SERVICE REPORT

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

BRIEF

This report is to update Council on the progress of the IT Audit Service Report provided by Focus Networks in September 2018.

ATTACHMENTS

Attachment 1: IT Audit Review

A. BACKGROUND / DETAILS

In June 2018 via the audit committee, Council adopted that an internal audit was to be carried out on the resourcing requirements of Council's Information Technology Resourcing. Focus Networks was contracted to carry out a review of Councils IT Infrastructure. There were four objectives noted as requiring attention;

1. Review the Current IT Environment

- a. Physically inspect certain core IT areas
 - b. Electronically inspect certain core IT areas
 - c. Document current configurations

2. Compare to Industry Best Standards

- a. Generate a Technology Scorecard
- b. Generate a priority Timeframes
- c. Highlight the differences

3. Make Recommendations for the Future

- a. Rate core IT areas based on risk
- b. Document areas of concern









c. Suggest the implications

- 4. Suggest Budget Estimates
 - a. Propose alternative solutions
 - b. High and medium IT areas
 - c. Include hardware/software/labour

The core areas audited and documented where:

- 1. Plans Procedures & Designs
- 2. Environment & Communications
- 3. Computers & Network Hardware

Furthermore, Council's network was hit by a crypto virus on 18 August 2018, this attack highlighted the need for an urgent review of Council's network.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.3:	The Shire of Northam council is a sustainable, responsive,
	innovative and transparent organisation.
Objective:	Provide outstanding customer service.
	Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

There is no legislative requirement to hold an IT Service Review, however it is best practice.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequenc e x likelihood)	Mitigation Action	
Financial	The cost of cyber- attacks can be extremely high	Minor (2)	Put processes in place to mitigate attack	







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Health & Safety	N/A	N/A	N/A
Reputation	Any disruption to Councils IT infrastructure impacts members of the community and may give them a poor reflection of dealing with Council.	Minor (2)	Put processes in place to mitigate attack
Service Interruption	Disruption to the service provided by Council	Medium (3)	Put processes in place to mitigate attack
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

Since the last Cyber-attack in 2018, an agreement has been signed between the Shire and JH Computer Services to provide two levels of support.

Level 1 Monitoring and Maintenance

Examples include but are not limited to: Monitoring Server Uptime; Being made aware if Server goes offline; Monitoring and maintain Backups; Monitoring and managing Hard Disk Utilisation; Monitoring, notifying and instigating repair of Hardware faults; and Checking Windows updates that are required.

Level 2 Support Packs

Such as auditing and review services which include: Backup and Disaster Recovery Assessment; Network Performance Assessments; Virus and Security Assessments; Network Hardware Review; and

Communications Review (ie. ADSL connections)

In the attached table it describes the actions taken by the Shire to address the IT issues raised by Focus Networks.

Key to table







Completed	
No Action	
Underway	

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.128

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council receive the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.

CARRIED 2/0

The Executive Manager Corporate Services advised that everything high risk has been dealt with and many of the outstanding items have measures in place however these are not documented. Officers are confident that these are under control and the risk is managed.

Clarification was sought in relation to whether there is off site backups? The Executive Manager Corporate Services confirmed that this is occurring in addition to on site backups. There are procedures in place for IT recovery. It was noted that Council has changed IT providers which are providing a better service than the previous providers.







			Atta	chment 1		
No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	HIGH Seore 1.5	Two backup technologies are used The backup runs daily Monday to Friday and are stored on a share on the NSC- HYPERV physical server. A retention period for NSC-DATABASE could not be documented. A backup exists on the NSC-FILE virtual server and NSC-TS physical server. This backup runs daily Monday to Sunday at 9PM. A retention period of 7 days exists for NSC-TS and 28 days for NSC- DATABASE. These are stored onsite in a fire proof safe right next to the server room. Once a week the hard drives are taken offsite by staff. Notifications are emailed to the ICT shared mailbox. Focus Networks could not confirm failures for the past month.	 An onsite and offsite backup and recovery solution should be kept as simple as possible and include the following. Onsite and offsite retention of backups Minimum houdy snapshots Hourly dailey, weekly, monthly and annual retention periods Regular recovery testing Daly backup notifications It is important to do regular scheduled Disaster recovery testing to ensure all is working as intended. 	Executive Manager Corporate Services	Now utilising Acronis, taking multiple daily snapshots as well as offsite backups.
2	Internet Gateway	HIGH Seore 1.5	Current firewall offers protection for less than 1% of these vulnerabilities. A Juniper device managed by Telstra is a basic router that offers no security services for Website Content Filtering, Gateway Anti-Virus or Gateway Anti- Spyware (also referred to as Deep Packet Inspection). These security services are supposed to be the first line of defence for incoming Internet traffic.	It is imperative that a deep packet scanning corporate firewall be utilised at all sites for both unencrypted and encrypted traffic providing protection from Internet attacks and misbehaving users. As of today, known virus, intrusion and spyware vulnerabilities are numbered at over 31,000.	Executive Manager Corporate Services	Hardware based deep packet scanning corporate firewall has been implemented via a Fortigate router. This has also allowed us to better manage and monitor our network and circumvent the complications and delays brought about by





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
					\mathbf{O}	the Telstra MPLS side of things.
3	Anti-Virus	<u>HIGH</u> Score 1	The cloud based solution is used this makes remote agent monitoring and management a little easier. It is confirmed there is a license count of 80 with 75 in use.17 agents were outdated and ransomware protection was disabled. No scheduled scans have been created for the servers or desktops and no scheduled reporting was enabled. Notifications were set to email ithelp@northam.wa.gov.au	Corporate grade anti-virus and anti- spam protection is a priority and proactive monitoring is required. Weekly scanning and reporting is imperative. A centrally located management console must be used to push out and update all machines at all sites	Executive Manager Corporate Services	Have upgraded to the latest Trend, WFBS is implemented on servers, all workstations are also using Trend as an anti- spam solution for emails.
4	IT Support	HIGH Score 1	IT support is delivered using a mix of internal resources and an external contractor being PCS. Neither have full visibility of all components and no sharing mechanisms. This can lead to confusion and inevitably a finger pointing exercise. The Telstra MPLS network is fully managed generally locking out the client to making network/security modifications unless a ticket is generated. The response times from Telstra on these tickets can take days/weeks. The Library was following a different strategy and appeared to run under an independent IT model.	A proactive support mechanism implemented with a helpdesk solution should aim at keeping all parties up to date at all times. Helpdesk calls should be updated when a system change is required or when a request is completed. Regular helpdesk reporting can help identify underlying issues and a searching ability should allow engineers to track and troubleshoot problems. Documentation and communication build a strong relationship.	Executive Manager Corporate Services	We now have a ticketing system using Fresh desk as our online ticketing system. Goes to all on the IT team including our external support. The system gives IT staff the ability to monitor and review work history for trends. We also have a support agreement in place with JHCS, whom monitor Councils servers, backups etc remotely.







No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			Calls for help are not documented in a helpdesk ticketing system. No utilisation statistics can be documented. PCS provide Level 2 and Level 3 remote IT support on an adhoc basis which can total up to 3 hours per week. No remote monitoring or infrastructure maintenance is delivered but after hours support is offered via mobile phone. There are no Service Level Agreements (SLA's) or minimum response times provided and no management reports.	RMF		
5	ISP Links	MEDIUM Score 1.5	The Telstra MPLS NBN link uses FITN. This services uploads and downloads speeds are different. The Telstra MPLS NBN link was running at a speed of 43Mbps down and 2Mbps up. The secondary link is a Telstra ADSL link that uses copper. This service is an asynchronous service which means the upload and download speeds are different. The Head office lacks a fast redundant ISP link but this would be due to the design of the MPLS network as the hop off point for the Internet would be in the Telstra MPLS cloud. The NBN FITN disconnection for copper services would affect ADSL services.	Business grade Internet services will offer better contention ratios. Redundant links using different Internet technologies on a corporate firewall can increase uptime and will improve Internet browsing, site to site connectivity or cloud connections.	Executive Manager Corporate Services	MPLS given 30 days notice. We are going with TPG to give us a link to the building. They will replace what Telstra couldn't deliver. We are also in process of Inking remote offices with Administration building via own airfibre / wireless Inks which replace our dependence on NBN and ADSL services.







No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
6	IT DR Plan	MEDIUM Score 0	There is no current IT DR plan. A very basic document called "Information & Communication Technology Strategy 2018-2022" did contain one page on disaster recovery but the content was extremely poor. It was also noted that a document from LGIS called "Crisis Management & Business Continuity response Plan" did exist and referenced the IT DR Plan on page 25 but no current IT DR plan exists. As no plan exists, the organisation is relying on the current backup regime to restore data in the event of a disaster. Unfortunately as recent events have shown, the backup regime was proved to be inefficient.	An IT Disaster Recovery Plan is a key element of business continuity management. It should be clear and concise, focus on the key activities required to recover the critical IT services, be tested reviewed and updated on a regular basis, have an owner and enable the recovery objectives to be met. As part of this exercise a Critical Systems Analysis document is to be completed to document business functions which are delivered using internal and external technologies.	Executive Manager Corporate Services	Our IT DR plan is still more adhoc than formalised but has been formalised but has been formaliy identified for actioning at a recent IT forward planning meeting with JHCS, our main ICT support vendor. A form of DR testing has been carried out by way of migration of servers / data to new servers. We are also in the process of repurposing our old servers and NAS devices for DR / service continuity.
7	Strategic IT Plan	MEDIUM Score 0	There is no current Strategic IT Plan. The "Information& Communication Technology Strategy 2018-2022" did contain four pages on strategy but the content was extremely poor. No standard purchasing policy is defined for replacing computers based on time, age or life cycle. No other structured plans are set for larger IT related projects as no particular direction for strategy is defined. Very little detailed technical documentation exists.	There needs to be an overall approach for the selection, use and support of technology that aligns with the client's resources, business needs and processes. A Strategic IT Plan provides direction for addressing both short-term needs and long-term requirements for cost-effective, practical technological solutions.	Executive Manager Corporate Services	The "strategic IT plan" for the last year has been more about recovery and rebuilding the essentials while retaining service delivery but we are now finally in a far better position to develop a broader IT strategy, Identification of priorities has been dertermined and JHCS, our main ICT support





Shire of Northom

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
				RMF		vendor, engaged to assist in what needs to be achieved.
8	Windows Updates	MEDIUM Score 1	The two physical servers were last updated on the 19 th of August. As this is a Sunday we assume IT completed the updates. The single virtual server NSC-FILE was last updated on the 21 st of August which places the network at significant risk. All desktops are configured to receive updates through group policy, forcing all machines to update from Microsoft servers. No central WSUS server is present, which places more load on the internet links, and prevents reporting on the current state of patching. All desktops audited had less than 10 important updates pending. No test groups or pilot groups for desktops were evident for updates. This means that all updates are simply	Microsoft Windows Server Update Services (WSUS) or alternative 3rd party management tools, enable administrators to deploy the latest Microsoft product updates to computers running the Windows operating system. By using WSUS or these tools, administrators can fully manage the distribution of updates that are released through Microsoft Update to computers in their network.	Executive Manager Corporate Services	Equipment has been identified and reserved for the creation of a suitable test environment that will occur once higher priority issues are resolved. Better control of windows desktop updates is planned and updates of windows servers are monitored.







No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			installed without testing, which is not recommended.	2MH		
9	Printing	MEDIUM Score 1	Centralised printing is via at least ten printers setup as direct IP printing on Server 2008 R2. The IP addresses used for the network were not all in sequential order. Canon, HP and Brother printers were confirmed onsite no standard purchasing policy exists. No secure print functionality was witnessed on the larger multi function printers.	Centralised printing should be implemented to reduce ongoing consumable costs. Highly sensitive printing for the payroll or HR department should be implemented with a private/local printer. Network sharing should always be chosen over direct printing and the secure or distributed option of printing should be investigated. Locations of printers from an OHS point of view should be addressed for ventilation and noise requirements.	Executive Manager Corporate Services	We are currently investigating options.







No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
10	Servers	LOW Score 0.5	Three white box physical servers reside in the server cabinet. They are all configured with redundant power supplies running from a single Eaton UPS. The second Eaton UPS in the rack is faulty and not in use. There is no remote management port options available on these servers. The white box physical servers are not covered under a warranty. Connectivity to the network is 1 Gb via a single CAT5 Ethernet cable. Redundant network interfaces are not utilised on all servers	A tier 1 server platform utilising the N+1 architecture delivers an increased uptime by offering redundant power supplies, redundant network connections, onboard remote management and extended warranties.	Executive Manager Corporate Services	Servers have been upgraded and storage increased and connectivity to the network is via managed switches configured to deliver 4Gb (bonded 4 x 1Gb) links. Servers are remotely monitored by JHCS our main ICT support vendor.
11	Local Area Network	LOW Score 1	Three switches are rack mounted in the comms cupboard. Unfortunately all devices are powered by mains power only. A Netgear FS524 24 port 10/100 switch has no ports free. A Netgear Prosafe GS748T 48 port gigabit switch has approximately 8 ports free. A HP J3188A 16 port 10Base-T hub has approximately 10 ports free. One switch is rack mounted in the server rack in the printing room. A Netgear Prosafe JGS524 24 port gigabit switch has 18 ports free.	Managed switches should be backed by a lifetime product warranty. Power over Ethernet (PoE) functionality should be investigated if a VOIP phone system is utilised. Management capabilities (HTTP and SNMP) will also aid in network fault finding and usage reporting. Non managed switches can decrease intelligence and performance. Wi-Fi access points can be configured on different frequency ranges. Each range is divided into channels. Fine tuning can increase performance gains. Wireless network access can also be configured using SSIDs and VLANs for internal use and/or public use.	Executive Manager Corporate Services	Most gear mentioned in this section of the audit has since been replaced and all of it is now on a UPS. We are now running smart / managed PoE switches and a Fortigate router configured to handle multiple sources of network connectivity, deep packet scanning, VPNs, VLANs, and Wifi hotspots, etc.





Shire of Northam

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			There is no evidence of separated networks (referred to as VLANs).	AME		
12	Uninterrupte d Power Supply (UPS)	LOW Score 1	Two Eaton UPS reside in the server rack in the printing room. We are confident that the Eaton 9125 RM UPS is end of life and faulty. No SNMP card or EMP probe for monitoring were witnessed therefore no Eaton shutdown software was loaded to gracefully restart the powered servers in the event of a temperature or humidity rise.	A UPS filters supplied power Load segments can be defined to shutdown non-critical equipment first. The SNMP protocol is used to record and monitor incoming and outgoing voltages. Most importantly, UPS shutdown software should be installed and configured to shut down the servers gracefully during an extended power outage and power them back on after clean power has been restored.	Executive Manager Corporate Services	The main server and NAS storage and switch is on a managed UPS configured to shutdown the server in the event of an extended outage and its effectiveness was tested (including power down / back on) during a power outage earlier this year. One of the two clder Eaton UPS devices has been repurposed to provide protected power to the managed switches and other gear in a separate comms cabinet. The audit assessment of the Eaton 9125 UPS was correct and







No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						it has since beer decommissioned.
				S. C.		
			.00			









5.7 RISK REGISTER

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

BRIEF

To provide Council with information pertaining to the organisational risk register

ATTACHMENTS

Attachment 1:	Overdue Non-compliant Risks.
Attachment 2:	Risk Register.

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area6: Governance & Leadership.

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





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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

AS/NZS ISO 31000:2009

B.4 Policy Implications

Council has recently endorsed policy G1.11 - Risk Management

B.5 Stakeholder Engagement / Consultation

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

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.	N/A	N/A
Health & Safety	Nil.	N/A	N/A
Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Moderate Minor/Possible 6	Per recommendation within this report
Service Interruption	Nil.	N/A	N/A
Compliance	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Moderate Minor/Possible 6	Per recommendation within this report
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

B.6 Risk Implications

C. OFFICER'S COMMENT

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





	11
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1. % of high or extreme risks without mitigation / treatment strategies in place;

Currently all high or extreme risks have mitigation/treatment strategies

2. % of risk mitigation / treatment strategies over due

Currently have 82 risk mitigation/treatment strategies, of which 4 are overdue (which equates to 4.8%)

2.1 TREATMENT MC00042

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

Progress

Audit has been completed, waiting for final report and recommended actions.

2.2 TREATMENT MC00046

Progress

OHS Policy Framework in place and reviewed

Currently finalising formal framework

2.3 TREATMENT MC00068

Aquatic facility Project Superintendent (Donovan Payne) reports to be provided monthly

Progress

Project report not provided at time of writing report. Will be received in coming weeks.

2.4 TREATMENT MC00005

Review Human Resource Plan to ensure it is reflective of strategic community plan

Progress

Review completed, waiting to present plan to new Council

As this represents the first meeting where the risk register has been discussed by the Committee, a list of the risk register (identifying the top ten risk areas (based on scores)) including the mitigation/treatment strategies has been appended for the information and discussion of the Committee.





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RECOMMENDATION / COMMITTEE DECISION	

Minute No: AU.129

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council receive September 2019 Shire of Northam Risk Register update.

CARRIED 2/0

An overview was provided of the Promapp software / the Council's risk register.

Clarification was sought in relation to how additional risks are added. Officers advised that the recently adopted Risk Policy provides guidance in relation to this.

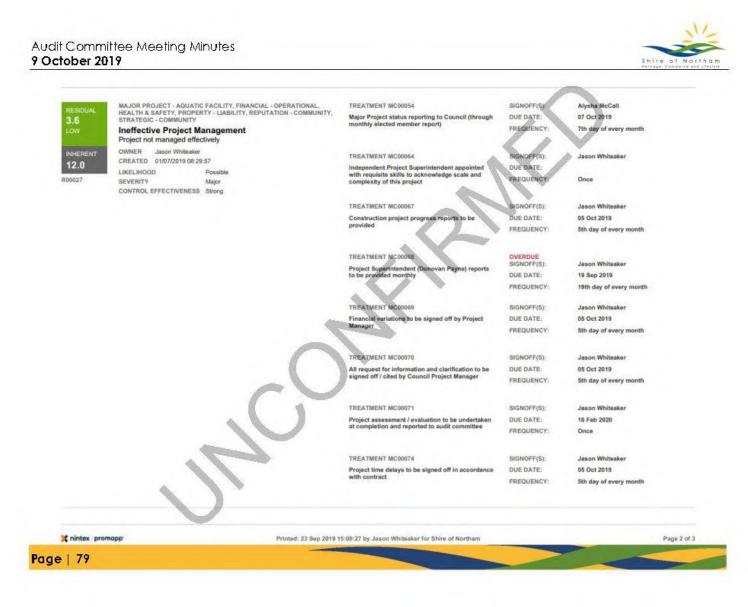




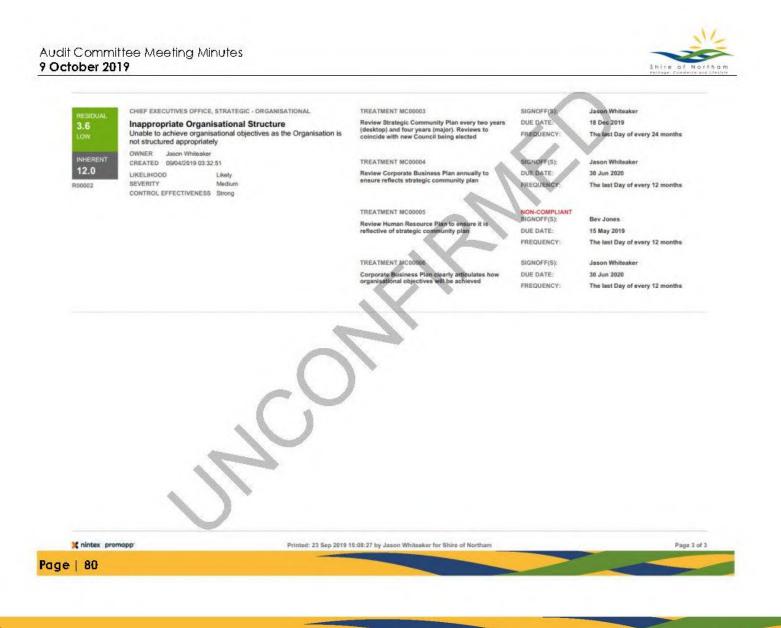


	Non-Complian	nt Risks	Attachment 1		Ihira el Northan
ter: Overdue / M	Non-compliant				
IAUERDAN	CHIEF EXECUTIVES OFFICE	HEALTH & SAFETY - OCCUPATIONAL	TREATMENT MC00041	SIGNOFF(S):	Bev Jones
KODERATE	Non-compliance with the associated regulations an ensure the physical secur	Ind security practices Occupation Safety & Health Act, d standards. It is also the inability to ity requirements of staff, contractors and	Undertake OHS Audit	QUE DATE: FREQUENCY:	01 Sep 2021 The first Day of every 24 months
CONSTRUCTION OF	visitors. Other considerat	ions are:	TREATMENT MC00042	NON-COMPLIANT	
Comment of the		rameworks, Systems and Structure to	Implement recommendations from OHS Audit &	SIGNOFF(S):	Bey Jones
	 Inadequate Organisa requirements (evacuation 	rs, staff, contractors and/or tenants. tional Emergency Management diagrams, drills, wardens etc).	Report to Audit & Risk Constriktee	FREQUENCY:	30 Sep 2019 The last Day of every 4 months
		protection measures in place for buildings, of work (vehicle, community etc).	TREATMENT MC00043	SIGNOFF(S):	Bev Jones
		s, due to negligence or personal injury.	OHS Committee Meeting Regularly	DUE DATE:	31 Dec 2019
	 Inadequate or unsafe 	aims due to negligence or personal injury. modifications to plant & equipment		FREQUENCY:	The last Day of every 3 months
	OWNER Jason Whiteaker CREATED 01/07/2019 06:46		TREATMENT MC00044	SIGNOFF(S):	Clinton Kleynhans
	LIKELIHOOD	Likely	Toolbox meetings occurring and discussing	DUE DATE:	31 Oct 2019
	SEVERITY CONTROL EFFECTIVENESS	Major	safety (attach minutes/notes to sign off)	FREQUENCY:	The last Day of every month
			TREATMENT MC00045	SIGNOFF(S):	Jason Whiteaker
			Senior Management Meeting (where the OSH	DUE DATE:	30 Sep 2019
		20	system is reviewed and KPI's are measured as an agenda item)	FREQUENCY:	The last Day of every 6 months
		. ()	TREATMENT MC00046 OHS Policy Framework in place and reviewed	NON-COMPLIANT SIGNOFF(S):	Bev Jones
			one , and , rangements of parts and rangemed	DUE DATE:	30 Aug 2019
				FREQUENCY:	The last Day of every 12 months
	4		TREATMENT MC00053	SIGNOFF(S):	Jason Whiteaker
			Project management framework in place, providing parameters for staff to operate within	DUE DATE:	31 Jul 2020
			for example for entropy on seen to observe AUDID.	FREQUENCY:	The last Day of every 12 months























nintex pron		9 07:39:00 by Jason Whiteaker for Shire of Northam		Page 3 of 2
	A.			
	C	Have an effective document control system in place	FREQUENCY:	The first Day of every 12 months
	SEVERITY Medium CONTROL EFFECTIVENESS Adequate	TREATMENT MC00025 Manage Document Control - Identify Document	SIGNOFF(S): DUE DATE:	Colin Young Kristy Hopkins 29 May 2020
R00015	LIKELIHOOD Possible		DUE DATE: FREQUENCY:	21 May 2020 The first Day of every 48 months
INHERENT 9.0	management plans and practices OWNER Colin Young CREATED 24/05/2019 06:58:42	TREATMENT MC00024 Current Records Management Plan in place	SIGNOFF(S):	Mariene Plews Colin Young
MODERATE	Important information unable to be found and legislative requirements not met as a result of inadequate records	Process which explains how to register all records incoming and outgoing	FREQUENCY:	Once
RESIDUAL	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION Records Management	TREATMENT MC00023 Manage Records - File record Process which explains how to register all	SIGNOFF(S): DUE DATE:	Colin Young Kristy Hopkins
			W PREQUENCY:	1941 GBY OF EVERY MONTH
		Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.	DUE DATE: FREQUENCY:	14 Oct 2019 14th day of every month
	LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong	TREATMENT MC00010	SIGNOFF(S):	Cheryl Greenough
R00011	OWNER Executive Manager Corporate Services (Portfolio Manager) CREATED 07/05/2019 02:29:20	purchases to be performed to ensure compliance with purchasing requirements.		14th day of every month
INHERENT	departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.	TREATMENT MC00009 Monthly random internal audit of five (5)	SIGNOFF(S): DUE DATE:	Cheryl Greenough 14 Oct 2019
MODERATE	Inadequate procurement / tender process Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in	Establish and comply with a purchasing policy.	DUE DATE: FREQUENCY:	01 May 2021 The first Day of every 24 months
RESIDUAL 7.5	OPERATIONAL	Manage Purchasing - Request approval		Kristy Hopkins



Audit Committee Meeting Minutes 9 October 2019 Shire of CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY TREATMENT MC00032 SIGNOFF(S) Jason Whiteaker Current Community Engagement Plan in Place DUE DATE: 30 Sep 2019 Inadequate engagement with Community / Stakeholders / Elected Members FREQUENCY The first Day of every 112 months Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected TREATMENT MC00033 SIGNOFF(S): Jason Whiteaker Members. This invariably includes activities where communication, 9.0 **Biennial Customer Satisfaction & Community** DUE DATE: 01 Sep 2021 feedback and / or consultation is required and where it is in the best Needs Survey FREQUENCY The first Day of every 24 months interests to do so R00018 OWNER Jason Whiteaker CREATED 19/06/2019 01:07:22 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL TREATMENT MC00081 SIGNOFF(S): Carmen Sadleir Chadd Hunt Up to Date and endorsed Strategic Wa Inadequate environmental management DUE DATE: 31 Aug 2020 Management Plan nadequate prevention, identification, enforcement and FREQUENCY: The last Day of every 12 months management of environmental issues. The scope includes; INHERENT · Contaminated sites. / Coastal issues TREATMENT MC00082 SIGNOFF(S): Jenny Abbott Chadd Hunt · Waste facilities (landfill / transfer stations). / Groundwater 9.0 Have climate change policy in place · Weed control. / Water Quality DUE DATE: 31 Mar 2020 Illegal dumping. Illegal clearing / land use. R00019 FREQUENCY: The first Day of every 24 months OWNER Carmen Sadleir CREATED 01/07/2019 06:28:54 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate X nintex promapp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 4 of 24 Page | 84



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			warraffa incovert or reene	FREQUENCY:	The first Day of every 12 months
		SU	TREATMENT MC00040 Manage Rate Recovery - Confirm rates outstanding Manage recovery of rated	SIGNOFF(S): DUE DATE:	Codey Redmond Vicki Schwidden 91 Jul 2020
		C)		FREQUENCY:	The last Day of every 12 months
			Develop Annual Budgets - Send Email Ensure budget process is managed effectively	DUE DATE:	Kristy Hopkins 31 Jul 2020
			TREATMENT MC00039	SIGNOFF(S):	Colin Young
		managed effectively	FREQUENCY:	Once	
			arrangement with Rate payer Process which ensures rate debts are collected	THE PART	Com Toung
			TREATMENT MC00038 Arrange payment glans for Rates - Setup payme	SIGNOFF(S):	Codey Redmond Vicki Schwidden Colin Young
				FREQUENCY:	The first Day of every 12 months
	CONTROL EFFECTIVENESS	Strong	Manage Debtors - Identify Debtor Process to manage general debtors	DUE DATE:	01 Jul 2020
	LIKELIHOOD SEVERITY	Likely Extreme	TREATMENT MC00037	SIGNOFF(S):	Colin Young Kristy Hopkins
	OWNER Colin Young CREATED 01/07/2019 06:3	4:50		FREQUENCY:	The first Day of every 12 months
	techniques / processes.		Investment strategy / policy in place	DUE DATE:	01 Jul 2020
	 Ineffective Business Pla 	sis (over or under estimating). Inning (poor scope / competition a Selling, forecasting and projection	nalysis). TREATMENT MC00036	SIGNOFF(S):	Colin Young
R00021	 Poor credit management 	it (short or long term borrowing res		FREQUENCY:	31 Jul 2020 The last Day of every 12 months
INHERENT		sions to invest in land transactions, vestments or poor long term forect		SIGNOFF(S): DUE DATE:	Colin Young
MODERATE	Acumen Inadequate identification	or quantification of financial expos		FREQUENCY:	The first Day of every 12 months
	STRATEGIC	I. Accounting or Business	Long Term Financial Plan in Place	DUE DATE:	01 Jul 2020



Audit Committee Meeting Minutes 9 October 2019 Shire of SIGNOFF(5) CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE TREATMENT MC00002 Cheryl Greenough Local Government is responsible for complying 14 Oct 2019 Failure to fulfil statutory, regulatory or compliance DUE DATE: with a wide range of legislative requirements, to mitigate this risk a compliance calendar has been FREQUENCY requirements 14th day of every month Council is exposed to reputation damage and serious breaches due developed and will be audited monthly by the Governance officer. Failure to comply with to a failure to comply with legislative and compliance requirements NHERENT legislative requirements could result in a range of outcomes including a Department of Local OWNER Colin Young 20.0 Government Inquiry CREATED 08/04/2019 06:46:49 CHANGE(S) PENDING TREATMENT MC00007 LIKELIHOOD Almost Certain R00001 Bey Jones Manage Inductions - Conduct New Employee Helen Zahra SEVERITY Major Induction All new employees are provided with adequat DUE DATE: CONTROL EFFECTIVENESS Strong inductions FREQUENCY Fri every week TREATMENT MC00009 SIGNOFF(5): Cheryl Greenough Monthly random internal audit of five (5) purchases to be performed to ensure compliance DUE DATE: 14 Oct 2019 FREQUENCY: 14th day of every month with purchasing requirements. TREATMENT MC80058 SIGNOFF(S): Cheryl Greenough Organisational Compliance Calendar in place and reviewed by Executive Management Group DUE DATE: 31 Mar 2020 The first Day of every 12 months FREQUENCY: TREATMENT MC00059 SIGNOFF(S): Alysha McCall Induction & Training provided to elected members DUE DATE: 30 Nov 2019 FREQUENCY: The last Day of every 24 months TREATMENT MC00060 SIGNOFF(S): **Cheryl Greenough** Complete Annual Compliance Return (Dept Local DUE DATE: 29 Feb 2020 Government) FREQUENCY: The last Day of every 12 months X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 6 of 24 Page | 86







Contraction in	DEVELOPMENT SERVICES, HEALTH & SAFETY	TREATMENT MC00077	SIGNOFF(S):	Brendon Rutter
	Inadequate Organisation and Community Emergency	Functioning Local Emergency Management	DUE DATE:	Chadd Hunt 31 Oct 2019
MOCEPLATE	Management Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community	Committee, which meets quarterly	FREQUENCY:	The last Day of every 3 months
INHERENT	elements, inclusive of the management of all emergencies. This	TREATMENT MC00078	SIGNOFF(S):	Brendon Rutter
20.0	includes; - Lack of (or inadequate) emergency response plans.	Conduct at least 1 Emergency Management	DUE DATE:	Chadd Hunt 30 Sep 2019
R00032	Lack of training to specific individuals or availability of appropriate emergency response. Failure in command and control functions as a result of	training exercise per year	FREQUENCY:	The last Day of every 12 months
	incorrect initial assessment or untimely awareness of incident.	TREATMENT MC00079	SIGNOFF(S):	Brendon Rutter
	 Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc 	Conduct Inductions for Bush Fire Brigede Volunteer Members Annually	DUE DATE:	Chadd Hunt 01 Oct 2019
	(References: AS 3745; AS 1851; AIIMS 4 Management Principles)	Volunteer memoers Annually	FREQUENCY:	The first Day of every 11 months
	(References: AS 3745; AS 1651; AlliNS 4 Management Principles) OWNER Chadd Hunt			
	CREATED 02/07/2019 05:42:30	TREATMENT MC00080	SIGNOFF(S):	Brendon Rutter Chadd Hunt
	LIKELIHOOD Likely	Review Risk to Resources Document	DUE DATE:	30 Sep 2019
	SEVERITY Extreme CONTROL EFFECTIVENESS Strong		FREQUENCY:	The last Day of every 24 months
	AMP - TRANSPORT, HEALTH & SAFETY	TREATMENT MC00088	SIGNOFF(S):	Paul Kher
	Transport Assets not routinely inspected	Safety and maintenance inspection procedures	DUE DATE:	31 Oct 2019
	No formal safety & maintenance inspection procedures exist	developed	FREQUENCY:	The first Day of every 112 months
CONTRACTOR OF THE OWNER	OWNER Paul Kher CREATED 15/07/2019 08:35:25			
INHERENT	LIKELIHOOD Likely			
16.0	SEVERITY Major			
R00036	CONTROL EFFECTIVENESS Strong			
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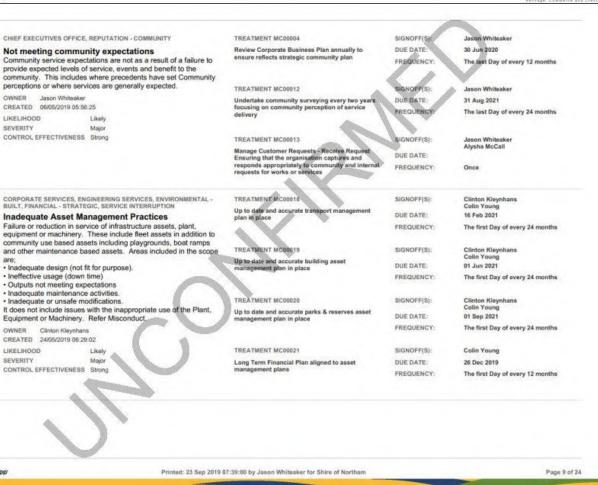
R00013

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Audit Committee Meeting Minutes 9 October 2019





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	rV		FREQUENCY:	The last Day of every 12 months
	\cap	TREATMENT MC00046 OHS Policy Framework in place and reviewed	NON-COMPLIANT SIGNOFF(S): DUE DATE:	Bev Jones 30 Aug 2019
		system is reviewed and KPI's are measured as an agenda item)	FREQUENCY:	The last Day of every 6 months
		Senior Management Meeting (where the OSH	DUE DATE:	30 Sep 2019
CONTROL EFFECTIVENE	35 Strong	TREATMENT MC00045	SIGNOFF(S):	Jason Whiteaker
LIKELIHOOD SEVERITY	Likely Major	safety (attach minutes/notes to sign off)	FREQUENCY:	The last Day of every month
OWNER Jason Whiteal CREATED 01/07/2019 06	48:30	TREATMENT MC00044 Toolbox meetings occurring and discussing	SIGNOFF(S): DUE DATE:	Clinton Kleynhans 31 Oct 2019
 Inadequate or unsultant 	Claims due to negligence or personal injury. afe modifications to plant & equipment		FREQUENCY:	The last Day of every 3 months
 depots and other place Public Liability Clair 	y protection measures in place for buildings, s of work (vehicle, community etc). ms, due to negligence or personal injury.	TREATMENT MC00043 OHS Committee Meeting Regularly	S/GNOFF(S): DUE DATE:	Bev Jones 31 Dec 2019
 Inadequate Organi requirements (evacuation) 	sational Emergency Management on diagrams, drills, wardens etc).		FREQUENCY:	The last Day of every 4 months
and the fall of th	Frameworks, Systems and Structure to itors, staff, contractors and/or tenants.	Implement recommendations from OHS Audit & Report to Audit & Risk Committee	SIGNOFF(S): DUE DATE:	30 Sep 2019
associated regulations ensure the physical sec visitors. Other consider	and standards. It is also the inability to urity requirements of staff, contractors and	TREATMENT MC00042	NON-COMPLIANT	
	and security practices e Occupation Safety & Health Act,	Undertake OHS Audit	DUE DATE: FREQUENCY:	01 Sep 2021 The first Day of every 24 months





Audit Committee Meeting Minutes 9 October 2019 Shire o CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL -STRATEGIC External Theft & Fraud (inc. Cyber Crime) Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of: · Fraud - benefit or gain by deceit 16.0 · Malicious Damage - hacking, deleting, breaking or reducing the integrity or performance of systems R00020 . Theft - stealing of data, assets or information (no deceit) OWNER Colin Young CREATED 01/07/2019 06:32:52 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC TREATMENT MC00027 SIGNOFF(S): **Brendon Rutter** Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly Inadequate Organisation and Community Emergency DUE DATE: 30 Sep 2019 Management FREQUENCY: The last Day of every 6 months Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community NHERENT elements, inclusive of the management of all emergencies. This TREATMENT MC00028 SIGNOFF(S): Brendon Rutter Chadd Hunt includes; 15.0 Current Local Emergency Management Arrangements & Recovery Plan Lack of (or inadequate) emergency response plans. DUE DATE: 30 Nov 2020 Lack of training to specific individuals or availability of R00017 FREQUENCY: The first Day of every 24 months appropriate emergency response. Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. TREATMENT MC00029 SIGNOFF(S): Brendon Rutter Inadequacies in environmental awareness and monitoring of Chadd Hunt Run annual emergency management exercise fuel loads, curing rates etc DUE DATE: 29 Nov 2019 FREQUENCY: The first Day of every 12 months (References: AS 3745; AS 1851; AIIMS 4 Management Principles) OWNER Chadd Hunt Brendon Rutter TREATMENT MC00030 SIGNOFF(S): CREATED 19/06/2019 00:51:12 Chadd Hunt Bush fire Risk Management Plan in Place LIKELIHOOD Possible DUE DATE: 30 Sep 2019 SEVERITY Extreme FREQUENCY: The first Day of every 12 months CONTROL EFFECTIVENESS _Strong TREATMENT MC00031 SIGNOFF(S): Brendon Rutter Chadd Hunt Fuel Loads risk register in place DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 12 months X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 11 of 24 Page | 91



Audit Committee Meeting Minutes 9 October 2019 Shire of SIGNOFF(S) CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL TREATMENT MC00003 Jason Whiteaker 18 Dec 2019 Inappropriate Organisational Structure Review Strategic Community Plan every two years DUE DATE: 3.6 (desktop) and four years (major). Reviews to coincide with new Council being elected Unable to achieve organisational objectives as the Organisation is FREQUENCY: The last Day of every 24 months not structured appropriately OWNER Jason Whiteaker INHERENT TREATMENT MC00004 SIGNOFF(S): Jason Whiteaker CREATED 09/04/2019 03:32:51 12.0 Review Corporate Business Plan annually to 30 Jun 2020 DUE DATE: LIKELIHOOD Likely ensure reflects strategic community plan SEVERITY Medium FREQUENCY The last Day of every 12 months R00002 CONTROL EFFECTIVENESS Strong TREATMENT MC00005 NON-COMPLIANT SIGNOFF(S): Bev Jones Review Human Resource Plan to ensure it is reflective of strategic comm DUE DATE: 15 May 2019 nity plan FREQUENCY: The last Day of every 12 months TREATMENT MC00006 SIGNOFF(S): Jason Whiteaker Corporate Business Plan clearly articulates how organisational objectives will be achieved DUE DATE: 30 Jun 2020 FREQUENCY: The last Day of every 12 months MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY TREATMENT MC00053 SIGNOFF(S): Jason Whiteaker Project management framework in place, providing parameters for staff to operate within DUE DATE: 31 Jul 2020 FREQUENCY: The last Day of every 12 months **Ineffective Project Management** Project not managed effectively INHEREN OWNER Jason Whiteaker TREATMENT MC00054 SIGNOFF(S): Alysha McCall CREATED 01/07/2019 08:29:57 12.0 Major Project status reporting to Council (through monthly elected member report) DUE DATE: 07 Oct 2019 LIKELIHOOD Possible FREQUENCY: 7th day of every month R00027 SEVERITY Major CONTROL EFFECTIVENESS Strong TREATMENT MC00064 SIGNOFF(S): Jason Whiteaker Independent Project Superintendent appointed with requisite skills to acknowledge scale and DUE DATE: FREQUENCY Once complexity of this project TREATMENT MC00067 SIGNOFF(S): **Jason Whiteaker** Construction project progress reports to be DUE DATE: 05 Oct 2019 provided FREQUENCY: 5th day of every month X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 12 of 24 Page | 92











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RESIDUAL 3.6 LOW INHERENT 12.0 R00029	MAJOR PROJECT - AQUATIC FACILITY, COMPLIANCE - LEGISLATIVE Inadequate Construction Contract Construction contract not adequate which exposes Council to contract risk through the construction phase OWNER Jason Whiteaker CREATED 01/07/2019 06:37:46 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00066 Contract in place, signed and vetted by Legal Firm	SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker Once
RESIDUAL 3.6 LOW INHERENT 12.0 R00030	MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL Grant partners milestones not met Funding organisations require regular reporting, failure to do so may result in withdrawal of funds OWNER Jason Whiteaker CREATED 0107/2019 08:46:18 LIKELHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT ACOUNT2 Department of Sport & Recreation milestone reports provided TREATMENT MC08073 Faderal Building Botter Regions Fund milestone reporting	SIGNOFF(S): DUE DATE: FREQUENCY: SIGNOFF(S): DUE DATE: FREQUENCY:	Jason Whiteaker 31 Dec 2019 The last Day of every 5 months Jason Whiteaker 31 Dec 2019 The last Day of every 5 months
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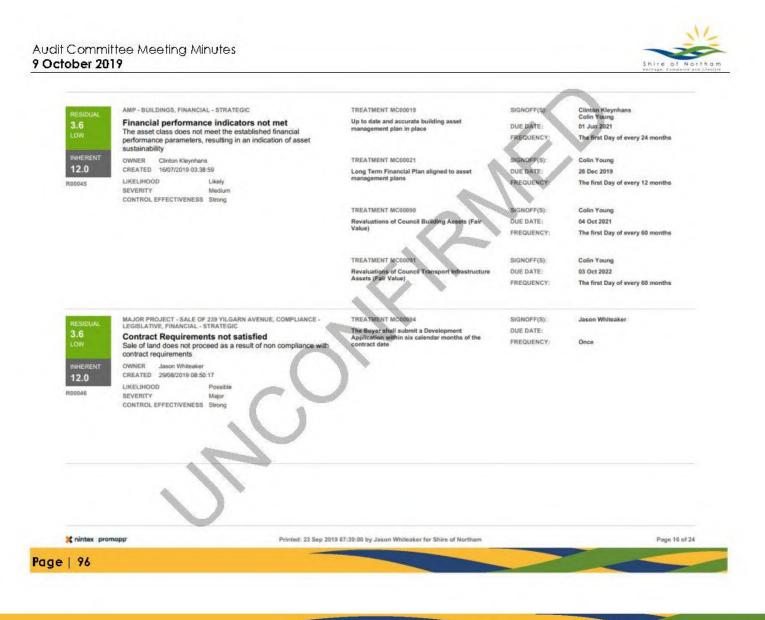




RESIDUAL	GENERAL, REPUTATION - COMMUNITY	TREATMENT MC00007	CHANGE(S) PENDING SIGNOFF(S):	Bey Jones
3.6	Providing inaccurate advice / information to stakeholders	Manage Inductions - Conduct New Employee Induction		Helen Zahra
LOW	Incomplete, inadequate or inaccuracies in advisory activities customers or internal staff. This could be caused by using	All new employees are provided with adequate s to inductions	DUE DATE: FREQUENCY	Fri every week
INHERENT 12.0	unqualified, or inexperienced staff, however it does not inclu instances relating to Misconduct.	Manage Customer Requests - Receive Request	SIGNOFF(S):	Jason Whiteaker Alysha McCall
R00031	Examples include; • incorrect planning, development or building advice, • incorrect health or environmental advice	Ensuring that the organisation captures and responds appropriately to community and inter- requests for works or services	DUE DATE: sal FREQUENCY:	Once
	 inconsistent messages or responses from Customer Serv any advice that is not consistent with legislative requirement local laws or policies. 	ents, Manage Staff Training - Identify Training Needs	CHANGE(S) PENDING SIGNOFF(S):	Bev Jones
	OWNER Jason Whiteaker	Ensure staff training needs are identified and m		31 Oct 2019
	CREATED 02/07/2019 05:27:54		, FREQUENCY:	The last Day of every 12 months
	LIKELIHOOD Likely			
	SEVERITY Medium			
	CONTROL EFFECTIVENESS Strong			
RESIDUAL	AMP - BUILDINGS, FINANCIAL - OPERATIONAL	TREATMENT MC00019	SIGNOFF(S):	Clinton Kleynhans Colin Young
3.6	Maintenance not planned	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2021
LOW	Planned Maintenance & operation schedules, with budgets, exist, resulting in long term financial costs and asset deterior	, do not	FREQUENCY:	The first Day of every 24 months
INHERENT	OWNER Shane Moorhead CREATED 16/07/2019 03:36:36	TREATMENT MC00035	SIGNOFF(S):	Colin Young
12.0	LIKELIHOOD Possible	Annual Budget adopted and aligned with long	DUE DATE:	31 Jul 2020
R00044	SEVERITY Major CONTROL EFFECTIVENESS Strong	term Enancial plan	FREQUENCY:	The last Day of every 12 months
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Audit Committee Meeting Minutes 9 October 2019 Shire of AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY TREATMENT MC00019 SIGNOFF(Ski **Clinton Kleynhans** Colin Young Up to date and accurate building asset Condition of buildings is unknown DUE DATE: 3.6 01 Jun 2021 management plan in place Council is unclear as to the condition of its building assets and FREQUENCY: The first Day of every 24 months therefore unable to make informed decisions, resulting in poor building condition and building safety concerns NHERENT TREATMENT MC00090 OWNER Shane Moorhead SIGNOFF(S): Colin Young 12.0 CREATED 16/07/2019 03:26:43 **Revaluations of Council Building Assets (Fair** DUE DATE: 04 Oct 2021 Value) LIKELIHOOD Possible The first Day of every 60 months FREQUENCY: R00041 SEVERITY Major CONTROL EFFECTIVENESS Strong TREATMENT MC00093 SIGNOFF(S): Shane Moorhead Develop and maintain medium term building maintenance program to ensure future costs are OUE DATE: 22 Nov 2019 FREQUENCY: The first Day of every 12 months understood TREATMENT MC00019 AMP - BUILDINGS, FINANCIAL - OPERATIONAL SIGNOFF(S): **Clinton Kleynhans** Colin Young Up to date and accurate building asset Future financial requirements for buildings unknown 3.6 DUE DATE: 01 Jun 2021 management plan in place Council fails to understand and plan for future building FREQUENCY: The first Day of every 24 months maintenance / expansion requirements Clinton Kleynhans INHERENT OWNER TREATMENT MC00021 Colin Young CREATED 16/07/2019 03:28:36 SIGNOFF(S): 12.0 LIKELIHOOD Long Terrs Financial Plan aligned to asset DUE DATE: 26 Dec 2019 Possible man ment plans SEVERITY Major FREQUENCY: The first Day of every 12 months R00042 CONTROL EFFECTIVENESS Strong TREATMENT MC00034 SIGNOFF(S): Colin Young Long Term Financial Plan in Place DUE DATE: 01 Jul 2020 FREQUENCY: The first Day of every 12 months TREATMENT MC00035 SIGNOFF(S): Colin Young Annual Budget adopted and aligned with long term financial plan DHE DATE-31 Jul 2020 FREQUENCY: The last Day of every 12 months Page 17 of 24 X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page | 97





Audit Committee Meeting Minutes 9 October 2019 Shire of AMP - TRANSPORT, ENVIRONMENTAL - BUILT Clinton Kleynhans Colin Young TREATMENT MC00018 SIGNOFF(S) Up to date and accurate transport management Asset Inventories inaccurate 3.6 DUE DATE: 16 Feb 2021 plan in place Asset inventories are not up to date and therefore inaccurate FREQUENCY The first Day of every 24 months resulting in poor decision making OWNER Paul Kher INHERENT TREATMENT MC00019 SIGNOFF(S): Clinton Kleynhans Colin Young CREATED 15/07/2019 08:40:29 12.0 Up to date and accurate building asset LIKELIHOOD Likely DUE DATE: 01 Jun 2021 management plan in place SEVERITY Medium R00037 PREQUENCY The first Day of every 24 months CONTROL EFFECTIVENESS Strong TREATMENT MC00020 SIGNOFF(S): Clinton Kleynhans Colin Young Up to date and accurate parks & reserves asset DUE DATE: 01 Sep 2021 management plan in place FREQUENCY: The first Day of every 24 months TREATMENT MC00090 Colin Young AMP - TRANSPORT, ENVIRONMENTAL - BUILT SIGNOFF(S): **Revaluations of Council Building Assets (Fair** DUE DATE: 04 Oct 2021 Inaccurate Asset Valuations Value) Valuations are carried out, however inaccurate resulting in impact FREQUENCY: The first Day of every 60 months on Council decision making and financial ratios OWNER Colin Young INHERENT CREATED 15/07/2019 08:47:14 TREATMENT MC00091 SIGNOFF(S): Colin Young 12.0 LIKELIHOOD Revaluations of Council Transport Infrastructure Assets (Fair Value) DUE DATE: 03 Oct 2022 Possible SEVERITY Major FREQUENCY: The first Day of every 60 months R00038 CONTROL EFFECTIVENESS Strong TREATMENT MC00092 SIGNOFF(S): Colin Young **Revaluation of Council Plant & Equipment** DUE DATE: 05 Oct 2020 FREQUENCY: The first Day of every 60 months X nintex promapp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 18 of 24 Page | 98







3.6 LOW INHERENT 12.0 R00033	Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of; • Human errors, incorrect or incomplete processing Inaccurate recording, maintenance, testing and / or reconciliation of data. • Errors or inadequacies in model methodology, design, calculation or implementation of models.	with a wide range of legislative requirements, to miligate this risk a compliance calendar has been developed and will be audited monthly by the Governance officer. Failure to comply with legislative requirements could result in a range of outcomes including a Department of Local Government Inquiry TREATMENT MC00007 Manage Inductions - Conduct New Employee	CHANGE(S) PENDING	14th day of every month Bev Jones Helen Zahra
	This may result in incomplete or inaccurate information. Consequences include; • Inaccurate data being used for management decision making and reporting. • Delays in service to customers • Inaccurate data provided to customers This excludes process failures caused by inadequate / incomplete	Induction All new employees are provided with adequate inductions TREATMENT MC0009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	DUE DATE: FREQUENCY: SIGNOFF(S): DUE DATE: FREQUENCY:	Friever Lanna Fri every week Cheryl Greenough 14 Oct 2019 14th day of every month
	procedural documentation - refer "Inadequate Document Management Processes", OWNER Jason Whiteaker CREATED 02/07/2019 05:56:01 LIKELIHOOD Likely SEVERTY Medium	TREATMENT MC00083 Manage Inductions - Conduct New Employee Induction Emsure staff are inducted into the organisation	SIGNOFF(S): DUE DATE: FREQUENCY:	Bev Jones 01 Oct 2020 The first Day of every 12 months
	CONTROL EFFECTIVENESS Strong	TREATMENT MC00084 Have critical grocesses mapped to assist staff eliminate errors, omissions and delays (wastage)	SIGNOFF(S): DUE DATE: FREQUENCY:	Alysha McCall 31 Dec 2019 The first Day of every 12 months
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Audit Committee Meeting Minutes 9 October 2019 Shire o COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION -SIGNOFF(S) TREATMENT MC00085 Jack Little COMMUNITY Manage Facilities & Bookings - Receive enquiry DUE DATE: 30 Sep 2019 3.6 Ineffective Management of Facilities / Venues / Events and determine which Department is responsible for administering the booking. FREQUENCY The first Day of every 12 months Failure to effectively manage the day to day operations of facilities, Process for managing bookings to ensure no venues and / or events. This includes; duplication · Inadequate procedures in place to manage the quality or availability. 12.0 Ineffective signage · Booking issues R00034 · Financial interactions with hirers / users · Oversight / provision of peripheral services (eg. cleaning / maintenance) OWNER Ross Rayson CREATED 02/07/2019 06:05:05 LIKELIHOOD Likely SEVERITY Modum CONTROL EFFECTIVENESS Strong CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION -TREATMENT MC0000 CHANGE(S) PENDING COMMUNITY, REPUTATION - INDUSTRY SIGNOFF(S): Bev Jones Helen Zahra Manage Inductions - Conduct New Employee Induction Misconduct DUE DATE: All new employees are provided with adequate Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated inductions FREQUENCY: Fri every week authority. This would include instances of: INHERENT TREATMENT MC00059 SIGNOFF(S): Alysha McCall Relevant authorisations not obtained. 12.0 · Distributing confidential information. Induction & Training provided to elected members DUE DATE: 30 Nov 2019 · Accessing systems and / or applications without correct authority FREQUENCY: The last Day of every 24 months R00035 to do so. · Misrepresenting data in reports. Theft by an employee TREATMENT MC00086 SIGNOFF(S): Bev Jones · Collusion between Internal & External parties This does not include instances where it was not an intentional Manage Inductions - Conduct New Employee DUE DATE: 01 Sep 2020 breach - refer Errors, Omissions or delays in transaction Induction FREQUENCY: The first Day of every 12 months Induction of new employees into the organisation assists in creating an expectation in terms of what processing, or Inaccurate Advice. OWNER Jason Whiteaker is required CREATED 02/07/2019 06:09:25 TREATMENT MC00087 SIGNOFF(S): Colin Young Kristy Hopkins LIKELIHOOD Possible Manage Purchasing - Request approval DUE DATE: 31 Oct 2019 SEVERITY Major Process minimises opportunity for misconduct CONTROL EFFECTIVENESS _Strong FREQUENCY: The first Day of every 12 months X nintex promapp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 20 of 24 Page | 100







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			Provides process for managing projects	DUE DATE: FREQUENCY:	30 Sep 2020 The last Day of every 12 months
			TREATMENT MC00057 Manage Major Projects - Project Implimentation	SIGNOFF(S):	Clinton Kleynhans Sue Connell
			as works in accordance with corporate business plan	FREQUENCY:	The last Day of every 12 months
			TREATMENT MC00080 identification of project classification in accordance with corporate business plan. Each Executive Manager for review their budget and identify which submit list of projects and their classification (not required for anything identifica-	SIGNOFF(S): DUE DATE:	Jason Whitesker Chindd Hunt Colin Young Ross Rayson Clinton Kleynhans 31 Aug 2020
	LIKELIHOOD SEVERITY CONTROL EFFECTIVENES	Possible Medium S Strong	defined by corporate business plan) management framework compliance.		The last Day of every 12 months
	OWNER Jason Whiteak CREATED 01/07/2019 07:	20:45	TREATMENT MC00055 Internal audit of project and major project (as	SIGNOFF(S): DUE DATE:	Jason Whiteaker 31 May 2020
R00024	 Failures in the transition 	n of projects into standard operations.		FREQUENCY	7th day of every month
9.0	monitor change activities		Major Project status reporting to Council (through monthly elected member report)	the state of the state of the	07 Oct 2019
LOW	change initiatives, result requirements or scope of	sign, delivery and / or status reporting of ing in additional expenses, time	providing parameters for staff to operate within TREATMENT MC00054	FREQUENCY: SIGNOFF(S):	The last Day of every 12 months
RESIDUAL	OPERATIONAL, HEALTH &		Project management framework in place,	DUE DATE:	31 Jul 2020



	19	Shire of Norf Hellage Commerce and i
RESIDUAL 2.7 LOW INHERENT 9.0 R00025	CHIEF EXECUTIVES OFFICE. COMMUNITY SERVICES, CORPORATE SERVICES, DEVELOPMENT SERVICES, ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & BAFETY - OCCUPATIONAL, SERVICE INTERRUPTION Inadequate Supplier / Contract Management Inadequate Supplier / Contract Management Inadequate Supplier, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes: - Concentration issues • Vendor sustainability It does not include failures in the tender proces; refer "Inadequate Procurement, Disposal or Tender Practices".	
	OWNER Sue Connell CREATED 01/07/2019 07:54:58 LIKELINCOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong	
	- Chr	
X nintex pron	ngr Printer: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam	Page 22 of 24







CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL TREATMENT MC00007 CHANGE(S) PENDING SIGNOFF(S Bev Jones Manage Inductions - Conduct New Employee Ineffective People Management / Employment 2.7 Helen Zahra Induction DUE DATE: Practices All new employees are provided with adequate Failure to effectively manage and lead human resources (full/part inductions FREQUENCY: Fri overy week time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having TREATMENT MC00049 SIGNOFE(S): Bey Jones appropriately qualified or experienced people in the right roles or 9.0 100% of annual performance reviews undertaken DUE DATE: 31 Dec 2019 not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are; FREQUENCY The last Day of every 12 months R00003 · Breaching employee regulations (excluding OH&S). · Discrimination, Harassment & Bullying in the workplace. Poor employee wellbeing (causing stress) TREATMENT MC00050 SIGNOFF(S): Bey Jones · Key person dependencies without effective succession planning Manage Employee Termination - Receive DUE DATE: 01 Jan 2020 in place. notification · Induction issues. FREQUENCY: The first Day of every 3 months Ensuring that employee te inations are Terminations (including any tribunal issues). managed appropriately and equitably to minimise risk of further action · Industrial activity. Care should be taken when considering insufficient staff numbers TREATMENT MC00051 CHANGE(S) PENDING as the underlying issue could be a process inefficiency. SIGNOFF(S): Bey Jones Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met OWNER Jason Whitesker DUE DATE: 31 Oct 2019 CREATED 06/05/2019 05:23:01 The last Day of every 12 months FREQUENCY: LIKELIHOOD Possible SEVERITY Medium TREATMENT MC00052 SIGNOFF(S): Bev Jones CONTROL EFFECTIVENESS Strong Managing Staff Misconduct and Discipline -Identify Misconduct or Breach of Discipline Ensure any / all staff misconduct in managed effectively and consistently DUE DATE: 31 Jan 2020 FREQUENCY: The first Day of every 3 months X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 23 of 24 Page | 103





Audit Committee Meeting Minutes 9 October 2019 Shire of North GENERAL, SERVICE INTERRUPTION TREATMENT MC00022 Alysha McCall Jason Whiteaker SIGNOFF(S) **Business Interruption** Business Continuity Plan in place and up to date DUE DATE: 30 Nov 2020 A local physical event causing the inability to continue business FREQUENCY: The first Day of every 48 months activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. INHERENT This does not include disruptions due to: IT Systems or infrastructure related failures should be captured 8.0 under "Failure of IT Systems and Infrastructure". · Contractor / Supplier issues should be captured under R00014 "Inadequate Supplier / Contract Management". · People issues should be captured under "Inappropriate People Management". OWNER Jason Whiteaker (Portfolio Manager) CREATED 24/05/2019 06:43:56 LIKELIHOOD Unlikely SEVERITY Major CONTROL EFFECTIVENESS Strong X nintex promopp Printed: 23 Sep 2019 07:39:00 by Jason Whiteaker for Shire of Northam Page 24 of 24 Page | 104





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5.8 COMPLIANCE REPORT

Address:	N/A		
Owner:	Shire of Northam		
Applicant:	N/A		
File Reference:	1.6.1.6		
Reporting Officer:	Cheryl Greenough, Governance/Administration Coordinator		
Responsible Officer:	Jason Whiteaker, Chief Executive Officer		
Officer Declaration of Interest:	NI		
Voting Requirement:	Simple Majority		
Press release to be issued:	No		

BRIEF

This report is to provide Council with an overview of the Shire's monthly compliance activities.

ATTACHMENTS

Attachment 1:	August Compliance Calendar.
Attachment 2:	Creditors Checklist.

A. BACKGROUND / DETAILS

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. The Shire of Northam considered ways of ensuring this compliance was met on a monthly basis and to fulfil this role, commenced a monthly Compliance Calendar.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3:	The Shire of Northam council is a sustainable, responsive,
	innovative and transparent organisation.
Objective:	Provide outstanding customer service.
	Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications

N/A.





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B.3 Legislative Compliance

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

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequenc e x likelihood)	Mitigation Action	
Financial	Potential disruption to purchases	Moderate (6)	Ensure Calendar is followed	
Health & Safety	Possible disruption to safety	Low (2)	Ensure any areas related to safety are followed	
Reputation	The potential exists for legal ramifications	High (10)	Ensure legislation is followed	
Service Interruption	If the calendar is not followed there is potential for certain services not to be provided on time.	Low (3)	Ensure Calendar is maintained	
Compliance	The Legislative requirements of Council can be missed in error.	High (10)	A compliance Calendar provides the mechanism to ensure Legislation is adhered to	
Property	N/A			
Environment	N/A			

C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool which will be used to assist in populating the Annual Compliance Audit Return (CAR) and will ensure





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the Shire is able to identify and manage any issue which may arise during the year in a timely manner.

March 2019 -

- There was one instance under Delegated Authority where a crossover was not placed on the register as is required by legislation.
- The random Creditors checks revealed two transactions where invoices had not been provided in the paperwork.

April 2019 - there were 2 areas of non-compliance. One related to road closures where the Flying 50's had not yet been placed on the register. The other related to one checklist not being correctly filled out for a purchase order.

May 2019 - there were 4 areas of non-compliance with the Gift Register not up to date on the website due to a changeover of website. This has now been rectified and updated on the new website. The other three items relate to purchase orders not being written prior to the date of invoice.

June 2019 - For this month the compliance calendar was compliant, the only non-compliance related to 4 purchase orders which were written after the date on the invoice.

July 2019 - Again the calendar was 100% and the random Creditor checks were also 100% compliant.

August 2019 - Revealed the Financial Interest Register was not up to date on the website, however the hard copy was. During the random Creditor checks there were 2 checklists not completed correctly and 1 purchase order written after the date of invoice.

Below is a table providing the level of compliance for each month. It is apparent that the least compliance occurs with purchase orders and that may be because at times invoices are lost and reprinted or items are purchased quickly and the invoice is dated on the day the officer rang to order.

Month	ltem	% compliance	Non Compliance
March	Crossover approvals	97%	Register not completed
	Random Creditor check	80%	2 items not compliant, no invoice attached







April	Temporary closure of roads	97%	flying 50's was not on register
	Random Creditor check	90%	1 item not compliant, P/O not attached
May	Gift Register	98%	Gift register not up to date on website
	Random Creditor check	70%	3 purchase orders written after the invoice date
June	Calendar	100%	
	Random Creditor checks	60%	4 purchase orders written after the invoice date
July	Calendar	100%	Compliant
	Random Creditor checks	100%	Compliant
August	Financial interest register	97.5%	Not up to date on website
	Random Creditor check	70%	3 not compliant – 2 checklist not completed correctly; 1 P/O written after invoice.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.130

Moved: Cr Antonio Seconded: Cr Mencshelyi

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

CARRIED 2/0

Clarification was sought in relation to how we can improve with respect to the compliance items identified? The Executive Manager Corporate Services advised that matters are raised with individual staff as required and they are referred back to the process.







Shir

Audit Committee Meeting Minutes 9 October 2019

	1	1	1				-
			AUGUST COM	IPLIANCE CALENDAR			
OURCE	Section	PROCESS	ACTIVITY DESCRIPTION	OMPLIANACE ACCOUNTABILITY	SCHEDULE	COMPLEMENTS	Sign
		-					- 1
Sector Constants	teres and the second	CEO		iding undertakings, if so has section 3.59	Monthly	Not for the month of August	C
ocal Government Act 1995	53.59 - Commercial Enterprises	CEO	been complied with	a not many than 12 months and	Annually June	Current for the month of August	TR
ocal Government Act 1995	55.16	CEO	is the delegations register current (is not more than 12 months old Ann		Annually sune	content for the month of August	140
		1	hithers an elected market disclosed	a financial interest, did they leave the			40
oral Government Act 1995	55.67	CED			Monthly	No Finanitial Interest Disclosures were made	40
TOTEN CONSUMPTION ACT 1993	33.67	CEU	meeting and not participate in discussion or decision making on the item Mo Were all known elected member and staff disclosures of impartiality made at		and any	ing synamological design distributes were maye	.4
ocal Government Act 1995	55.65 & 15.73	CEO	the Council meeting	o stan disclosures or impartiality made at	Monthly	to the best of our knowledge	CAS
ocal Government Act 1995 ocal Government Act 1995	55.73 & \$103	CEO	Were ALL disclosures recorded in the	e minutes	Monthly	The all impartialities declared were recorded in the Minutes	U.
ocal Government Act 1995	55.75 K 5100	CEO			Si antuolly	N/A	Ø.
ocal Government Act 1995	55.76	cro		s completed their primary returns within 3		No new designated employees	1
Jocal Government Act 1995	55.76 & 55.77	CEO		turns been lodged and acknoweldged in	Annually - August	res all have been provided as per the Act	10
AND MARTINET MALAZO	party de 2011	55.0		turns been lodged and acknoweldged in	and sugars		1
local Government Act 1995	55.76 & 55.77	CEO	writing	and the second second second	Annually - August	Yes all have been acknowledged in accordance with the Act	Ø
							iß
local Government Act 1995	55.88	CEO	is the register of financial interests u		Monthly	The hard copy is up to date but not up to date on the website	
ocal Government Act 1995	\$5.89	CEO		f returns been removed from the financial		yes they have	4
ocal Government Act 1995	\$103	CEO	is the gift register up to date an on t		Monthly	There are no new entries for August	(A
and the second se	Sector and the sector			erty in the month, and 2 so was \$3.58		Yes lots 470 and 471 Gt Eastern Highway in accordance with the Act.	Ø
Local Government Act 1995	53.58 - Disposal of Proprty	033	complied with		Monthly	Advertised 14/8/19	1
			and the set over the start of the			Yes, initially adopted in May the went up with the Budget 21 August	CO
Local Government Act 1995	\$6.16	EMCS	Has a report to Council been doned		Annually	2019	1.
	1.	and and a second		ed the complaints register and is the	August -	Comment of the loss of the los	90
Local Government Act 1995	\$5.121	EMCS	online register up to date		Monthly	No complaints for August	71
Local Government Act 1995	53.57 & F/G Reg 11	EMCS	Have tenders been called for all goo		Monthly	No tenders for August 1x RFQ for fire trucks	P.
Local Government Act 1995	\$3.57 & F/G Reg 14	EMCS	Was state wide public notice given f	of all tenders	Monthly	N/A	(M
			Receiving and opening Teriders com	pleted by two persons, details of tenders			A
Local Government Act 1995	F/G Reg 16	EMCS	to be immediately recorded		Monthly	No tenders were opened in August	43
local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	N/A	4
		1000	Tender to be submitted before close	e of Tender and submitted to the Shire	125.5		10
ocal Government Act 1995	F/G Reg 18 (1)	EMCS	office		Monthly	N/A	UN.
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer	r's criberia	Monthly	N/A	4
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained ar		Monthly	Done	qp,
Local Government Act 1995	F/G Reg 19	EMCS	Tenderets to be notified of outcome	6	Monthly	N/A	(A
and the second second	and the second		The second second		mento 1	15.0	Ø
Local Government Act 1995	F/G Reg 24AD (2)	EMCS		ition to apply to join a pre-qualified panel	Monthly	N/A	
				f goods and services to be supplied by pre-		1. M	P
Local Government Act 1995	#/G Reg 24AD (4)	EMCS	qualified panel		Monthly	N/A	1
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Declare if the election is to be posta	1.	Bi-annually	Completed by 31/7/19	(A)
					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		a
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Give Local Public notice of close of e	nrolments	Bi-annually	Completed 10/8/19	9
Local Government Act 1995	LG (Elections) Regulitions 1997	Governance	Prepare Owner Occupier Roll		Bi-annially	Completed by 20/8/19	CA
tocal odvernment Act 1995	the resectories we wanted a 197	Contraction of the	Property Charles Occupies ADI		bi altisanti	Serie Party of addition	1
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Roll closes 30/8/19		8i-annually	Closed Roll 30/8/19	1
	Delegation - 802	EMDS	Buildings - Grant or Refuse Demoliti	on Permit - register completed?	Monthly	N/A	
						Road Closure for the Avon Descent was advertised in 31 July edition	
		¥2.			and the second s	of the Avon Valley Advocate. Gordon Place road closures were	10
	Delegation - E01	EMES	Temporary Closure of Thoroughfare	s to vehicles	Monthly	advertised 7/8/19 in Advocate	4
	Delegation - E04	EMES	Crossover Approvals		Monthly		(K)
	Delegation - F02	EMCS	Disposal of Council property		Monthly	Lot 470 and 471 Great Eastern Highway	14





Building Services (Complaint Besolution and Administration) Begulations 2011 Duilding and Construction Industry Training Fund and Levy Collection Regulations 1991	EMCS Finant Building Buildi	its presented to Council al Report to Council g Services Levy - Payment due by 14th day after the end of the month	Annually Monthly Monthly Monthly	Completisd April this year liune Accounts are presented at the 10 July 19 meeting liune report was presented at the 10 July 19 meeting liune report was presented at the 10 July 19 meeting Yes and gives for payment	1	
Building Services (Complaint Resolution and Administration) Regulations 2011 Building and Construction Industry Training Fund and Levy Collection	EMCS Accou EMCS Finance Building Buildi	its presented to Council al Report to Council g Services Levy - Payment due by 14th day after the end of the month	Monthly Monthly	June Accounts were presented at the 10 July 19 meeting June report was presented at the 10 July 19 meeting		
Resolution and Administration) Regulations 2011 Building and Construction Industry Training Fund and Levy Collection	Building Buildi	g Services Levy - Payment due by 14th day after the end of the month	Monthly	Yes and given for payment		
Building and Construction Industry Training Fund and Levy Collection	Building Building end of				LP .	
		g Construction Training Fund Levy - Payment due by 10th day after the the month	Monthly	Yes and given for payment	48 -	
	2	5				
			RONK	Contrik		



1000

EFT#	Creditor	Order #	Invoice Amount	Order Amount	Purchase Order Written	Signing Officer Name	Supporting Invoice Attached	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date o invoice
34031	Applied Industrial Technologies	54979	152	150	19/07/2019	Parks & Gardens	yes	yes	same
34037	Avon Valley Contractors	55316	330	413	16/08/2019	works manager	yes	yes	yes
34151	Ampac Debt Recovery	Payment Request	19,930	19,930	31/08/2019	EMCS	yes		
34160	Avon Demolition & Earthmoving	54968	1,568	26,268	18/07/2019	EMDS	yes	yes	yes
34169	CDA Air & Solar	55216	925	990	7/08/2019	Building	yes	yes	yes
34178	Executive Media	55311	1,995	1,995	15/08/2019	Manager Tourism	yes	No	No
34184	IW Projects	541881	7,499	8,602	10/07/2019		yes	yes	yes
33919	Access Protocol	54994	792	792	22/07/2019	Killara manager	yes	No	yes
33932 33946	Avon Paper Shred Commercial Systems Australia	54817	65	60 10414.8	3/07/2019 29/05/2019		yes yes	No yes	yes yes





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5.9 PARKS AND GARDENS AUDIT

Address:	N/A			
Owner:	Shire of Northam			
Applicant:	N/A			
File Reference:	1.3.6.9			
Reporting Officer:	Cheryl Greenough, Coordinator Governance / Administration			
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering Services			
Officer Declaration of Interest:	NI			
Voting Requirement:	Simple Majority			
Press release to be issued:	No			

BRIEF

For Council to receive the report from XYST who conducted the Open Space Review and Business Improvement Plan (Parks and Gardens Audit) for the Shire of Northam.

ATTACHMENTS

Attachment 1: Northam Parks and Gardens Service Review.

A. BACKGROUND / DETAILS

Under the direction of the CEO, staff called for quotes from suitably qualified consultants to conduct an audit of our service provision in the parks and gardens area.

In November 2018 the Executive Manager Engineering Services and the Governance Officer met with Mr Brian Milne from XYST Australia P/L to discuss an audit of the Shire's playgrounds and parks and current service levels. The Audit was designed to provide both Senior Staff and Council with an additional element of reassurance by means of a performance review versus the expenditure.

XYST were engaged to perform the following scope of works:

- Review existing documentation relating to parks asset management, open space planning and service delivery;
- Undertake individual office and site-based meetings with each of the Parks and Gardens management team to identify strengths and weakness and opportunities for improvement (Day 1);







- Run a full day workshop with Parks and Gardens Management and team to identify a comprehensive business improvement program (Day 2)
- Identify training with discussion to develop initial framework for operational levels of service in focus areas;
- Identify possible solutions, priorities and required resources;
- Document a recommended improvement program and action plan;

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objectives:

- Maintain a range of sporting facilities in Northam, as expected of a Regional Centre;
- Maintain local facilities in other local communities in the Shire of Northam;
- Facilitate the provision of varied cultural and artistic activities;
- Provide a range of quality activities for specific demographics, including seniors and youth;
- A range of outdoor leisure activities available throughout the Shire;
- To have well maintained reserves within the Shire of Northam.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

XYST Australia who conducted the Audit

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action	
Financial	Under \$20,000	Low (2)	Asset management planning	
Health & Safety	Potential medical injuries	Medium (3)	Put non slip suffaces in place, regular maintenance	







Reputation	Low impact, low news items	Minor (2)	
Service Interruption	N/A	N/A	N/A
Compliance	No noticeable regulatory compliance issues	Insignificant (1)	Quality Control
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

A performance quality assessment was undertaken of operations and maintenance standards across 15 parks. A typical performance target is 85% and Northam is performing above this level at 90%.

There are some areas of improvement required such as garden maintenance and some general maintenance. At 70% we provide a higher number of playgrounds but less youth facilities than some other councils who would be considered our peers.

The Shire's total expenditure budget per capita is consistent with our peer groups at \$132,905. The Best Practice scores indicate room for improvement in some areas whilst other areas are equal to or better than average.

The audit findings will be used to develop further the pending Parks and Gardens Asset Management Plan and associated service levels. This will be presented to Council for adoption at a later date.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.131

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council receive the Open Space Review and Business Improvement audit report as presented.

CARRIED 2/0

The Coordinator Governance / Administration left the meeting at 4:34pm and returned at 4:36pm.

The Acting Chief Executive Officer advised that there were no surprises in the audit report. It was outlined that the garden maintenance is not where should be. Officers sought clarification on how this was determined and it was advised







that they randomly selected parks. Some of those which were selected were programmed/scheduled in the following days of the audit. Another item also raised was recording the square metres of garden which Council does not currently measure.







Attachment 1



Shire of Northam Parks and Gardens Service Review



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Executive summary

A service review of the City of Northam Parks and Gardens section was undertaken by Xyst Australia from May to June 2019.

This review identified the following key points:

- Current maintenance standards being achieved are reasonably good, other than garden maintenance in Northam
- Provision of actively maintained open space is relatively low compared to average industry provision
- Operation and maintenance costs are relatively high, both for per hectare (efficiency) and per resident (level of service) metrics. A low level of park land and small population will typically contribute to these costs being comparatively higher
- · A relatively high number of playgrounds and youth facilities are provided
- Provision of park furniture per hectare is largely consistent with, but slightly bigher than
 industry comparison for all furniture types
- . A major challenge is the difficulty of recruiting staff with suitable skills and aptitude
- There is scope for improving the organisation of work practices and improving team management, and culture.
- Key Recommendations
 - Identify area of natural open space land, to achieve more complete/accurate picture of total open space provision
 - Review level of playground provision to assess whether rationalisation is desirable (consider preparation of a playground strategy)
 - Implement a staff trainee/apprentice and development program
 - Engage management/ support to assist with implementing the staff trainee and development program and provide management mentoring.
 - Reorganise some aspects of the service delivery approach to move from a focus on cyclic
 park maintenance to a more prioritised approach with completion of key tasks and targeted
 combining of staff resources.

1.0 Introduction

Xyst were commissioned to undertake a service review of the Parks and Gardens section in May 2019.

- The methodology included:
 - Participation in the IPWEA Yardstick benchmarking program
 - Performance assessment of quality of maintenance and operation standards on a range of parks across the municipality
 - Review of existing documents relating the management and planning for parks
 - · Workshop meetings and individual interviews with parks and gardens staff
 - Preparation of operating service standards
 - · Preparation of development service standards
 - Preparation of summary report

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2.0 Current performance

2.1 Operation and maintenance

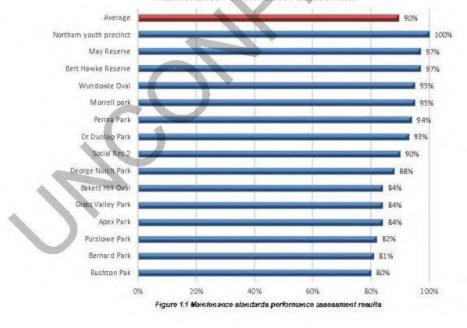
A performance quality assessment was undertaken of operations and maintenance standards across 15 parks, in May 2019. These were selected to provide a sample of different parks categories together with a geographic spread across the shire.

The overall result was an average score of 90%.

A typical performance target is 85%, therefore overall, Northam is performing above this level. However, nearly half of the parks were below the 85% target, which indicates some room for improvement.

The main area for improvement relates to garden maintenance, plus some general maintenance issues. Grass maintenance was consistently meeting a high standard at all sites visited.

Assessing performance based on one sample provides a snapshot view only, plus maintenance standards are somewhat easier to achieve during the low growth drier autumn months compared to spring periods. To achieve a more comprehensive analysis of performance would require the multiple assessment of the parks over a full year period.



Maintenance Performance Assessement

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5

The methodology involved assessing each park, across a range of common park maintenance activities, compared with typical industry best practice for the park category/service standard. Each task/outcome was scored on a 5-step scale from very good to very poor. An overall percentage score is then calculated based on the total possible score for each park. Refer to Appendix One for an example of an individual park report and the items assessed.

Note: Performance assessment is normally undertaken against set operation and maintenance service specifications and performance targets. As Northam did not have in place detailed service specifications or performance targets, scoring was based on typical industry best practice approach (which generally, does not vary significantly from place to place).

2.2 Asset provision

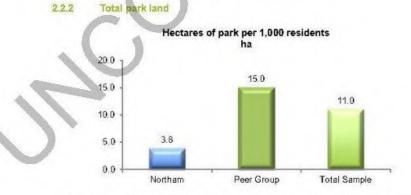
2.2.1 Introduction

As part of the service review, Northam participated in the IPWEA Yardstick Benchmark program. This program annually collects a range of information from participating organisations relating to parks land and asset provision, financial information and management practices to produce a wide range of performance metrics to assess relative levels of service performance and efficiency.

A sample of relevant results are provided below to provide an indication of Northam's current level of service in relation to the industry. The peer group is a selection of 5 other councils that are similar in population size and/or locality. The organisations selected for Northam's peer group are listed in table 2.1 below.

Organisation	Population
Shire of Northam (WA)	11,230
Town of Port Hedland (WA)	14.469
Port Pirie Regional Council (SA)	17,718
Whyalla City Council (SA)	21,828
City of Karratha (WA)	22,195
Richmond Valley Council (NSW)	23,317
Singleton Council (NSW)	23,482

Table 2.1 Yardslick Peer Group

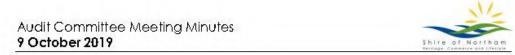


The provision of parkland includes both actively maintained and natural parks. Overall provision is significantly lower than both the peer group and total sample, indicating a relatively low level of park provision overall. (However, no Natural park land has been included in Northam's response, see 2.2.3)

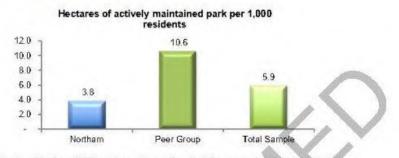
Shire of Northam - Parks and Gardens Service Review August 2019





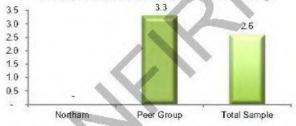


2.2.3 Actively maintained and natural areas

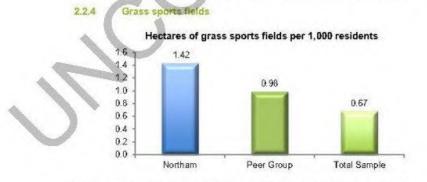


Maintained parkland per 1,000 residents is lower than both the peer and total sample median.

Hectares of natural parkland per 1,000 residents



No Natural parkland area was identified in the Northam response. While there is minimal maintenance activity undertaken on natural areas, it is likely that Northam does have some natural open space land that has not been accurately identified and therefore not included in the Yardstick. This also contributes to the low level of park provision in comparison to industry results.



Provision of sports parks is higher than both the peer group and total sample medians.

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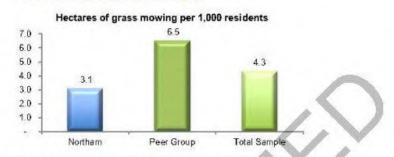
Page | 121

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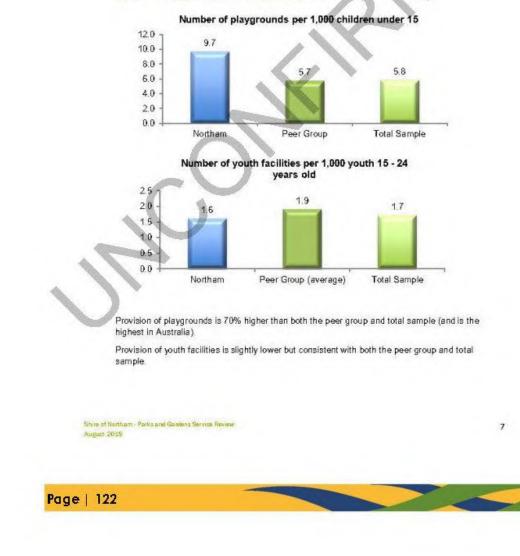


2.2.5 Grass mowing area (parks and verges)



Grass mowing area is somewhat lower than both the peer group and total sample medians.

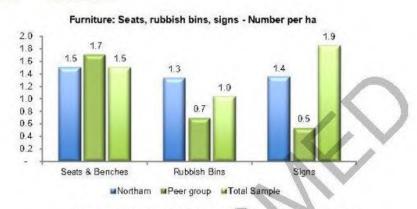
2.2.6 Playgrounds and Youth Facilities

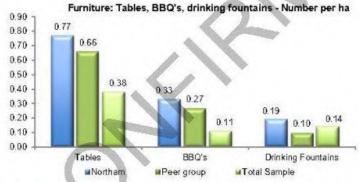




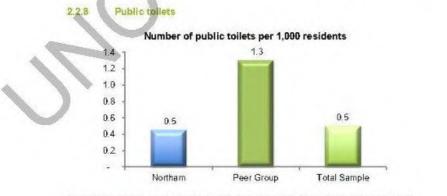
11
-
Shire of Northam Neurope Commerce and Literate

2.2.7 Park furniture





Provision of parks furniture is largely consistent with, but slightly higher than industry comparison for all furniture types



Provision of public toilets is consistent with the total sample but lower than the peer group

Shire of Northam - Parks and Gamlens Service R August 2019









2.2.9 Unreported

The following activities were not able to be assessed due to lack of asset quantity data.

- · Total sports parks area
- · Trails and paths
- Street trees
- Gardens

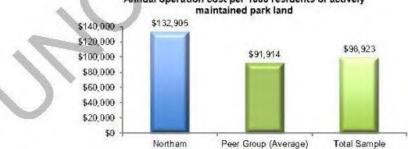
2.3 Financial performance - operations and maintenan

2.3.1 Total operation and maintenance cost



Total expenditure budget per capita is consistent with the peer group but above the total sample by 14%.

2.3.2 ctively maintained park operation and maintenance cost



Annual operation cost per 1000 residents of actively

Expenditure budget per capita for actively maintained park land is higher than both the peer group (by 45%) and the total sample (by 34%).

Shire of Northam - Parks and Gamlons Service Re August 2019

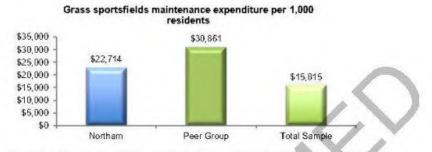






Audit Committee Meeting Minutes	
9 October 2019	Shire of Northam Menuage Commerce and Literate

2.3.3 Sports parks



Expenditure for grass sport fields per capita is sitting approximately midway between the peer group and total sample.





Expenditure on grass sportsfields maintenance per hectare is lower than both the peer group and the total sample (average of 45%).

Note: the peer group results are highly variable, ranging from 3 very high to 2 very low results.



Street tree maintenance expenditure per capita is higher than both the peer group and total sample by an average of 21%.

Shire of Northam - Parks and Gardens Service Review August 2019

2.3.4

Trees



2.3.6



	11-
Audit Committee Meeting Minutes	
9 October 2019	Shire of Northam Neurope, converse and Device

2.3.5 Youth facilities



Youth facility expenditure is somewhat higher than the total sample both on per capita and per facility analysis, however this should be seen as a positive, reflecting of good level of service

Note: Peer group analysis not provided due to lack of sufficient data

Public Toilets

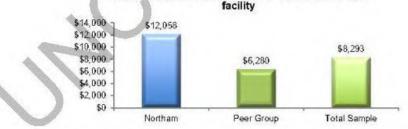
Northam

Public toilets operations and maintenance cost per 1,000 s8,000 s6,000 s4,000 s2,000 s0

Expenditure on public toilets on a per capita comparison is 21% lower than the peer group but 35% above the total sample.

Peer Group

Total Sample



Public toilets operations and maintenance cost per facility

Expenditure per facility is significantly above the peer group (92%) and the total sample (45%).

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2.3.7 Unreported

The cost for the following activities were not able to be calculated due to lack of financial data being separately captured at the activity level:

- Grass mowing
- Gardens
- Playgrounds
- · Paths and trails
- Refuse and Graffiti

The first three items are significant activities where the identification of operation and maintenance cost is highly desirable to assess relative levels of service and efficiency.

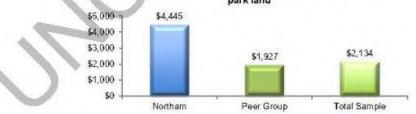
2.4 Management

2.4.1 Financial comparison



Expenditure on staff management (office-based management and supervisory staff) is consistent with the peer group but 38% higher than the total sample.

However, the cost per hectare comparison is relatively high at \$4,445 per hectare which is an average of 119% above the peer group and total sample.



Cost of management per hectare of actively maintained park land

Shire of Northam - Parks and Gamlons Service Review - August 2019





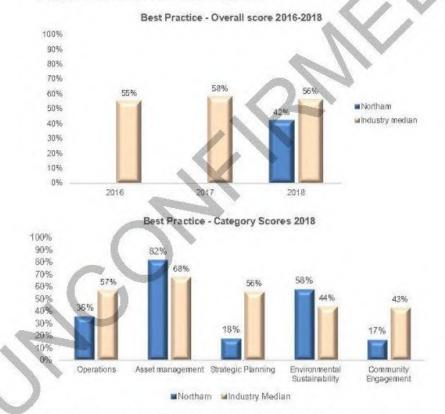
2.4.2 Best practice comparison

The Yardstick Best Practice scores identify management performance based on a selected range of management tasks that are considered "key" to the management and delivery of parks services.

The best practice scores provide an indicator of opportunities for improvement in operational and management performance. They can be used in the preparation of a parks management improvement plan, and to track your progress over time.

They are scored as part of the Yardstick process by experienced and independent auditors based on the responses provided to a range of management questions.





An overall best practice score of 42% indicates there is significant room for improvement in management practices.

At an individual category level, the major weakness is in the strategic planning and community engagement area, with operational management practices also relatively weak. The strongest area is in asset management.

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3.0 Structure and resources

3.1 Structure

The existing staff structure is relatively simple with the Parks, Gardens and Reserves Operations Manager and three leading hands being responsible for day to day operations and maintenance and service planning.

This is supported by the Executive Manager, Engineering Services providing overall management responsibility.

This structure appears adequate and effective for the scale of Northam's operation.

There is some overlap in the management of services, with the separate Recreation Services Department being responsible for sports parks booking, which while not ideal, compared to a fully aligned service approach, is relatively typical for most council management structures

3.3.2 Operations Resourcing and Approach

At an operational level, there are a total of 14 staff, organised as follows

- Wundowie- 2 staff
- Parks and POS 4 staff
- · Verges and Gardens 8 staff

A detailed staff sizing analysis has not been undertaken, however there were no reported issues of lack of staff resources and the number of staff appears appropriate for the scale of operation.

The major reported issue with staffing, is the quality and retention of staff. Due to Northam's small population size and relative isolation from other residential centers', the ability to attract and retain technically skilled, good quality staff is limited. This also potentially results in the need to retain some staff who are underperforming, due to the difficulty of replacing the staff.

There is some imbalance with size of each of the teams and also the work and responsibilities may not be organised in the way that the staff structure indicates. For example the parks and POS leading hand operates largely independently, with the staff in this section likely directly supervised by the Operations Manager.

There is some disharmony and frustration amongst the parks and gardens management team and the organisation and management of personalities and staff resources may be contributing to this. There is a level of resentment apparent, that may be a consequence of the imbalance of work load and resources and a fairly divided (isolated) approach to the organisation of the work.

For example the Wundowie team operates independently and physically isolated from the rest of the staff in Northam. Even though the team is small it appears to cope comfortably with its workload, and consequently is possibly over servicing some areas/activities. By comparison the Verges and Gardens team seem to be struggling to meet demand (a view supported by the poor garden maintenance scores in the performance assessment, primarily in the Northam area).

The approach to work programing (in the Verges and Gardens team particularly) appears to be based on moving through the sites on relatively fixed schedule, with a set amount of time allocated to each site, with an approach of getting done what can be done in the time available, this inevitably results in some tasks e.g. garden weeding only being partially completed at any site, and lower priority or less desirable tasks rarely being attended to. This is also a result of the crews having multiple task responsibilities such as general site tidying/cleaning as well as garden maintenance. This approach isn't inherently wrong, but to work, an adequate amount of time/resource must be allocated to fully finish all the required tasks on a site.

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From the level of service workshops, there was also a view that many sites needed a high frequency of visits/servicing, which as well as being unnecessary from a LoS point of view, was evidently not being achieved, was leading to greater level of stress and feeding a sense of continually rushing around (trying very hard) but ultimately doing nothing really well.

There was an attempt in the past to combine staff resources better, by requiring the Wundowie staff to operate out of the Northam depot. This apparently did not work particularly effectively, resulting in a return to the status quo.



Figure 3.1 Parks and Gardens staff structure

3.3.3 Options for improvement

Staff development

Due the limited ability to attract quality staff with appropriate skills from the local population, an alternative may be to embark on an internal staff development program. This would involve taking on 1-2 new trainees every year, targeting school leavers, or other suitable people with potential. The trainee will be supported/developed with a strong personal development program via online training programs and on the job training, undertaking a variety of roles.

While taking on 1-2 trainees every year may seem like a a significant investment, there is a need to factor in the natural staff turnover where the trainees may leave for a variety of reasons. It is also an unfortunate outcome of this approach, that you are likely to lose some quality staff once trained, to other organisations.

This approach will also support community and economic development objectives of the Shire.

To ensure the success and commitment to this approach it may be desirable to engage ongoing external management mentoring to assist and support management staff in the delivery of this program.

Management staff development

To assist in improving communication, organisation and staff development skills, it is recommended that additional personal development be undertaken for the parks and gardens management team.

Additional and ongoing management mentoring, (possibly combined with the support for staff trainee development program) is also likely to be beneficial to assist in addressing this skills gap.

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Change organisational approach

There are two suggestions for improving the organisational approach to the operations and maintenance work

 Move away from the time limited, rotational scheduling of work, to focus on activities and completing that activity fully at each park.

For example, for cleaning/tidying activities, aim to complete these on a regular cyclic basis for L1 parks, but do not extend this visit into attempting to undertake other activities. For major tasks such as gardening, undertake this as a dedicated task, and fully complete each park before moving to the next. This may result in slightly less visits (for gardening work) to each park but will result in the service standard being fully achieved for that site.

 Combine resources to complete major tasks. When undertaking major tasks e.g. garden cleanup at Bernard Park, mulching etc., combine all the staff with necessary skills to this site/task, and continue until the work required is completed. This should include staff from Wundowle and be programed for times of the year where labour and other resources are available.

It would be desirable for the Wundowie crew to work more closely with the Northam crews to create a better sense of teamwork and shared responsibility. However, rather than a permanent relocation or change of structure, a more targeled approach to combine resources for specific tasks is likely to be more effective. This would result in the Wundowie crew potentially spending a few days each month working at Northam sites. This approach should also be reciprocal, with Northam staff assisting at some Wundowie sites from time to time.

3. Make effective use of the operating levels of service. One of the objectives of developing the operating levels of service is to better understand the priority of service levels between parks and all the various tasks being undertaken – and the desired objective/outcome for each of the tasks. This will lead to more effective prioritization of sites and tasks and move away from the sense of trying to do "everything, everywhere, all the time".

3.4 Other issues

3.3.1 Tools and equipment

An issue raised by several members of the management team, was problems with management and care of tools and equipment at the Northam depot. Suggestions included dedicated locked tool cages and for the use of a store person to manage tool and equipment allocation and undertake minor maintenance to ensure equipment is provided in good working order.

3.3.2 Succession planning

For any organisation it is desirable to have a staff succession so that when management staff leave (or are absent for normal leave periods) there are staff in place to step in, to ensure transition is as seamless as possible, and most importantly that staff knowledge is passed on and retained within the organisation. This is a particular challenge for small organisations; however, it appears to be a significant past and current issue at Northam. An improved staff development and mentoring program should assist in addressing this issue.

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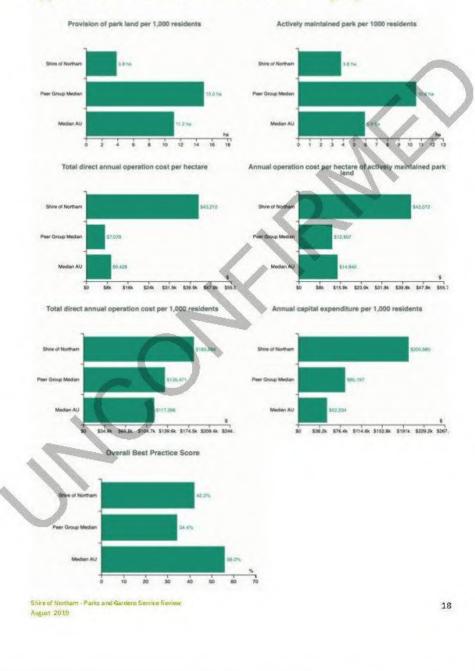












Appendix One - Yardstick individual summary report





Shire

Audit Committee Meeting Minutes 9 October 2019

Search:		
Achieved	Score	Standard
perational	Excellence	36.11%
	1.0	Markel Testing of Parks Services
		Systems in place for reporting costs for all activities, and use of a minture of outsourcing and benchmarking to purket
		Initi Internal service delivery operation.
•	1.5	Documented Service Standards
		Documented service standards in place for all parks maintenence activities to a detailed level, burn a pre-of-prescript-
		and performance terminology to describe the required inputs and outputs.
	1.0	Service Delivery Quality Control - Sports Fields
-	1.14	
		A formal system for monitoring and documenting the standard of service solution and monitoring and documenting the standard of service solutions and internal cervice delivery. Should be based on spectrometers or sector as, use a weighted
		scoring system, and be undertaken in a repeatable, regular and system de year.
	2.4	
×	0.0	Service Delivery Quality Control Method - Planted Bede
		A formal system for monitoring and docurrenting the standard of service derivered and maintenance of garden beds, to
		both outsourced and internal service delivery concluid be bread on oxymented service standards, use a weighted
		scoring system, and be undertaken in a redentable, regular and systematic way.
	3.0	Service Delivery Quality Control Method - Tolera
*		
		A formal system for monitoring and occurrently one standard of sendoe delivered and maintenance of totolog, for both outsourced and internationarce of totolog, for both outsourced and internationarce delivery, or quill on p and on documented service standards, use a weighted scoring
		system, and be underfavore in a representative way.
1	2.0	Street Tree Mathemance Programming
		A planned regular and systematic as reach to cyclical othert tree maintenance, usually over a 5-10 year period. Trees
		are classified into categories, usually based on a street tree inventory and assessment of location/risk. High profile/high
	1	tries and name residency that low profilersk trees.
×	0,0	Service Delivery Duality Control - Grass maintenance
~		The state of the second s
	1 3	A formal system for monitoring and documenting the standard of service delivered and resintenance of grass, for both outsourced and internal service delivery. Should be based on documented service standards, the compliant with
	1	tabeled remational standards, use a weighted scering system, and be undertaken in a repeatable, regular and
-		systematic way
×	0.0	Ability to cost level of service
-		
		Costs for maintainance and sensice delivery are recorded and reported at a level of detail that matches the asset Nervicity and key operational activities, so that operational tosts can be accurately and reliably identified at the activity
		level. This information can then be used to zost current levels of service, as well as modeling changing levels of service

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Shire







	0.0	Provide State Stat
×	0.0	Parka Strategy
		Categorised parks network, establish provision and development levels of service for each park category, assess
		current and future provision requirementa, and document in a 10 year strategic plan for parks, including a disposal/acquisition implementation plan.
×	0.0	Use of Provision Levels of Service Measure
		An overall park land provision target will be identified for parks, as well as individual park land provision to new for
		each park category. This may be further broken down into catchment areas. Targets will be expressed as area be cepita, and will be referenced to retable statistical information such as provided by Yardstox.
×	0.0	Use of Distribution Levels of Service Measure
		Each park category will have measures relating to distribution, based on lineal or water on tence took residence
		properties, or similar. Quality statements will further define diatribution, such as references heaved topon eavy. location, and sile characteristics.
		erent an suchamper
×	0.0	Playground Strategy
		Categorise playgrounds and identity suitable patchments, estation provision and overcomment levels of service for
		each playground category, assess ourrent and future province requirements, and document in a 10-year strategic
		plan for all playgrounds, including a context, prioritized capital inclusion factor must
×	0.0	Public Toilet Strategy
		Categorise toilets and identify suitable confirments, establish provision and development levels of service for each
		tollet category, assess current and funder between expansion and accument in a 10 year strategic plan for all
		tollets, including a costled, prioritized capital inderventation plan.
×	0.0	Cemetery Strategy
		Categorian cometery intervent and adaptive unable catechmence, establish provision and development levels of servic
		for each centercy category where current and future provision requirements taking into account birth, migration ac
		mortality separate, and the previous of any crematoria. Document in a 10-year+ shategic plan for all cometenies
		Include operating policies and proceedings, and oritoria for future correctory land assessment.
×	0.0	Recreation Strategy
	1	Identify all recreation over groups, recreation and namographic trends, and establish a recreation classification base
		on user experience/motivation, Undertake comprehensive customer/user research to identify needs. Assess current
	6 6	provision of facilities and services equinat recreation/demographic trends, and results of customer research. Documers of a 10-year strategic plan for all activities, inclusing a costed, prioritised capital implementation plan.
	1	
*	25	Street Tree Strategy
1		Adentify and document calchment areas and street tree callegories based on location and/or risk, and establish
		provision, development and operating levels of service for each eachmenticategory, including suitable apocies
9		Document policies and procedures to manage free requests, compliants, and removal requests.
~	2.5	Traits/Walkway Strategy
1		Identify trads and assess attributes, classify against walking and cycling standards and suitability for user groups.
		Established use monitoring plan. Identify gaps in provision and opportunities to improve connections (linked to park
		strategy). Maintenance and structural inspections aligned to visitor group and usage. Costed 10 year development
		plan.
		Natural Areas Strategy
		Identify natural areas and classify into different use or other collegory. Implement attribute/health assessment system
		Establish biodiversity monitoring and management objectives and strategies. Identify threats and ohalenges.



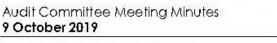




Shire









Appendix Two – Maintenance quality performance questionnaire report example

Parks Maintenance Assessment

Conducted for Shire of Northam

Completed on 09 May 2019 02:29 PM Park Name Bernard Park Category Social Rec 1 Conducted on 09 May 2019 02:03 PM Prepared by Brian Milne Location Bernard Park Northam WA 5401

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Operations and Maintenance - 36/44 - 81%

Question	Response	Details
Does the quality and standard of naintenance of amenity grass areas and edges contribute to the attractiveness and appeal of the site?	2 Good	(
Appendix 1 Appendix 2 App Does the quality and standard of	xendix 3 Appendix 4	Pr.
naintenance of garden areas contribute to the attractiveness and uppeal of the site?		
Appendix 5 Appendix 6 App	pendix 7 Appendix 8	Appendix 9 Appendix 10
Are playgrounds/ fitness equipment and under surfacing functional, safe and well maintained (eg paint surface ntact)	2 Good S	
Appendix 11		
Appendix 11 s the area free of loose litter and bins not overflowing?	1 Very Good	

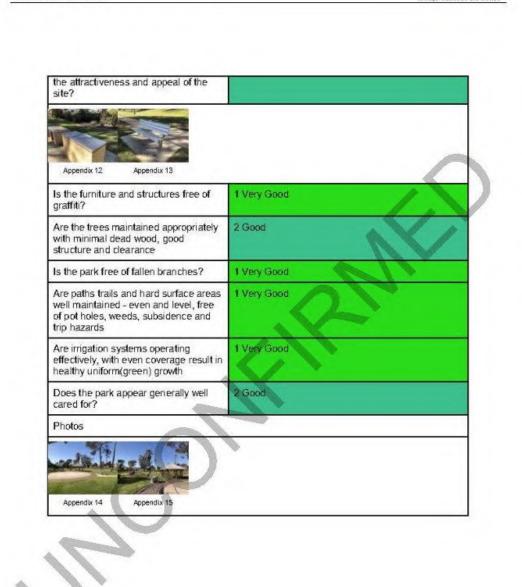






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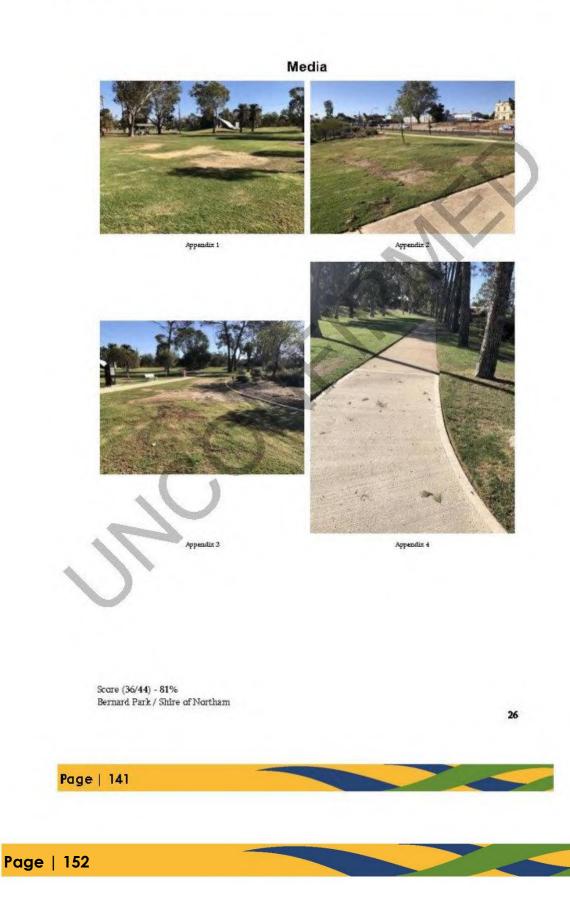
Score (36/44) - 81% Bernard Park / Shire of Northam

25



















Score (36/44) - 81% Bernard Park / Shire of Northam

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- 1



Appendix 12





Appendix 14

Score (36/44) - 81% Bernard Park / Shire of Northam



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5.10 AUSTRALASIAN LG PERFORMANCE EXCELLENCE PROGRAM FY18

Address:	N/A		
Owner:	N/A		
Applicant:	N/A		
File Reference:	2.1.2.1		
Reporting Officer:	Colin Young Executive Manger corporate Services		
Responsible Officer:	Jason Whiteaker Chief Executive Officer		
Officer Declaration of Interest:			
Voting Requirement:	Simple Majority		
Press release to be issued:	No		

BRIEF

In 2016 the Shire of Northam joined the Australasian LG Performance Excellence Program. The program is in essence an opportunity to compare the Shire of Northam across a range of areas with other Local Governments in Western Australia, Australia and New Zealand.

The areas of focus are:

- Workforce;
- Finance;
- Operations;
- Service Delivery;
- Risk management;
- Corporate Leadership; and
- Asset Management.

ATTACHMENTS

Attachment 1: Report - The Australasian LG Performance Excellence Program FY18 (provided as a separate confidential attachment to this report).

A. BACKGROUND / DETAILS

In 2016 the Shire of Northam joined the Australasian LG Performance Excellence Program. The program is in essence an opportunity to compare the Shire of Northam across a range of areas with other Local Governments in Western Australia, Australia and New Zealand.









The areas of focus are:

- Workforce;
- Finance;
- Operations;
- Service Delivery;
- Risk management;
- Corporate Leadership; and
- Asset Management.

The process for populating the Council data occurred over a period from August 2018 – December 2018, with the information relating to the 2017/18 Financial Year.

Councils Audit Committee recommended the following on the 1 June 2018 based on the Australian LG Performance Excellence Report for the FY 17:

MOTION / COMMITTEE DECISION Minute No: AU.103 Moved: Cr Proud Seconded: Cr Mencshelyi That Council: 1. Receives the Australasian LG Performance Excellence Program FY17; and 2. Includes in the draft 18/19 budget the following areas to be assessed in more detail as part of the internal audit function and reported back to a future Audit Committee Meeting in 2018: a. Information Technology resourcing; and b. Parks, Gardens & Sporting Grounds resourcing. 3. Request the Chief Executive Officer to prepare a brief and obtain guotes to undertake an internal audit on outstanding rates and present this to the next scheduled Audit Committee meeting. CARRIED 3/0

B. CONSIDERATIONS

B1 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.

B2 Financial / Resource Implications

There has been staff time committed to populating the database associated with the survey and in analysing the results. It is expected that







further staff resource will be provided to undertake a more detailed assessment of some specific areas.

B3 Legislative Compliance

N/A.

B4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation N/A.

R & Risk Implications

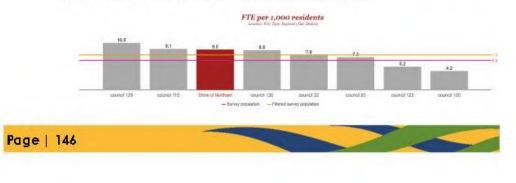
Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action	
Financial	Nil	N/A	N/A	
Health & Safety	Nil	N/A	N/A	
Reputation	Nil	N/A	N/A	
Service Interruption	Nil	N/A	N/A	
Compliance	Nil	N/A	N/A	
Property	Nil	N/A	N/A	
Environment	Nil	N/A	N/A	

C. OFFICER'S COMMENT

Staff have reviewed the outcomes of the Program and make the following comments:

1. Workforce

FTE per 1,000 residents. Show the Council at 9, compared with 6.5 in the overall WA survey population. However, if you filter the survey population to WA Rural Council's the average is at 7.8, which is comparable with Council's FTE count (noting this is a very small sample size), as per the graph presented below. In essence this highlights that the larger City local governments skew the number of employees per 1,000 employees to the lower result of 6.5. Please note that the FTE is based on the headcount as of the 30 June 2018.





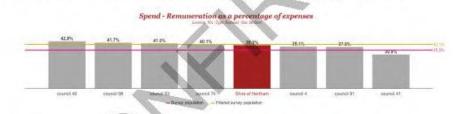


The other relevant factor associated with these numbers is the Council playing a role in the Killara Respite Centre, BKB, Licensing and Visitor Centres. These three areas are not 'usual' local government functions and may further skew the Shire of Northam figures. To put this into context Killara employs 1.4 employees per 1,000, whilst the combined Licensing, BKB and Visitor Centre represents 0.6 (approx.) employees per 1,000 residents.

In addition the Shire of Northam, as 'hang over' from the amalgamation has two swimming pools and libraries, which would be unusual for a rural or regional local government.

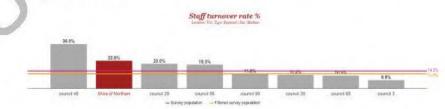
a. Remuneration as a % of operating expenses

All the comments above remain relevant, although when filtering the results by Rural Local Governments across Australia our percentage of remuneration to operating expenses is slightly lower, being 39% compared with an average of 40% for the WA Survey Population.



b. Staff Turnover

The turnover rate is higher than that the WA Survey population, with Northam being at 22.6%. It is noteworthy to highlight that the turnover numbers are based on number of actual employees employed at 1 July 2017, not number of positions, so having positions vacant at that time will skew the results. It also does not take into account turnover instigated by the Council. Consequently the turnover rates reported to Council regularly are considered more accurate and highlight our performance 12%.



The turnover of employees in the first year of service represents an area to watch to ensure are employment processes are sound,





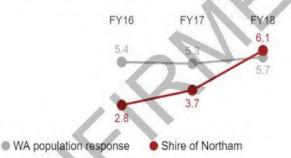


however as a general comment the employees that left gave reasons beyond Councils control.

c. Median sick leave days

At 6.1 the shire has seen an increase over the 2016/17 year where the result was 3.7, the current years figures are comparable with the WA Survey population showing 5.7, as this position is substantially weaker than the 16/17 staff have assessed for reasons to the increase and it can be attributed to several long term employees requiring substantial time off due to ongoing illness or recovery from operations.





d. Lost Time Injuries

Councils LTI's decreased from 174 to 52 days which is slightly lower than the WA population which is 62, the predominant reason was a notable decrease in incidents which resulted in extended period of absence for individuals during their recovery that occurred in the 2016/17 year.

- 2. Finance
 - a. Cost of finance as a % of revenue

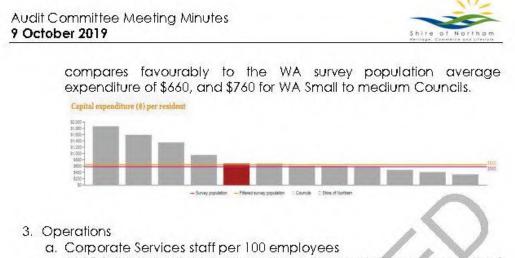
This is an area staff are currently investigating, however filtering the data to compare with other WA Regional and Rural Communities indicates that our finance function is only slightly higher than the average, with Northam being 4.3% of revenue whilst the average is 2.2%. It is however noted that Councils finance department includes the position of a Purchasing Officer which is rare within Local Government and supports the whole of the organisation in Procurement.

b. Capital Expenditure Per Resident

Councils current focus on capital expenditure is noticeable here with FY 18 expenditure increasing from the FY 17, (\$690 to \$930), it







At 15.9, this is slightly higher than the entire population survey results of WA at 13.9 and the Rural WA cohort has an average of 13.4. Consideration does need to be given to the structure of our Corporate Services area with licensing being included, a function not undertaken by many local governments, this function equates to approximately 2.45 employees, 2 fulltime plus coverage for leave and lunch breaks.

- b. Customer Service staff per 100 employees Per above comment Councils level is 6.5 compared with the WA average of 3.7 and the Rural WA cohort of 3.5.
- c. I/T staff per 100 employees

0.9 I/T staff per 100 employees at the Shire of Northam compares with 3.3 for the WA Average for the entire population and 2.3 for rural and regional WA Councils.

This area Has had an additional 0.6 FTE position added to it in the 2018/19 financial year, the Shire also relies on external support for major works plus backups and are on call through a service agreement when needed. We believe that support in this area is now adequate however it is an area that is constantly being reviewed to ensure it continues to meet the Shires demands.



- 4. Service Delivery
 - a. Service delivery operating costs and FTE breakdown









The provision of this comparison raises some areas of potential interest, however it also raised a number of queries regarding expenditure per service area with the only area spending less being Governance and Waste Management. This has been further analysed with WA Regional and Rural Communities which is much more consistent with Councils expenditure.



Operating costs per 10,000 residents

- b. Organisational design by span of control This highlights the relatively flat structure of the Shire of Northam, which is a positive. Our organisation performs well when compared with others in the context of the number of employees per supervisor/manager.
- c. Solid Waste Management

Council cost of \$137 per resident slightly higher than the average \$136 with the W.A population, indicating our current contract is around market rate.

d. Roads & Bridges

A breakdown of our roads & bridges cost per kilometre of road indicates Council is either very efficient, or underspending. This more detailed assessment needs to be undertaken in the context of the Council's endorsed asset management plan, which would indicate that our current spend is sufficient to maintain existing service standards. However a more detailed analysis may be advisable. It may







very well be the case that Council is capitalizing more than its peers. The following table compares the Shire of Northam with WA regional rural peers, it this case the average spend is similar excluding depreciation expense.





Survey Population
Shire of Northam

When interpreting the report it should be noted that the network condition assessment and road categorisation process (Excellent to Very Poor) can vary between Local Governments. For example, some LGA's will have their road network surveyed using Automated Road Analysers (ARAN) with the data managed using software systems (i.e. RAMM in the case of Shire of Northam) Where as other LGA's may perform visual survey assessments, which leaves condition rating open to interpretation.

In addition when generating works programs from RAMM, variable weightings can be assigned to "Triggers" which will determine condition, severity and proposed treatments.

In recent years the Shire of Northam has assigned higher weightings to cracking which will trigger reseals. This is for the purpose of preventing deterioration of the road to a point where rehabilitation or reconstruction of the road is required, which aligns with the Shire's Asset Management Strategy.

e. Parks, Gardens and Sporting Grounds

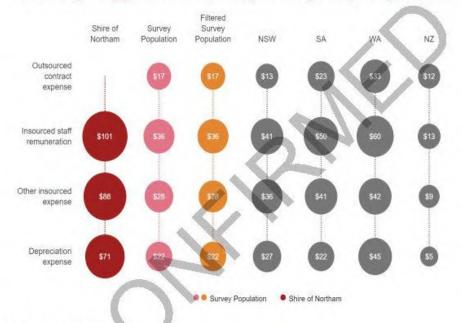






This area was highlighted in the FY 17 for further investigation, figure 4.29 shows that are spend per resident is still high compared to the total survey population, \$260 per person with WA Regional and Rural Communities that is \$103 per person. Council has had a review of the current parks and gardens expenditure carried out; this has been presented to this audit committee meeting.

Parks and sporting grounds - Breakdown of annual operating costs per resident



- 5. Risk Management
 - a. Internal Audit

An internal audit function is in place and during the year two audits where preformed being an ICT Audit and a Service levels Audit of the Shires Parks and Gardens.

- b. Risk Management
 - At the time of reporting Council did not have a risk policy in place, however a risk policy was recently endorsed by Council to guide staff and report the risks to council.
- 6. Corporate Leadership No specific areas requiring comment or focus
- 7. Asset Management No specific areas requiring comment or focus







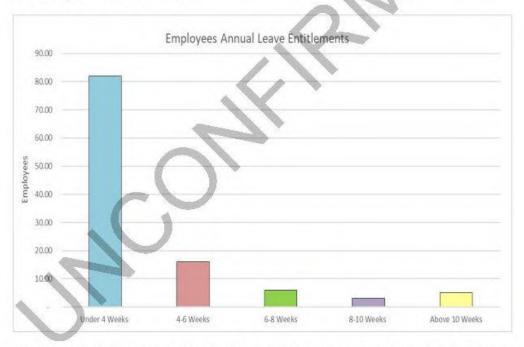


Council recommended on the 1 June 2018 that more detailed assessments would be carried out on the following areas of which both where carried out during 2018/19;

- 1. Information Technology and Reporting
- 2. Parks, Gardens & Sporting Grounds Resourcing

In addition council requested the CEO obtain quotes for an internal audit on rates outstanding, staff have had internal discussions relating to the outstanding debt, based around putting strategies in place or incentives to encourage payment, as such staff are now recommending that Council discuss strategies at a workshop or through a number of workshops,

It was requested by the Shire President that a detailed analyse be carried out on total outstanding leave. The following table details total outstanding annual leave as per the 30 June 2019.



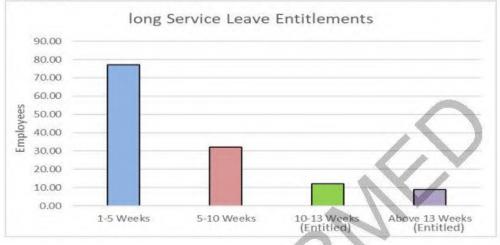
Total Outstanding leave is \$605K, with the majority of Council staff having under 4 weeks, staff with greater than 8 weeks due are currently encouraged to use their leave.



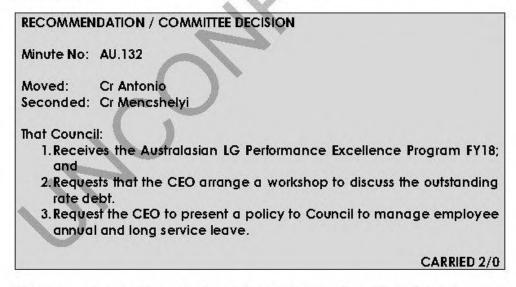


Shire of Northam

The following table is for outstanding long Service Leave liability as of the 30 June 2019.



Total outstanding Long Service Leave (LSL) is \$837K, which is further broke up into Current \$615K and non-current \$222K. Three staff members with due LSL (above 13 weeks) have indicated that it will be taken during the 2019/20 financial year.



Discussion was held around employee leave. The Executive Manager Corporate Services advised that there is still a large monetary value outstanding which is increasing annually, this is something that is being monitored by staff. It was advised that staff are encouraged to use their leave. Clarification was sought in relation to whether this can be cashed, the







Executive Manager Corporate Services advised that this is permitted however they must enter into a Deed of Compromise.

Discussion was held around developing a policy to manage leave and including some timeframes around this. This was incorporated into the recommendation/committee decision.

It was noted that this should be documented as a risk on the Shire's Risk Register.

Discussion was held around the outstanding rates audit. The Executive Manager Corporate Services outlined that a workshop is proposed to discuss a few ideas to manage this.

Discussion was held participating in the program in future years. The Executive Manager Corporate Services outlined that there is nothing new highlighted and therefore it is not recommended to participate in the program in future years.







5.11 FINANCIAL MANAGEMENT REVIEW

Address:	N/A		
Owner:	Internal report Shire of Northam		
Applicant:	As Above		
File Reference:	8.2.7.1		
Reporting Officer:	Colin Young Executive Manager Corporate Services		
Responsible Officer:	Colin Young Executive Manager Corporate Services		
Officer Declaration of Interest:	NII		
Voting Requirement:	Simple Majority		
Press release to be issued:	NI		

BRIEF

For the Audit Committee to receive the Financial Management System Review report that was conducted by AMD Chartered Accounts on the 10-13 June 2019.

ATTACHMENTS

Attachment: 2019 FMSR Report Shire of Northam.

A. BACKGROUND / DETAILS

Council's Financial Management Systems Review was undertaken on 10-13 June 2019 by AMD Chartered Accountants. In accordance with Regulation 5(2)(c) of the Local Government Financial Management Regulations 1996 Council is required to have a review of its financial system to ensure its appropriateness and effectiveness at least once every three years.

This report is to provide Council the information and suggested action that is contained within the Financial Management Review.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective:

- Ensure robust financial management.
- Implement systems and processes which deliver outcomes for our community.







• Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications Nil

B.3 Legislative Compliance

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

B.4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequenc e x likelihood)	Mitigation Action	
Financial	Nil	N/A	N/A	
Health & Safety	NI	N/A	N/A	
Reputation	Nil	N/A	N/A	
Service Interruption	Nil	N/A	N/A	
Compliance	Non-Compliance with Act if FMSR not carried out.	Moderate(5)	Compliance calendar in place.	
Property /	Nil	N/A	N/A	
Environment	Nil	N/A	N/A	

C. OFFICER'S COMMENT

The Auditor raised a number of findings within the Financial Management Systems Review that need to be addressed to ensure that best practices are being followed by Council. The following comprises the issues raised, the auditors recommendations on the best way to resolve them and managements comments. The level of risk for eight of the issues were considered moderate and five raised were low.

1. Collection of money

The daily banking sheet is not signed by the preparer, nor is there evidence of independent review.

Recommendation







Daily banking reconciliations should be consistently prepared, signed by the preparer and adequately reviewed on a daily basis by an independent senior management staff member. The daily banking reconciliation should be signed as evidence the independent review has occurred.

Management comment

The daily banking is prepared by an Administration Officer. The amounts are checked during the Bank Reconciliation process daily. The Bank reconciliation process is undertaken by the Senior Finance Officer or Rates Officer the following day to ensure the amounts match the bank statement in a timely manner. We will ensure the signing by Officers is incorporated into the process.

2. Custody and security of money

Physical security of cash

Suggestions for enhancements to improve security of cash takings across various Shire controlled sites

Recommendation

- Processes with respect to cash handling and physical storage at Shire managed locations be reviewed with an objective of enhancing controls over Council monies.
- Council consider engaging a cash-in-transit security service provider or alternatively set a pre- determined maximum cash-in-transit daily banking amount to reduce the risk.
- Banking for Shire managed locations be completed at least weekly.
- A receipt or acknowledgement of cash provided for banking be received by Shire managed locations.

Management comment

The Shire will consider installing small safes at Killara, the Northam Library and BKB Centre

- The procedure for high volume cash periods, is generally only around four days a year on the final day of rates instalments falling due. Moving cash from tills in the front counter is recorded and counted and signed for by two staff members, then placed in a locked safe. During these times two staff take the cash to the bank.
- Reminders and regular checks and follow ups will be made to ensure banking is done at least weekly
- Where banking is brought to the Administration Building for receipting, the staff member bringing the money is to sign the paperwork that accompanies the money and the staff member counting it will also sign and date it.







Petty cash reconciliations

Minor variances were identified when completing petty cash counts at cash collection sites operated by the Shire

Recommendation

Petty cash is reconciled on a regular basis and any variances identified be investigated and rectified in a timely manner.

Management comment

Staff will be notified and will sign the end of year reconciliation forms that will be amended to require a minimum of quarterly submissions be made for reimbursements and that the petty cash be counted at the end of every month

3. Maintenance and security of financial records

4. Business Continuity Plan

The Shire does not have a Business Continuity Plan.

Recommendation

The existing Business Continuity Plan was developed in February 2016 and requires updating. It is recommended that the Plan be reviewed, approved and subsequently implemented by the Shire. In addition, the DRP should subsequently be tested on a periodic basis to ensure that in the event of a disaster, appropriate action(s) can be taken.

Management comment

The Formal documentation of Disaster Recovery Actions will be undertaken.

Interim rates

Interim Rate notices are not issued throughout the year on a timely basis by the Shire when Landgate updates the property valuations

Recommendation

Interim rate notices be issued in a timely manner upon receipt of updated property valuations from Landgate.

Management comment

Noted, procedures will be put in place to ensure interim rates are processed in a more timely manner.

Terminated employee access

There is no formal procedure in place to ensure network access is disabled for terminated employees.









Recommendation

A termination checklist be completed for all terminated employees, including ensuring network access is disabled.

Management comment

Synergy Access uses a process of replacement of a terminating officer with a replacement officer, so it is not possible for access remotely or to the financial system.

A checklist for new starters and terminations, that incorporates Council property and its condition of use to be developed. Boxes to include IT accesses and permissions and signed by the Manager.

5. Authorisation for incurring liabilities and making payments

Tenders, purchases and payments

Testing found exceptions where tender and payment procedures had not been complied with.

Recommendation

- The Tender Register be updated throughout the tendering process.
- A tender checklist be completed for all tenders.
- All creditor and EFT payment batch listings be consistently signed as evidence of independent review and approval.

Management comment

Noted, procedures will be reviewed.

Store and fuel cards

Inquiries indicated there is no documented "Terms of Use Agreement" in place with Shire employees who have been allocated store and / or fuel cards.

Recommendation

All store and / or fuel card holders sign an agreement with the Shire outlining their acknowledgment of acceptable use of the store / fuel card in accordance with statement policy. This agreement should also outline procedures relating to when a cardholder is on extended leave or absent from the Shire.

Management comment

To be covered in the induction and termination document as detailed above

Credit card usage agreement

Credit card holders are not required to sign a 'user agreement' or









'policy acknowledgement' document'.

Recommendation:

An agreement should be signed by credit card holders and the Shire setting out the card holders' responsibilities in terms of the Shire's policy and Local Government guidelines.

Management comment

To be covered in the new starter induction and termination document as detailed above

6. Maintenance of payroll, stock control and costing

Fuel usage analysis

Observation of Dunnings fuel statements identified that although these are reviewed on an individual report basis, the Shire is currently not holistically analysing fuel usage by asset for inappropriate use i.e. there is no analysis to review fuel usage on an overall basis for each asset, on a periodic or sample basis.

Recommendation

The Shire investigate an appropriate method to analyse the use of fuel holistically. This spreadsheet should capture each Shire motor vehicle and detail every transaction in a chronological order. Once established, the fuel usage per asset could be analysed to determine whether the employee is fuelling up several times a day, over the weekend, late at night or if excessive fuel purchased against the expected route the employee is travelling etc.

Management comment

Noted, will review current procedures.

Payroll exceptions

During the payroll testing, it was noted there were exceptions pertaining to the audit sample of reports and employee deductions.

Recommendation

- All payroll reports be independently reviewed and evidence of this review is documented in the form of a physical sign-off;
- Termination checklists be completed for all terminated employees, reviewed and approved by the management; and
- All deductions from employee wages are supported by an authorised deduction form.

Management comment

All payroll reports are now signed. The checks and balances are all









done. However previously not signed.

- All terminations are signed as checked by the Accountant. Termination Form to be developed
- The process for deductions has been changed to file all amendments in personnel files as per the recommendation.

Excessive leave balances

Review of annual leave accrual as at 30 April 2019 indicated instances where seven employees had annual leave accrued balances in excess of 300 hours each.

Recommendation

Employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Management comment

Noted, leave balances will continue to be monitored

7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations

The scope and approach to the Budget preparation, review and reports was examined to ensure compliance and efficiency. It noted the Shire's Risk Management Policy was due for review in 2017 and still references the former AS/NZS 31000:2009 standard as opposed to the updated version AS/ISO 31000:2018.

Recommendation

The Shire review and update the Risk Management Policy accordingly.

Management comment

Policy will be updated.

Guidance on Risk Assessment was provided as per Guidelines Standard AS ISO 31000-2018 and noted.







RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.133

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council receive the Financial Management Systems Review report for 2018/19 and require the progress of the recommended actions to be reported to the audit committee until all items are complete

CARRIED 2/0

The Executive Manager Corporate Services advised that the items identified are believed to be minor and staff have already put measures in place for these. In relation to a safe at the BKB, it was advised that staff are comfortable with this being in a locked draw as they are only taking \$40 per day on average. Given it is not a large amount of cash, it is not believed to be worthwhile installing a safe. Discussion was held around using Armor Guard for Council's facilities however it is not believed to be necessary given large amounts of cash are not taken.



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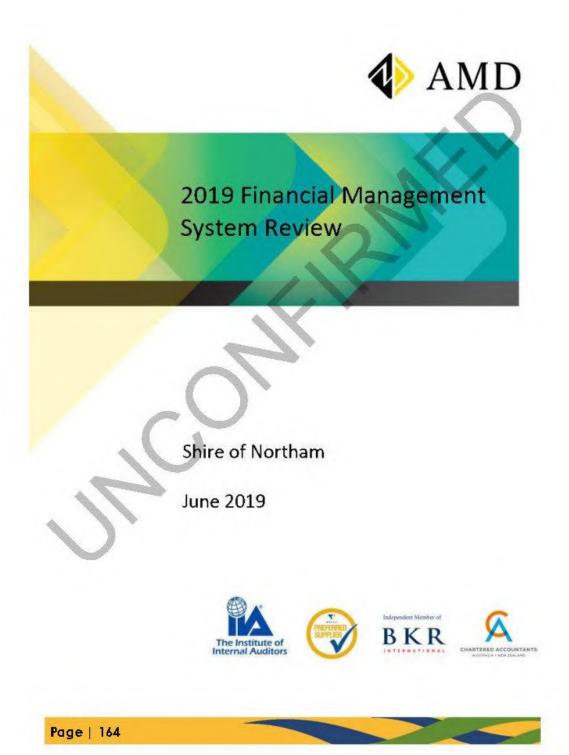












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Inherent limitations

Due to the interest limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not reviewed in its emirety and, therefore, no opinionar view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future period is asbigt to the risk that this procedures may become indequate bascues of changes in conditions, or that the degree of compliance with them may deteriorate. We believe that the statements made in this report are accurate, but no warranty of compliances to future period is asbigt to the risk that the statements and representations made by, and the information and documentation provided by. Shire of Northarm management and personnal. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in ether oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the Shire of Northarm. The review findings expressed in this report have been formed on the above basis.

Third party reliance This report was prepared solely for the purpose set out in this report and for the internal use of the management of the Shire of Northam. This report is The report was prepared solar for the purposes of all more report and for the Shire of Northern's information, and all normation and solar both the solar of the used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of Shire of Northern's Chief Executive Officer or its delegate in connection with our negagement to perform the twoine s dataled in the 2019 Finencial Management System Review Services Proposal. Other than our negagement to perform the twoine s dataled in the 2019 Finencial Management System Review Services Proposal. Other than our negagement to perform the twoine s dataled in the 2019 Finencial Management System Review Services Proposal. Other than our negagement to perform the twoine s dataled in the 2019 Finencial Management System Review Services Proposal. Other than our negagement to perform the twoine s dataled in the 2019 Finencial Shife of Northam external audito; on this review report. Any reliance placed is that party sole responsibility.

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1. Executive Summary

1.1. Background and Objectives

The primary objective of our Financial Management System Review (FMSR) was to assess the adequacy and effectiveness of systems and controls in place within the Shire focusing on accounts payable, accounts receivable, human resources and payroll procedures; in accordance with the 2019 Financial Management System Review Services Proposal (the "Review").

The responsibility of determining the adequacy of the procedures undertaken by us is that of the Chief Executive Officer (CEO). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995 and Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

Our findings included within this report are based on the site work completed by us on the 10 June to 13 June 2019. Findings are based on information provided and available to us during and subsequent this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 Collection of money;
- Section 3 Custody and security of money;
- Section 4 Maintenance and security of the financial records;
- Section 5 Accounting for municipal or trust transactions;
- Section 6 Authorisation for incurring liabilities and making payments;
- Section 7 Maintenance of payroll, stock control and costing records; and
- Section 8 Preparation of budgets, budget reviews, accounts and reports required by the Act or the
 regulations.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 8, we are pleased to report that in context of the Shire's overall internal control environment, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with better practice.

The following tables provide a summary of the findings raised in this report:

	Encreme Risk	High Risk	Moderate Risk	Low Risk
Number of new issues reported	0	٥	8	5

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Responsible Officer: Senior Finance Officer

Completion Date: 31.07.2019

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3. Custody and security of money

3.1. Scope and approach

- Conducted site visits of cash collection points to review the controls and procedures over the collection, receipting, recording and banking of cash collected offsite; and
- Reviewed the security of cash and banking procedures to ensure the appropriate controls and procedures are in place.

3.2. Detailed findings and recommendations

3.2.1. Physical Security of Cash Finding Rating: Moderate

inaing kaang: waaerate

We noted the following in respect to security of cash takings and / or petty cash:

- The Killara Adult Day Care Centre and Respite Centre, the Northam Public Library and the Bilya Koort Boodja Centre; cash on hand including till floats and petty cash where applicable is maintained in locked filing cabinet drawers when not in use, rather than locked in a safe.
- Review of a sample of daily banking indicated a significant amount of physical cash is handled, in
 particular in rate payment period (at times in excess of \$17,500). The handling of a significant
 amount of cash in transit by Shire staff is a security risk and potentially affects the safety of Shire
 employees.
- The Killara Adult Day Care and Respite Centre still held cash received on the 12 April 2019 at the time of our 11 June 2019 site visit resulting in funds not being banked or received in the general ledger.
- The Northam Public Library, Northam Visitor Centre and Bilya Koort Boodja Centre do not receive a
 receipt or acknowledgement at the time banking is provided to the Northam Administration Office.

Implications / Risks

- Lack of appropriate internal controls over the security of cash collected and Council funds resulting in an increased risk of theft.
- Risk that error or fraud may not be detected on a timely basis.

Recommendation

We recommend:

- Processes with respect to cash handling and physical storage at Shire managed locations be reviewed with an objective of enhancing controls over Council monies.
- Council consider engaging a cash-in-transit security service provider or alternatively set a predetermined maximum cash-in-transit daily banking amount to reduce the risk.
- Banking for Shire managed locations be completed at least weekly.
- A receipt or acknowledgement of cash provided for banking be received by Shire managed locations.

Management Comment

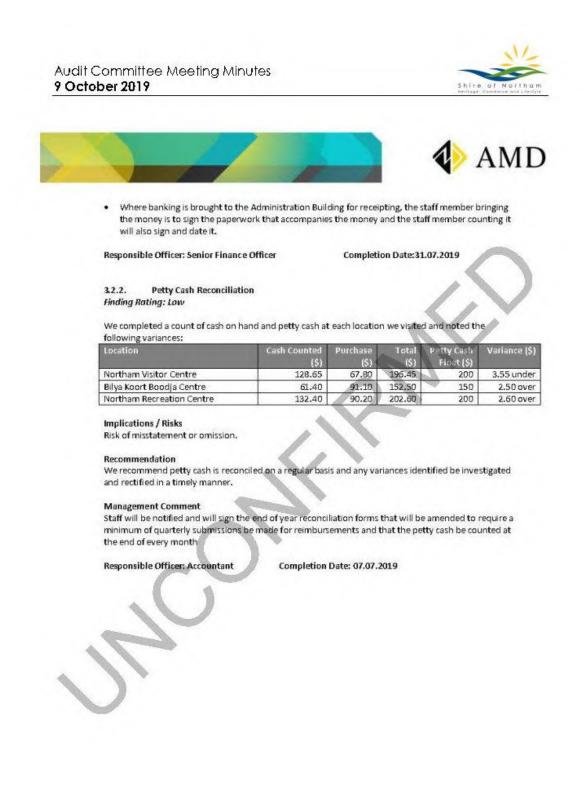
- The Shire will consider installing small safes at Killara, the Northam Library and BKB Centre
- The procedure for high volume cash periods, is generally only around four days a year on the final
 day of rates instalments falling due. Moving cash from tills in the front counter is recorded and
 counted and signed for by two staff members, then placed in a locked safe. During these times two
 staff take the cash to the bank.
- Reminders and regular checks and follow ups will be made to ensure banking is done at least weekly.











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4. Maintenance and security of the financial records

4.1. Scope and approach

- Reviewed information technology systems to assess physical security, access security, data backups, contingency plans, compliance and systems development; and
- Reviewed registers maintained (including key register, tender register, gifts and travel registers etc.) and Council minutes.

Please note, our inquiries indicated no major IT projects have been completed at the time of our site visit; therefore our assessment of IT projects undertaken by the Shire of Northam from the planning to contractor selection to inception phase was limited.

4.2. Detailed findings and recommendations

4.2.1. IT Disaster Recovery Plan

Finding Rating: Moderate

The Shire does not currently have a formalised documented. IT disaster recovery plan (DRP) in place.

Implications / Risks

If the Shire does not have a formalised documented DRP in place, which is subsequently tested on a periodic basis, there is a risk of significant delays and business interruption in the event of unforeseen circumstances in respect to the Shire's business.

Recommendation

We recommend a DRP be developed, approved and subsequently implemented by the Shire. In addition, the DRP should subsequently be tested on a periodic basis to ensure that in the event of a disaster, appropriate action(s) can be taken.

Management Comment

The Formal documentation of Disaster Recovery Actions will be undertaken.

Responsible Officer: EMCS

Completion Date: 30.11.2019

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	4.2.2. Interim Rates
	Finding Rating: Low
	While conducting rates testing, we identified instances where interim rate notices were not issued throughout the year by the Shire on a timely basis when Landgate updates the property valuation. For example, review of the interim rates notice register indicated interim rate notice G2019/2 had been
	processed before interim rates notices G2018/6 and G2018/7.
	Implication / Risk
	Where interim rates are not issued on a timely basis there is risk of either not recording/collecting all revenue during the financial period or potentially overcharging the rate payer which could impact on the Shire reputation amongst the community.
	Recommendation
	We recommend interim rate notices be issued in a timely manner upon receipt of updated property
	valuations from Landgate.
	Management Comment
	Noted, procedures will be put in place to ensure interim rates are processed in a more timely manner.
	Responsible Officer: Rates Officer Completion Date: 30.06.2019 4.2.3. Terminated Employees Network Access Finding Rating: Low
	Our inquiries identified there is no formal procedure in place to ensure network access is disabled for terminated employees.
	Implication / Risk Risk of unauthorised access to the Shire's network.
	Recommendation
	We recommend a termination checklist be completed for all terminated employees, including ensuring network access is disabled.
	Management Comment
	Synergy Access uses a process of replacement of a terminating officer with a replacement officer, so it not possible for access remotely or to the financial system.
-	A checklist for new starters and terminations, that incorporates Council property and its condition of u to be developed. Boxes to include IT accesses and permissions and signed by the Manager.
	Responsible Officer: Human Resources Manager Completion Date: 31.07.2019
	Responsible Officer: Human Resources Manager Completion Date: 31.07.2019
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5. Accounting for municipal or trust transactions

5.1. Scope and approach

- Reviewed all monthly reconciliations including bank, sundry debtors, sundry creditors, fixed assets, rates debtors and rateable value reconciliations ensuring correctly reconciled and reviewed;
- Reviewed and tested in detail most recent municipal and trust bank reconciliations prepared;
- Reviewed processes in respect to BAS, FBT Return and other statutory returns preparation;
- Reviewed use of reserve funds and determined whether changes in reserve purposes have been budgeted or public notice was provided;
- Reviewed self-supporting loan transactions ensuring debtor invoices raised in accordance with payment schedule;
- Reviewed trust ledger balances; and
- Reviewed policies and procedures in respect to insurance, recording claims and insuring newly acquired assets.

5.2. Detailed findings and recommendations

Our review indicated key underlying policies and processes in relation to accounting for municipal or trust transactions are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to accounting for municipal or trust transactions.

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7. Maintenance of payroll, stock control and costing

7.1. Scope and approach

- Completed site visit to the Northam depot to review security over stocks held and allocation / costings of stocks used (including fuel and inventory stocks);
- Reviewed of the allocation of public works overheads, plant operating costs and administration overheads completed;
- Reviewed payroll controls and procedures to ensure effective controls are in place, and complete tests on a sample basis to ensure these controls were operating effectively;
- Reviewed procedures and policies in place in respect of human resource management legislative and compliance requirements, recruitment, performance appraisal, disciplinary and termination procedures and leave entitlements;
- Reviewed listing of leave taken by employees ensuring authorised leave forms completed; and
- Reviewed annual leave balances and identify employees with more than eight weeks annual leave.

7.2. Detailed findings and recommendations

7.2.1. Fuel Usage Analysis Finding Rating: Moderate

Observation of Dunnings fuel statements identified that although these are reviewed on an individual report basis, the Shire is currently not holistically analysing fuel usage by asset for inappropriate use i.e. there is no analysis to review fuel usage on an overall basis for each asset, on a periodic or sample basis.

Implications / Risks

Risk of fuel misappropriation.

Recommendation

We recommend the following:

The Shire investigate an appropriate method to analyse the use of fuel holistically. This spreadsheet
should capture each Shire motor vehicle and detail every transaction in a chronological order. Once
established, the fuel usage per asset could be analysed to determine whether the employee is
fuelling up several times a day, over the weekend, late at night or if excessive fuel purchased against
the expected route the employee is travelling etc

Management Comment

Noted, will review current procedures.

Responsible Officer: Accountant

Completion Date: 30.11.2019

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9. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

The risk guidelines stated within Risk Management – Guidelines Standard AS ISO 31000-2018.

Our guidance to risk classification in completing our review is as follows:

Measure of Likelihood of Risk

Likelihood is the chance that the event may occur given knowledge of the organisation and its environment. The following table provides broad descriptions to support the likelihood rating:

Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances.	More than once per year.	>90% change of occurring.
Likely	The event will probably occur in most circumstances.	At least once per year.	60% - 90% chance of occurring.
Possible	The event should occur at some time.	At least once in 3 years.	40% - 60% chance of occurring.
Unlikely	The event should occur at some time.	At least once in 10 years.	10% - 40% chance of occurring.
Rare	The event may only occur in exceptional circumstances.	Less than once in 15 years.	<10% chance of occurring.

*Above Extracted from the Shire's Risk Management Framework.

Measure of Consequence of Risk

Consequence is the severity of the impact that would result if the event were to occur. The following table provides broad descriptions to support the consequence rating:





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Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$2,00	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated low impact, low profile or 'no news' item	Inconsequential or no domage	Contained, reversible impact managed by on site response
Minor (2)	First aid Injuries	\$2,001 - \$20,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, local news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$20,001 - \$200,000	Medium term temporary interruption backlog cleared by additional resources <1 week	Short term non- compliance but with significant regulatory requirements imposed	Substantiated public embarrassment, moderate impatt, moderate news profile	Lotalised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Last time injury	\$200,001 - \$2,000,000	Prolonged interruption of services – additional resources, performance affected <1 month	Non-compliance results in termination of services or imposed penalties	Substantiated public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Carses trainings (5)	Fatality, permanent disability	More than \$2,000,000	Indeterminate prolonged interruption of services - n on- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive demage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact
*Above	e Extracted from (the Shire's Risk Manay	lernent Framework.)			









Risk Analysis Matrix – Level of Risk

Finding Rating for each audit issue was based on the following table:

				CONSEQUENCE	-	- 10-
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	Moderate	High	High	Ext.care	Dettame
HOOD	Likely	Low	Moderate	High	High	bitrame
E	Possible	Low	Moderate	Moderate	High	High
UKE	Unlikely	Low	Low	Moderate	Moderate	High
	Rate	tow		Low.	Low	Moderate

*Above Extracted from the Shire's Risk Management Framework.

Finding / Risk Acceptance Rating

The table below sets out the definition of the Shire's finding / risk acceptance rating:

Finding / Risk Rank	Definition
юw	 Attention required in medium term, preferably within 12 months. Isolated cases of procedural non-compliance. Small transactional errors with nil to small financial loss or exposure to the Shire. Isolated administrative matters.
Moderate	 Attention required in medium term, preferably within 6 months. Absence or breakdowns in controls or procedures that lead to moderate exposures to the Shire. Isolated breaches of legal requirements and/or regulations with no further action likely to be taken by a regulator. Moderate individual transactional errors or several smaller transactional errors. Administrative matters, which due to their frequency may indicate procedural or training problems.
High	 Attention required in short term, preferably within 3 months. Absence or breakdowns in controls or procedures that lead to high exposures. Abreach of legal requirements and/or regulations resulting in material compensation and/or financial payouts, however no further action is likely to be taken by a regulator. Large individual transactional errors or a larger number of smaller transactional errors. Administrative matters, which due to their frequency may indicate procedural or training problems. Issues arising from inadequate training.
Ditceme	Urgent and immediate action required. Cases of actual or potential fraud. Absence or breakdowns in critical controls or procedures that lead to very significant exposures to the Shire (i.e. financial loss impacting capital or significant disruption to business services, loss of life, severe reputation risk). Serious breach of legal requirements and/or regulations resulting in material compensation and/or financial payouts and action likely to be undertaken by regulators. Multiple large transactional errors that could lead to serious legal impact and/or severe adverse effect on the Shire's reputation. Issues arising from no or severely inadequate training.

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Shire of Northam

Audit Committee Meeting Minutes 9 October 2019

5.12 INTERIM AUDIT REPORT

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

BRIEF

For the Audit Committee to receive an update on the Interim Audit that was conducted by the Shire's auditor, Moore Stephen's on the 29 April 2019.

ATTACHMENTS

Attachment 1: Interim Audit Report (provided as a separate confidential attachment).

A. BACKGROUND / DETAILS

The Interim Audit was carried out on the 29 April 2019, Moore Stephen's conducted the interim audit on behalf of the Office of the Auditor General. It concentrated largely on the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal, and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the Annual Financial Report.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective:

- Ensure robust financial management.
- Implement systems and processes which deliver outcomes for our community.







- Audit Committee Meeting Minutes 9 October 2019
 - Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Local Government Act (1995) Section 7.12A.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

Risk Category	Description	Rating	Mitigation Action
KISK Culegory	Description	(consequence	Miligation Action
		x likelihood)	
Financial	Possible	Low (2)	Ensure reporting is
	misstatement in the		accurate and
	financial Statements		complete
Health & Safety	N/A	N/A	N/A
Reputation	Low impact news	Low (2)	Ensure reporting is
	item or potential		accurate and
	dispute with		complete. Ensure
	employee		notification of annual
			increase is given to employees
Service	N/A	N/A	N/A
Interruption			
Compliance	If report not done	Low (2)	Ensure the Act is
	Council would not		adhered to
	be aware.		
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The Auditor has raised three issues as presented below, two items are considered to have moderate implications, one item was considered minor in nature. These were received on 30 May 2019

1. IT Disaster Recovery Plan.

It was identified that the Shire does not have an IT disaster recovery plan. It highlighted an increased risk the Shire will not possess the required information to enable effective restoration of key IT systems following a major incident or disruption.







Management Comment: Back-up procedures and testing of data recovery has been carried out to the satisfaction of Staff, a formal disaster recovery plan will be documented

2. Fixed Assets below \$5,000

From 1 July 2018, Regulation 17A (5) of the Local Government (Financial Management) Regulations 1996 requires assets with a fair value at the date of acquisition under \$5,000 to be excluded from the assets of the Local Government entity.

It was noted that the assessment had not been conducted to remove assets acquired for a value of less than \$5,000.

Management Comment: A review will be carried out to assert any assets that had an original purchase price of less than \$5,000, these will be written off from the asset register

3. Employment Pay Rate Letters

We noted 10 instances where employees had received an increase in pay or pay level, with no correspondence to the employee confirming the change evidenced in the employee's personnel file.

Management Comment: notification will be given to employees annually on the first pay period of the annual CPI based increase

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.134

Moved: Cr Antonio Seconded: Cr Mencshelyi

That Council receive the 2018/19 Interim Audit finding.

CARRIED 2/0

The Executive Manager Corporate Services provided an overview of the findings.







6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

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

8. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 4:55pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 9 October 2019 have been confirmed as a true and correct record."
President
Date





12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Shire of Northam Committees of Council

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	Art Collection Committee, 2.1.3.2
	Audit Committee, 2.1.3.5
	Bush Fire Advisory Committee, 5.1.3.1
	Chief Executive Officer Review Committee, 1.1.1.1
	Local Emergency Management Committee, 5.1.2.1
	Northam Safety Committee, 1.3.12.2
	Nyoongar Cultural Advisory Group, 2.1.3.8
Reporting Officer:	Alysha McCall, Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil
Interest:	
Voting Requirement:	
Press release to be	No
issued:	

BRIEF

As a result of the recent election, there is a need to reappoint the Committees of Council and appoint their delegates.

ATTACHMENTS

Attachment 1: Art Collection Committee Terms of Reference
Attachment 2: Audit Committee Terms of Reference
Attachment 3: Bushfire Advisory Committee Terms of Reference
Attachment 4: CEO Review Committee Terms of Reference
Attachment 5: Local Emergency Management Committee Terms of Reference
Attachment 6: Northam Safety Committee Terms of Reference
Attachment 7: Nyoongar Cultural Advisory Group Terms of Reference

A. BACKGROUND / DETAILS

Committee Name:

Art Advisory Committee





Committee Purpose:	To make recommendations to Council on all matters pertaining to art within the Shire of Northam's control.
Meeting Frequency:	As required (approximately 4 meetings annually).
Next Meeting: Current Meeting day: Meeting Location: Current Council representatives:	To be confirmed. Thursday. Shire of Northam Committee Room. Cr Steven Pollard, Cr Julie Williams, Cr Michael Ryan.
Terms of reference: Officer Comment:	Attachment 1. Nil.
Committee Name: Committee Purpose:	Audit & Risk Management Committee. To accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The Committee will also oversee critical areas including risk management & internal audit.
Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location: Current Council representatives:	Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation. Quarterly. November / December 2019. Wednesday. Shire of Northam Council Chambers. Cr Chris Antonio, Cr Attila Mencshelyi, John Proud and Chris Davidson.
Terms of reference: Officer Comment:	Attachment 2. Nil.
Committee Name: Committee Purpose:	Bush Fire Advisory Committee To provide efficient and responsive fire

To provide efficient and responsive fire service and as a Committee to advise the





Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location: Current Council representatives: Terms of reference: Officer Comment:	Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation and will liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam. Bi-annually, further meetings convened as required. 10 March 2020. Tuesday. Shire of Northam Council Chambers. Cr Terry Little, Cr Carl Della Attachment 3. Removed a section of the objective as it is not believed to be relevant to the Bush Fire Advisory Committee.
Committee Name: Committee Purpose:	Chief Executive Officer Review Committee . To make recommendations to Council on the Shire of Northam's CEO's past performance and future performance requirements.
Meeting Frequency:	As required, approximately four (4) meetings annually.
Next Meeting: Current Meeting day: Meeting Location: Current Council representatives:	November 2019 Not determined. Shire of Northam Committee Room. Cr Chris Antonio, Cr Michael Ryan, Cr Attila Mencshelyi, Cr John Proud and Cr Rob Tinetti.
Terms of reference: Officer Comment:	Attachment 4. No changes to the Terms of Reference are recommended.
Committee Name:	Local Emergency Management Committee (LEMC).
Committee Purpose:	This Committee is made up of Hazard Management Agencies (HMA's), operational and combat agencies. While the LEMC is a non-operational committee, if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident. This Committee is also to assist in the development of the local government's emergency plans and procedures.



Meeting Frequency:	Quarterly.
Next Meeting:	Date to be determined, approximately February 2020.
Current Meeting day:	Tuesday.
Meeting Location:	Various, held at various committee members offices.
Current Council representatives:	Cr Chris Antonio and Cr Steven Pollard (Proxy).
Terms of reference:	Attachment 5.
Officer Comment:	No changes to the Terms of Reference are recommended.
Committee Name:	Northam Safety Committee
Committee Purpose:	To enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.
Meeting Frequency:	Quarterly.
Next Meeting:	17 December 2019.
Current Meeting day:	Tuesday
Meeting Location:	Shire of Northam Council Chambers. Cr Julie Williams, Cr Michael Ryan and Cr Rob
content coorten representatives.	Tinetti.
Terms of reference:	Attachment 6.
Officer Comment:	Nil.
Officer Comment: Committee Name:	Nyoongar Cultural Advisory Group
Committee Name:	Nyoongar Cultural Advisory Group (replacing Reconciliation Action Plan (RAP) Working Group)
	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations
Committee Name:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendationsto the Shire of Northam on all Nyoongar
Committee Name:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendationsto the Shire of Northam on all Nyoongarrelated matters focusing on the BKB Centre
Committee Name:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendationsto the Shire of Northam on all Nyoongarrelated matters focusing on the BKB Centrefor NyoongarCulture& Environmental
Committee Name:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendationsto the Shire of Northam on all Nyoongarrelated matters focusing on the BKB Centre
Committee Name: Committee Purpose: Meeting Frequency:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendationsto the Shire of Northam on all Nyoongarrelated matters focusing on the BKB Centrefor NyoongarCulture & EnvironmentalKnowledge and the development of acommunity wide Reconciliation Action Plan.Four (4) times annually.
Committee Name: Committee Purpose: Meeting Frequency: Next Meeting:	Nyoongar Cultural Advisory Group (replacing Reconciliation Action Plan (RAP) Working Group) To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.
Committee Name: Committee Purpose: Meeting Frequency:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.Nonedetermined.MeetingsNonedetermined.Meetings
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Committee Name: Committee Purpose: Meeting Frequency: Next Meeting:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.Nonedetermined.MeetingsNonedetermined.Meetings
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Committee Name: Committee Purpose: Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.Nonedetermined.MeetingsMonedetermined.MeetingsBilya Koort Boodya – Centre for Nyoongar Culture and Environmental Knowledge Nil.Previous representatives on the RAP Working Group were Cr Michael Ryan, Cr
Committee Name: Committee Purpose: Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location: Current Council representatives:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.Nonedetermined.MeetingsMonedetermined.MeetingsBilya Koort Boodya – Centre for Nyoongar Culture and Environmental Knowledge Nil.Previous representatives on the RAP Working Group were Cr Michael Ryan, Cr Attila Mencshelyi and Cr Chris Antonio.
Committee Name: Committee Purpose: Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location:	NyoongarCulturalAdvisoryGroup(replacing Reconciliation Action Plan (RAP)Working Group)To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan. Four (4) times annually. To be confirmed.Nonedetermined.MeetingsMonedetermined.MeetingsBilya Koort Boodya – Centre for Nyoongar Culture and Environmental Knowledge Nil.Previous representatives on the RAP Working Group were Cr Michael Ryan, Cr



Council at its meeting held on 18 September 2019. As these Terms of Reference have been recently developed, no changes are recommended. This report is to formally dissolve the RAP Working Group, establish the Nyoongar Cultural Advisory Group as a committee of Council and appoint its representatives.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

- Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
- Theme Area 6: Governance and Leadership
- Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.
- Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

B.2 Financial / Resource Implications

As elected members are paid annual fees in lieu of fees for attending meetings, travel expenses for attendance at any meeting called will be an additional expense incurred. Committee Members attending committee meetings are entitled to claim for expenses incurred. No meeting fees are payable to employees or non-Councillors.

B.3 Legislative Compliance

- Local Government Act 1995, Part 5 Administration, Division 2 Council meetings, committees and their meetings and electors' meetings.
- Local Government Act 1995 Section 7.1A. Audit committee.
- Local Government Act 1995 Section 7.12A. Duties of local government with respect to audits.
- Bush Fires Act 1954, Section 67.
- Emergency Management Act 2005 Section 38 Local Emergency Management Committees.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Advertising will be undertaken for the appointment of community members to committees (where required).



Once committee members have been endorsed, Officers will liaise with relevant groups in relation to confirming their representatives (where required).

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Nil		
Service	Nil		
Interruption			
Compliance	Non compliance with the relevant legislation.	Moderate (9)	Adoption of Terms of Reference. The Terms of Reference are designed to ensure that the committees operate in accordance with this. In addition, Council has an adopted Code of Conduct for Council and Committee Members.
Property	Nil		
Environment	Nil		

B.6 Risk Implications

C. OFFICER'S COMMENT

Nil.



ART ADVISORY COMMITTEE

RECOMMENDATION

That Council:

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes the Art Advisory Committee and adopt the Terms of Reference as provided in Attachment 1.
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Elected Members and Other Persons;
- 3. In accordance with provisions of Section 5.10 (1) (a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;
 - Three (3) Elected Members:
 - Cr _____
 - Cr _____
 - Cr _____
 - One (1) Representative from Avon Valley Art Society (AVAS)
 - Up to three (3) community representatives (to be invited by way of public advertisement).

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

AUDIT & RISK COMMITTEE

RECOMMENDATION

That Council:

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Audit Committee and adopt the Terms of Reference as provided in Attachment 2;
- 2. In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members:
 - Cr
 - Cr
 - Cr
 - Cr

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



BUSH FIRE ADVISORY COMMITTEE

RECOMMENDATION

That Council:

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954 establishes a Bush Fire Advisory Committee and adopt the Terms of Reference as provided in Attachment 3;
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Staff and Other Persons;
- 3. In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members:
 - Chief Bush Fire Control Officer;
 - Two (2) Deputy Chief Bush Fire Control Officers;
 - Two (2) Shire of Northam Elected Members;
 - ∘ Cr
 - o Cr
 - One (1) delegate or proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades listed below:
 - Bakers Hill Bush Fire Brigade;
 - Clackline/Muresk Bush Fire Brigade;
 - Grass Valley Bush Fire Brigade;
 - Inkpen Bush Fire Brigade;
 - Irishtown Bush Fire Brigade;
 - Jennapullin Bush Fire Brigade;
 - Southern Brook Bush Fire Brigade;
 - Northam Central Bush Fire Brigade; and
 - Wundowie Bush Fire Brigade.
 - One (1) delegate or proxy representative from Northam Volunteer Fire and Rescue Service; and
 - One (1) delegate or proxy representative from Wundowie Volunteer Fire and Rescue Service.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

RECOMMENDATION

That Council:

- 1. In accordance with Section 5.8 of the Local Government Act 1995 establishes the Chief Executive Officer Review Committee and endorse the Terms of Reference as provided in Attachment 4; and
- 2. In accordance with Section 5.9 and 5.10(1)(a) of the Local Government Act 1995, Appoint the following Elected Members only to the Chief Executive Officer Review Committee;
 - Shire President, Cr Chris Antonio;
 - Deputy Shire President, Cr Julie Williams;
 - Cr
 - Cr
 - Cr

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

LOCAL EMERGENCY MANAGEMENT COMMITTEE

RECOMMENDATION

That Council:

- 1. As required by provisions of the Emergency Management Act 2005 and in accordance with Section 5.8 of the Local Government Act 1995, establishes a Local Emergency Management Committee and adopt the Terms of Reference as provided in Attachment 5;
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Staff and Other Persons;
- 3. In accordance with State Emergency Management Policy 2.5 and provisions of Section 5.10(1) (a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;

Voting Members:

- One (1) Elected Member;
 - Cr ____
- Shire of Northam Local Recovery Coordinator;
- Shire of Northam Executive Manager of Development Services;
- Community Emergency Services Manager (Executive Officer);
- One (1) delegate or proxy Department of Fire and Emergency Service;
- One (1) delegate or proxy (Local Emergency Coordinator) Western Australian Police Service;
- One (1) delegate or proxy Department of Communities;



- One (1) delegate or proxy Northam Regional Hospital;
- Police Northam; and
- Police Wundowie;

Non-voting Members

Non-voting membership of the LEMC may include One (1) delegate or proxy, but not to be limited to:

- SEMC Secretariat;
- Northam Airport;
- Australian Defence Force;
- Arc Infrastructure;
- Northam Bushfire Brigades;
- Department of Agriculture & Food WA;
- Department of Education;
- Dept. Parks and Wildlife;
- Disability Services Commission;
- Housing Authority;
- Aged Care (Juniper);
- Public Health Nurse;
- Main Roads WA Wheatbelt;
- Fire & Rescue Northam;
- Fire & Rescue Wundowie;
- Australian Border Force;
- Red Cross;
- Salvation Army;
- Immigration Detention Centre;
- Silver Chain;
- St John Ambulance;
- Water Corporation;
- Western Power; and
- Northam State Emergency Service.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

NORTHAM SAFETY COMMITTEE

RECOMMENDATION

That Council:

- In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes the Northam Safety Committee and adopt the Terms of Reference as provided in Attachment 6;
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Elected Members and Other Persons;



3. In accordance with provisions of Section 5.10(1) (a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;

Voting Members

- Two (2) Elected Members;
 - Cr ____; and

- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;
- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- One (1) representative of the Department of Communities -Housing;
- One (1) representative of the Department of Justice;
- One (1) representative of the Department of Communities Child Protection and Family Support
- One (1) representative of the Youth Wellbeing Plan;
- One (1) representative of Avon Community Services;
- One (1) representative of PCYC; and
- Up to two (2) community representatives (to be invited by way of public advertisement).

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



NYOONGAR CULTURAL ADVISORY GROUP / RECONCILIATION ACTION PLAN WORKING GROUP

RECOMMENDATION

That Council dissolve the Reconciliation Action Plan Working Group.

RECOMMENDATION

That Council:

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes the Nyoongar Cultural Advisory Group and adopt the Terms of Reference as provided in Attachment 7;
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Elected Members, Staff and Other Persons;
- 3. In accordance with provisions of Section 5.10(1) (a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;
 - Three (2) Elected Members:
 - Cr
 - o Cr
 - One representative from each of the following families:
 - Ryder
 - Garlett
 - o Stack
 - o Slater
 - McGuire
 - Kickett
 - Moody
 - o Davis
 - Two other Aboriginal and/or Torres Strait Islander Community Representatives
 - Shire of Northam CEO or nominated Executive Manager.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



Attachment 1

Shire of Northam Art Advisory Committee Terms of Reference 2019 – 2021

TERMS OF REFERENCE

SHIRE OF NORTHAM ART ADVISORY COMMITTEE

1. Objectives of the Shire of Northam Art Advisory Committee

The primary objective of the Shire of Northam Art Advisory Committee is to make recommendations to Council on all matters pertaining to art within the Shire of Northam's control.

2. Powers of the Shire of Northam Art Advisory Committee

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

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

3. Membership

The committee shall consist of elected members, designated Shire of Northam employees and community members as follows:

- Three (3) Elected Members;
- One (1) Representative from Avon Valley Art Society (AVAS)
- Up to three (3) community representatives (to be invited by way of public advertisement).

Non-Voting Members

Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services

All members have full voting rights.

4. Meetings

The committee shall meet as and when required.

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





Shire of Northam Art Advisory Committee Terms of Reference 2019 - 2021

5. Reporting

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

6. Duties and Responsibilities

The duties and responsibilities of the Committee will be to make recommendations to Council in regard to:

- · Care of art;
- · The display of art;
- The acquisition and/or disposal of works from the Shire's art;
- · Policy relating to the future direction of art.

7. Tenure of Membership

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

8. Committee

8.1 Chairperson

The members shall appoint the Chairperson.

8.2 Secretary

As appointed by the Executive Manager Community Services.

8.3 Quorum

The quorum at any meeting shall be half plus one of the number of officers. Therefore the number for a Quorum shall be four (4) voting members.

8.4 Voting

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

8.5 Minutes

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

8.6 Who Acts If No Presiding Member

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

8.7 Meetings

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



Shire of Northam Art Advisory Committee Terms of Reference 2019 – 2021

8.8 Members Interests to be Disclosed

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

8.9 Code of Conduct

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





Attachment 2

Audit & Risk Management Committee Terms of Reference 2019 - 2021

TERMS OF REFERENCE

SHIRE OF NORTHAM AUDIT & RISK MANAGEMENT COMMITTEE

1. Objectives of Audit & Risk Management Committee

The primary objective of the Audit and Risk Management Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The Committee will also oversee critical areas including risk management & internal audit.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external & internal financial reporting;
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
 - the coordination of the internal audit
 - o function with the external audit
- effective oversight of financial and other risks and the protection of Council assets
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

2. Powers of the Audit & Risk Management Committee

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

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the

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Audit & Risk Management Committee Terms of Reference 2019 - 2021

legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

The committee shall consist of four elected members. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

4. Meetings

The committee shall meet at least four times annually.

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

5. Reporting

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

Duties and Responsibilities

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- e)b) Develop and recommend to Council -
 - a list of those matters to be audited; and
 - · the scope to be undertaken.
 - Recommend to Council the person or persons to be appointed for internal audits as auditor.
 - Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;



Audit & Risk Management Committee Terms of Reference 2019 - 2021

- a plan of the audit;
- details of the remuneration and expenses to be paid to the auditor; and
- the method to be used by the local government to communicate with, and supply information to, the auditor.
- d)c) Meet with the auditor once in each year.
- e)d) Liaise with the CEO to ensure that the local government does everything in its power to -
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- ()) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- g)f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- h)g) Review the scope of the audit plan and program and its effectiveness.
- <u>h)</u> Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- (c) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO
- ()(k) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;

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Audit & Risk Management Committee Terms of Reference 2019 - 2021

- Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- n)m) Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- e)n) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- p)o) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- <u>a)p)</u> Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- g) Oversee the effective management of risk within the Shire of Northam, including review of risk management policies & procedures, reviewing outstanding risk mitigation actions and periodically reviewing the Shire of Northam risk register.
- r) Review the annual Compliance Audit Return and report to the council the results of that review, and
- s) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.





Attachment 3

Bush Fire Advisory Committee Terms of Reference 2019 - 2021

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

1. Objectives of Bush Fire Advisory Committee

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

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

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

2. Powers of the Bush Fire Advisory Committee

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

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



3. Membership

3.1 Full voting members

- Chief Bush Fire Control Officer;
- · Deputy Chief Bush Fire Control Officer;
- Two (2) Shire of Northam Elected Members;
 - o CrTMLittle; and
 - o Cr C P Della
- One (1) delegate or proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades listed below:
 - o Bakers Hill Bush Fire Brigade;
 - o Clackline/Muresk Bush Fire Brigade;
 - o Grass Valley Bush Fire Brigade;
 - Inkpen Bush Fire Brigade;
 - o Irishtown Bush Fire Brigade;
 - o Jennapullin Bush Fire Brigade;
 - o Southern Brook Bush Fire Brigade;
 - o Northam Central Bush Fire Brigade (Once Registered); and
 - Wundowie Bush Fire Brigade (Once Established).
- One (1) delegate or proxy representative from Northam Volunteer Fire and Rescue Service; and
- One (1) delegate or proxy representative from Wundowie Volunteer Fire and Rescue Service.

3.2 Non-voting

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

4. Meetings

The committee shall meet at least two times annually.

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

5. Reporting

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





6. Duties and Responsibilities

The committee is to facilitate:

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

7. Tenure of Membership

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

8. Authority

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

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

9. Committee

9.1 Chairperson

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

9.2 Secretary

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





9.3 Quorum

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

9.4 Voting

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

9.5 Minutes

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

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

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

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

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

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

9.6 Who Acts If No Presiding Member

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

9.7 Meetings

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

9.8 Members Interests to be Disclosed

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

9.9 Brigade Reports

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



9.10 Working Groups

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

9.11 Deputations

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





Attachment 4

Shire of Northam CEO Review Committee Terms of Reference 2019 - 2021

TERMS OF REFERENCE SHIRE OF NORTHAM CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

1. Objectives of the Shire of Northam CEO Review Committee

The primary objective of the Shire of Northam CEO Review Committee is to make recommendations to Council on the Shire of Northam's CEO's past performance and future performance requirements.

2. Powers of the Shire of Northam CEO Review Committee

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

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

3. Membership

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The committee shall consist of elected members only, being:

- Shire President, Cr C R Antonio;
- Deputy Shire President, Cr M P RyanJ E G Williams; and
 - Three (3) Elected Members:
 - o Cr-J Proud;
 - o Cr-A J Mencshelyi; and
 - o Cr R W Tinetti

All members have full voting rights.

4. Meetings

The committee shall meet as and when required.

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

5. Reporting

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





Shire of Northam CEO Review Committee Terms of Reference 2019 - 2021

6. Duties and Responsibilities

The duties and responsibilities of the Committee will be to make recommendations to Council in regard to:-

- Managing CEO Review Process; and
- Making recommendations to Council in regards to CEO Performance and Remuneration.

7. Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11, i.e. until the next scheduled local government Ordinary Elections in October 2019.

8. Committee

8.1 Presiding Member

The members shall appoint the Presiding Member.

8.2 Secretary

Available on request.

8.3 Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be 3 voting members.

8.4 Voting

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

8.5 Minutes

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

8.6 Who Acts If No Presiding Member

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

8.7 Meetings

Meetings shall NOT be open to the public pursuant to Section 5.23 of the Local Government Act.

8.8 Members Interests to be disclosed

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

8.9 Code of Conduct

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



Attachment 5

Local Emergency Management Committee Terms of Reference 2019 - 2021

TERMS OF REFERENCE

SHIRE OF NORTHAM LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. Establishment

The Shire of Northam has established the Shire of Northam Local Emergency Management Committee (LEMC) under section 38 of the Emergency Management Act.

2. Objectives of LEMC

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

The Committee is made up of Hazard Management Agencies (HMA's) operational and combat agencies. While the LEMC is a non-operational committee if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident.

Assist in the development of the local government's emergency plans and procedures.

3. Powers of the LEMC

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

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

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Local Emergency Management Committee Terms of Reference 2019 - 2021

4. Membership

The committee shall consist of the LEMC in accordance with State Emergency Management Procedures shall comprise of the following:

4.1 Full voting members

- One (1) Elected Member;
 - o Cr Chris Antonio;
 - o Cr Steven Pollard (Proxy Delegate)
- Shire of Northam Local Recovery Coordinator;
- Shire of Northam Executive Manager of Development Services;
- Community Emergency Services Manager (Executive Officer);
- One (1) delegate or proxy Department of Fire and Emergency Service;
- One (1) delegate or proxy (Local Emergency Coordinator) Western Australian Police Service;
- One (1) delegate or proxy Department of Communities; and
- One (1) delegate or proxy Northam Regional Hospital.

4.2 Non-voting

Non-voting membership of the LEMC may include One (1) delegate or proxy, but not to be limited to:

- SEMC Secretariat;
- Northam Airport;
- Australian Defence Force;
- Brookfield Rail;
- · Northam Bushfire Brigades;
- Department of Agriculture & Food WA;
- Department of Education;
- · Dept. Parks and Wildlife;
- · Disability Services Commission;
- Housing Authority;
- · Aged Care (Juniper);
- Public Health Nurse:
- · Main Roads WA Wheatbelt;
- Fire & Rescue Northam;
- Fire & Rescue Wundowie;
- · Police Northam;
- Police Wundowie;
- Australian Border Force;
- Red Cross;
- Salvation Army;
- · Immigration Detention Centre;
- · Silver Chain;
- · St John Ambulance;
- Water Corporation;
- Western Power; and
- Northam State Emergency Service.



Local Emergency Management Committee Terms of Reference 2019 - 2021

5. Meetings

The committee shall meet at least quarterly as per State Emergency Management Procedures.

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

6. Reporting

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

7. Duties and Responsibilities

The functions of a local emergency management committee as per State Emergency Management Procedures:

- Advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.
- After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.
- The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

8. Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11 and the Emergency Management Act, section 38.

9. Committee

10.1 Chairperson

The members shall appoint the Chairperson.

10.2 Secretary

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



Local Emergency Management Committee Terms of Reference 2019 - 2021

10.3 Quorum

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

10.4 Voting

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

10.5 Minutes

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

10.6 Who Acts If No Presiding Member

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

10.7 Meetings

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

10.8 Members Interests to be Disclosed

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

10.9 Working Groups

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

Reference

State Emergency Management Procedures





Attachment 6

Shire of Northam – Northam Community Safety Committee Terms of Reference 2019 to 2021

TERMS OF REFERENCE

SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

1. Objectives of the Shire of Northam Community Safety Committee

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

2. Powers of the Shire of Northam Community Safety Committee

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

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

3. Membership

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

- Three (3) Two (2) Elected Members;
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;
- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- One (1) representative of the Department of Communities Housing;
- One (1) representative of the Department of Justice;
- One (1) representative of the Department of Communities Child Protection and Family Support

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- One (1) representative of the Youth Wellbeing Plan;
- One (1) representative of Avon Community Services;



Shire of Northam – Northam Community Safety Committee Terms of Reference 2019 to 2021

- One (1) representative of <u>PCYC</u>; and
- Up to two (2) community representatives.
 All members have full voting rights.

4. Standing Ex-Officio Members

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Community Development Officer
- One (1) representative of Holyoake
- Ranger Services (by invitation)
- One (1) representative of the Department of Main Roads (by invitation)
- One (1) representative of the Department Fire and Emergency Services (by invitation)

5. Meetings

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

6. Reporting

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

7. Duties and Responsibilities

The Committee will:

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

8. Working Parties

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

All auxiliary working parties shall report back to the Community Safety Committee with any recommendations for action.

9. Tenure of Membership

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Shire of Northam – Northam Community Safety Committee Terms of Reference 2019 to 2021

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

10. Committee

10.1 Chairperson

The members shall appoint the Chairperson.

10.2 Secretary

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

10.3 Quorum

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

8.5 Voting

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

8.6 Minutes

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

8.7 Who Acts If No Presiding Member

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

8.8 Meetings

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

8.9 Members Interests to be Disclosed

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

8.10 Code of Conduct

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





Attachment 7

TERMS OF REFERENCE SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP

> TERMS OF REFERENCE SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP

1. Objectives of the Shire of Northam NYOONGAR CULTURAL ADVISORY Group (NCAG)

The primary objective of NCAG is to provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan.

2. Powers of the Northam NCAG

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

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

3. Membership

The Advisory Group shall consist of elected members, designated Shire of Northam employees and Aboriginal and Torres Strait Islander community members as follows:

- Two(2) Elected Members;
- One representative from each of the following families
 - Ryder
 - Garlett
 - Stack
 - Slater
 - McGuire
 - Kickett
 - Moody
 - Davis
- Two other Aboriginal and/or Torres Strait Islander Community Representatives
- Shire of Northam CEO or nominated Executive Manager.
- Member for Central Wheatbelt, State Legislative Assembly
- Member of the WA Police Force
- The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee. They do not have voting rights on the committee
- The local government shall provide secretarial and administrative support to the committee.

Nyoongar Cultural Advisory Group Terms of Reference 2019 - 2021





TERMS OF REFERENCE SHIRE OF NORTHAM NYDONGAR CULTURAL ADVISORY GROUP

4. Meetings

The NCAG shall meet at least four times annually.

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

5. Reporting

Minutes and recommendations of each NCAG meeting shall be presented to the next Ordinary Meeting of the Council.

The NCAG is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

6. Duties and Responsibilities

The following activities will be carried out by the NCAG:

- Provide guidance and assistance to Council on the future development of the BKB.
- Provide input and advice in relation to the development of a Shire of Northam Reconciliation Action Plan.
- Meet with the Full Shire of Northam Council, not less than once each year to discuss progress of the Reconciliation Action Plan and BKB
- Develop a RAP within the context of the Shire of Northam's core business and in-line with:
 - Over-arching community strategic plan and corporate business plan.
 - Any existing Aboriginal and Torres Strait Islander employment strategy
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to internal and external stakeholders, including Reconciliation Australia, Shire of Northam elected members and staff, and Aboriginal and Torres Strait Islander stakeholders
 - o Reflect on key learnings in the development of new RAPs.
 - Consider RAP implementation issues and consult with relevant business units to find solutions.
- Develop a new RAP when the current plan expires.

Nyoongar Cultural Advisory Group Terms of Reference 2019 - 2021





12.1.2 Delegates or Representatives to Community Based Committees / Groups

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.2
Reporting Officer:	Alysha McCall, Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil.
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

To appoint Council delegates (representatives) to various `Community' based committees and Local Government representative bodies.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Community based committees are an important part of the social structure of the wider community and give residents and ratepayers a voice in `their' community. Council representation on these committees demonstrates Council interest and allows for feedback to Council of community concerns and ideas.

These committees are independent of Council.

GOVERNANCE BASED COMMITTEES AND/OR GROUPS

Committee Name:	Avon Regional Organisation of Councils	
	(AROC).	
Committee Purpose:	To work collaboratively with the Shire's of	
	Toodyay, York, Goomalling, Dowerin and	
	Victoria Plains with a range of advocacy	
	and project focuses.	
Meeting Frequency:	Bi-Monthly (every two months).	
Next Meeting:	2 December 2019.	





Current Meeting day:	First Monday of the month.	
Meeting Location:	Shire of Toodyay Council Chambers.	
Current Council representatives	: Cr Chris Antonio, Mr Jason Whiteaker and	
	Cr Michael Ryan (proxy).	
Officer Comment:	Officers recommend that the Shire	
	President and Chief Executive Officer be	
	appointed to represent the Shire of	
	Northam on the Avon Regional	
	Organisation of Councils, a second	
	delegate is not required although can be	
	designated as per previous years.	

Committee Name:	Avon Midland Zone of WALGA.
Committee Purpose:	Zones are groups of geographically
	aligned Member Councils who are
	responsible for direct elections of State
	Councillors, providing input into policy
	formulation and providing advice on
	various matters.
Meeting Frequency:	Bi-monthly (every two months).
Next Meeting:	22 November 2019.
Current Meeting day:	Friday.
Meeting Location:	Various locations, rotated between Zone
	members.
Current Council representatives	Cr Chris Antonio and Cr Michael Ryan
	(proxy).
Officer Comment:	Officers recommend that the Shire
	President and Deputy President be
	appointed represent the Shire of Northam
	on the Avon Midland Zone of WALGA.

Committee Name:	Avon Sub-Regional Road Group.
Committee Purpose:	To make recommendations to State
	Advisory Committee (SAC) in relation to the
	Annual Local Government Roads Program
	for their Region and any other relevant
	issues.
Meeting Frequency:	Bi-annually (two meetings each year).
Next Meeting:	2020, month to be confirmed.
Current Meeting day:	None allocated.
Meeting Location:	Northam.
Current Council representatives:	Cr Terry Little and John Proud (proxy).
Officer Comment:	Officers recommend that a Delegate 1
	and 2 be nominated to represent the Shire
	of Northam on the Avon Sub-Regional
	Road Group.



Committee Name:	Regional Capital Alliance Western Australian.	
Committee Purpose:	The Regional Capitals Alliance Western Australian (RCAWA) is a partnership of seven of the largest regional local government authorities in regional Western Australia.	
Meeting Frequency:	The Alliance cities work to develop a collaborative framework to engage with and partner with both the Western Australian and Australian Governments. Bi-monthly (every two months).	
Next Meeting:	28 November 2019.	
Current Meeting day:	Thursday.	
Meeting Location: Current Council representatives:	Various, rotated between members. Cr Chris Antonio, Mr Jason Whiteaker and	
	Cr Michael Ryan (proxy).	
Officer Comment:	It is recommended that the Shire President and Chief Executive Officer be appointed to this Alliance.	

COMMUNITY BASED COMMITTEES

Committee Name:	Avon Valley Arts Society Inc.
Committee Purpose:	AVAS Inc. promotes and fosters artists in the
	Avon Valley. They host the Fred Killick Award Exhibition, and the Northam Art
	Prize, as well as hold demonstrations and
	art classes.
Meeting Frequency:	Monthly.
Next Meeting:	Second Tuesday of each month.
Current Meeting day:	Tuesday.
Meeting Location:	Old Girls School.
Current Council representatives:	Cr Steven Pollard and Cr Carl Della (proxy).
Officer Comment:	Nil.



	·····
Committee Name:	Northam Army Camp Heritage Association (NACHA)
Committee Purpose:	NACHA is a non-profit organisation, which was founded in 1997 as a result of community concern about the sale and removal of buildings from the Northam Army Camp and the Defence Department's plans to dispose of the site itself.
	Although this did not eventuate, NACHA continue to be active in promoting the importance and history of the Northam Army Camp and its various phases of history. The Association is especially interested in sharing the military, P.O.W and migrant experiences associated with the camp and putting a human face to the thousands of people who passed through its gate.
Meeting Frequency: Next Meeting: Current Meeting day: Meeting Location: Current Council representatives: Officer Comment:	Their projects have included conducting talks and tours, creating exhibitions and, most recently, producing a DVD of interviews with servicemen and women, displaced persons and immigrants, and historians and other experts connected with the Northam Army Camp. Monthly. 4 December 2019. First Wednesday of each month at 5:30pm. Old Northam Railway Station Museum. Cr Attila Mencshelyi and Cr John Proud (proxy). Nil.

Committee Name:	Northam Flying Fifty's		
Committee Purpose:	Coordination of the Northam Motor		
	Sport/Flying Fifties event.		
Meeting Frequency:	Monthly. More frequent closer to the event.		
Next Meeting:	December 2019, date to be confirmed.		
Current Meeting day:	None set. Meetings scheduled based on		
	members availability.		
Meeting Location:	Riverside Hotel.		
Current Council representatives:	Cr Carl Della.		
Officer Comment:	Nil.		

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Committee Name:	Northam Roadwise Committee
Committee Purpose:	Discuss and develop strategies which
	encourage community participation and
	promote education aimed at achieving a
	safer road transport environment for all
	road users in the region.
Meeting Frequency:	Monthly.
Next Meeting:	17 December 2019.
Current Meeting day:	Third Tuesday of each month.
Meeting Location:	Shire of Northam Council Chambers.
0	Cr Julie Williams and Cr Terry Little (proxy).
Officer Comment:	Nil.
onicer comment.	1 11.
Committee Name:	Northam Memorial Hall Board.
Committee Purpose:	Management of the Memorial Hall.
Meeting Frequency:	Quarterly (every three months).
Next Meeting:	17 February 2020
Current Meeting day:	Third Monday, 4:15pm.
Meeting Location:	Northam RSL Hall.
Current Council representatives:	
Officer Comment:	Nil.
	1 10.
Committee Name:	Northam Chamber of Commerce.
Committee Purpose:	Supports and promotes all businesses within
	the Shire of Northam.
Meeting Frequency:	Two meetings per month (Sundowner and
	Board Meeting).
Next Meeting:	Sundowner: 5 December 2019. Board
	Meeting: 18 December 2019.
Current Meeting day:	Sundowner: First Thursday of the month at
	5:30pm. Board Meeting: Third Wednesday
	of the month at 7:30am.
Meeting Location:	Various locations.
0	Cr Michael Ryan and Cr Rob Tinetti (proxy).
Officer Comment:	Nil.
Committee Name:	Northam Heritage Forum.
Committee Purpose:	Manages and operates tours from the Old
	Northam Railway Station.
Meeting Frequency:	Monthly.
Next Meeting:	4 December 2019.
Current Meeting day:	First Wednesday of each month at 7:00pm.
Meeting Location:	Old Northam Railway Station Museum.
Current Council representatives:	Cr John Proud and Cr Attila Mencshelyi
	(proxy).



Officer Comment:	Nil.	
Committee Name:	Local Health Advisory Group.	
Committee Purpose:	To provide a forum for ongoing	
	communication and interaction between	
	health staff and community members and	
	to develop workable solutions for local	
	health service related issues.	
Meeting Frequency:	Quarterly (four times each year).	
Next Meeting:	To be confirmed.	
Current Meeting day:	None allocated.	
Meeting Location:	Northam Hospital Board Room	
Current Council representatives:	Cr Chris Antonio and Cr Julie Williams	
	(proxy).	
Officer Comment:	Nil.	

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership.

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

B.2 Financial / Resource Implications

Councillor delegates are entitled to claim for expenses incurred in attending meetings on behalf of the Shire.

Secretarial and support services are the responsibility of the organising body and should not be reliant on Shire resources.

B.3 Legislative Compliance

Community committees are not committees of Council and are not bound by requirements of the Local Government Act 1995, but may be established under other legislation.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Officers have confirmed with groups with respect to the next meeting and meeting frequency for groups/committees.

B.6 Risk Implications

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



Financial	Nil.	
Health &	Nil.	
Safety		
Reputation	Not providing	
	representation to	
	community groups	
	where this is	
	requested may enc	
Service	Nil.	
Interruption		
Compliance	Nil.	
Property	Nil.	
Environment	Nil.	

C. OFFICER'S COMMENT

Council is requested to consider the role of its Councillors as delegates/representatives to various community organisations.

In some cases, Councillors could attend solely in a liaison capacity and not necessarily as a full Committee member. Councillors need to be aware of the time commitment that can occur with attendance at meetings. Such groups/organisations are not part of Council's structure and are not required to report back to Council, however minutes of such meetings should be provided for information purposes. Deputies are not generally required.

RECOMMENDATION

That Council appoint the following delegates:

GOVERNANCE COMMITTEES/GROUPS:

- Avon Regional Organisation of Councils (AROC):
 Delegate 1: Cr Chris Antonio and Mr Jacon White
 - Delegate 1: Cr Chris Antonio and Mr Jason Whiteaker
 Delegate 2 (Proxy): Cr Julie Williams
- Avon Midland Zone of WALGA:
 - Delegate 1: Cr Chris Antonio
 - Delegate 2 (Proxy): Cr Julie Williams
- Avon Sub-Regional Road Group:
 - Delegate 1: Cr _
 - Delegate 2 (Proxy): Cr _____
- Western Australian Regional Capital Alliance:
 - Delegate1: Cr Chris Antonio and Mr Jason Whiteaker
 - Delegate 2 (Proxy): Cr Julie Williams

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COMMUNITY COMMITEES/GROUPS

- Avon Valley Arts Society (AVAS):
 - Delegate 1: Cr _____
 - Delegate 2 (Proxy): Cr _____
- Northam Army Camp Heritage Association (NACHA):
 - Delegate 1: Cr __
 - Delegate 2 (Proxy): Cr _____
- Northam Flying Fifty's:
 Delegate 1: Cr _____
- Northam Roadwise Committee:
 - Delegate 1: Cr _____
 - Delegate 2 (Proxy): Cr _____
- Northam Memorial Hall Board:
 Delegate 1: Cr _____
- Northam Chamber of Commerce:
 - Delegate 1: Cr _____
 - Delegate 2 (Proxy): Cr _____
- Northam Heritage Forum:
 - Delegate 1: Cr ____
 - Delegate 2 (Proxy): Cr _____
- Local Health Advisory Group:
 - Delegate 1: Cr _____
 - Delegate 2 (Proxy): Cr _____



12.1.3	Dress	Code	for	Citizenship	Ceremonies
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Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.3.2.1
Reporting Officer:	Alysha McCall, Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil.
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

For Council to endorse a Dress Code for its Citizenship Ceremonies.

ATTACHMENTS

Attachment 1: Dress Code for Citizenship Ceremonies.

A. BACKGROUND / DETAILS

The Department of Home Affair recently facilitated a review of the Citizenship Ceremonies Code. Advice was received from the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, Hon. David Coleman advising that a new version of the Code has been published. Key changes included:

- (a) Local government councils must ensure ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code. This includes a requirement to hold a citizenship ceremony on Australia Day (January 26). Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.
- (b) Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and
- (c) Individual councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

This report has been prepared in accordance with item (c) above. The Citizenship Ceremonies Code can be viewed <u>here</u> on the Department of Home Affairs website.





B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership. Objective: Develop clear policy settings to guide our organisation and

community.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

The Australian Citizenship Ceremonies Code (the Code) follows the Australian Citizenship Act 2007 (the Citizenship Act) and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The Department of Home Affairs sought feedback from the Shire of Northam in relation to the changes to the Citizenship Ceremony Code. No feedback was provided.

B.6 Risk Implications

Risk Category	Description	Rating	Mitigation Action
		(consequence x likelihood)	
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Not providing clear guidance to citizenship conferees with respect to the dress standards at Citizenship Ceremonies may impact the Shire of Northam's reputation.	Moderate (9)	Endorse a Dress Code for Shire of Northam Citizenship Ceremonies which will be provided to conferees when invited to Citizenship Ceremonies.
Service Interruption	Nil.		
Compliance	Not establishing a Dress Code for Citizenship Ceremonies will result	High (15)	Endorse a Dress Code for Shire of Northam Citizenship Ceremonies

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	in non-compliance with the Citizenship Ceremonies Code.	
Property	Nil.	
Environment	Nil.	

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council endorse the Dress Code for Citizenship Ceremonies as provided in Attachment 1.





Dress Code for Citizenship Ceremonies

BRIEF

This Dress Code outlines the Shire of Northam's expectations for conferees and guests attending Shire of Northam Citizenship Ceremonies.

SCOPE

This code applies to all conferees and guests attending a Shire of Northam Citizenship Ceremony.

DRESS CODE

Citizenship Ceremonies are an important event where you make your commitment to Australia. It is recommended that you and your guest are dressed in formal or smart casual clothing and groomed to reflect its significance. Your own national/traditional costume is also acceptable.

The following is not considered appropriate attire at Shire of Northam Citizenship Ceremonies:

- Attire that are typical in workouts and outdoor activities.
- Attire that is too revealing or inappropriate.
- Attire which contains discernible rips, tears or holes.
- Attire with stamps that are offensive or inappropriate.



12.1.4 Council Meeting Dates 2020

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.1
Reporting Officer:	Alysha McCall, Executive Assistant – CEO
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	Yes (public notice)
issued:	

BRIEF

The purpose of this report is for Council to endorse the meeting schedule for the twelve month period from January 2020 through to December 2020. This schedule includes Forum, Ordinary and Strategic meetings of Council.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary and Committee Meetings.

Local Government (Admin) Regulation 12 provides that –

(i) At least once each year a local government is to give **local public notice** of the date on which and the time and place at which Ordinary Council Meetings are to be held over the next 12 months. A similar provision applies to Council committees that are open to members of the public.

Section 1.7 of the Local Government Act states that where local public notice is required then the notice is to be published in a newspaper circulating generally throughout the district on at least one occasion and is to be placed on the public notice board of the Council office and library for at least seven days before the meeting. As a consequence the date of the first ordinary meeting will need to reflect that timing.

During 2019, Council held a Forum and Ordinary Council meeting in Bakers Hill and Wundowie. A Forum and Ordinary Council meeting was initially scheduled





in Grass Valley however Council resolved to change this meeting to the Council Chambers at its meeting on 16 October 2019:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3780

Moved: Cr Ryan Seconded: Cr Mencshelyi

That Council:

- Change the meeting location for the Forum scheduled on 13th November 2019 and the Ordinary Council meeting scheduled on 20th November 2019 from the Grass Valley Hall to the Shire of Northam Council Chambers;
- 2. Request the Chief Executive Officer to advertise the change of meeting location in accordance with the Local Government (Administration) Regulations 1996, Regulation 12 (2); and
- 3. Reschedule the Grass Valley Forum and Ordinary Council Meeting to February 2020, with an additional meeting being held during 2020 which is to be presented as part of a subsequent report to endorse the 2020 meeting dates and locations.

CARRIED 6/0

It is therefore recommended that Grass Valley hold two Forum and Ordinary Council meetings in 2020 to accommodate for this change.

B. CONSIDERATIONS

B.1 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.
- Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

B.2 Financial / Resource Implications

For the 2019/20 financial year, in accordance with the provisions of s5.99 of the Local Government Act 1995. Councillors receive a flat annual Meeting Attendance Fee of \$19,750 and the President receives \$23,600. This amount is not affected by the number of meetings attended. Councillors are, however, entitled to claim travel costs to meetings and other authorised events.



There will be a cost involved for the public notice to be displayed in local newspapers. This will be expended from account 04052192 at an estimated cost of \$500.

B.3 Legislative Compliance

Local Government Act 1995 – s1.7; Local Government (Administration) Regulations, Reg 12.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Consultation has occurred with the Bakers Hill, Wundowie and Grass Valley Progress Associations in relation to the setting of dates in 2020. The dates which form part of this recommendation have been confirmed as being suitable for the Progress Associations and communities.

Once the dates have been set, advertising will occur throughout the Shire.

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Council does not encourage active participation in Council meeting processes.	Moderate (9)	Council hold a Forum and Ordinary Council meeting in Bakers Hill, Grass Valley and Wundowie.
Service Interruption	Nil.		
Compliance	Non- compliance with the Local Government Act 1995 with respect to setting meeting dates and providing the necessary notice.	Low (1)	This report to Council and the associated decision ensures compliance with the Act and Regulations. Public notice is to be given after the Council has set the 2020 Council meeting dates, progress towards completing this activity can be monitored through Motion Tracker.
Property	Nil.		
Environment	Nil.		

B.6 Risk Implications



C. OFFICER'S COMMENT

In 2019, Council meetings at surrounding localities were held and Officers believe these ran well and encouraged community participation into Council decision making processes. Officer's recommendation is in line WITH PREVIOUS Council decisions and is recommending to hold a Forum and Ordinary meeting at Bakers Hill and Wundowie and two Forums and Ordinary Council meetings in Grass Valley.

RECOMMENDATION

That Council:

1. Advertise that its Forum and Ordinary Meetings of Council for 2020 will be held as follows:

Forum	Ordinary Council	Location
15 January 2020	22 January 2020	Shire of Northam Council Chambers
12 February 2020	19 February 2020	Grass Valley Hall
11 March 2020	18 March 2020	Shire of Northam Council Chambers
8 April 2020	15 April 2020	Bakers Hill Recreation Centre
13 May 2020	20 May 2020	Shire of Northam Council Chambers
10 June 2020	17 June 2020	Wundowie Hall
8 July 2020	15 July 2020	Shire of Northam Council Chambers
12 August 2020	19 August 2020	Shire of Northam Council Chambers
9 September 2020	16 September 2020	Grass Valley Hall
14 October 2020	21 October 2020	Shire of Northam Council Chambers
11 November 2020	18 November 2020	Shire of Northam Council Chambers
9 December 2020	16 December 2020	Shire of Northam Council Chambers

- 2. Request available Councillors and staff including the Chief Executive Officer and Executive Managers to attend the Bakers Hill, Wundowie and Grass Valley location one (1) hour prior to the Forum meeting commencing to allow for consultation with local residents.
- 3. Schedule a Strategic Meeting quarterly in the months of February, May, August and November, on the following Wednesday of the Ordinary Council Meeting; and
- 4. Endorse that all meetings are to commence at 5:30pm.



12.1.5 Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates

Address:	N/A
Owner:	N/A
Applicant:	Shire of Northam
File Reference:	1.1.1.1
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Impartiality – item partially relates to CEO
Interest:	appointments and reviews
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

The Department of Local Government, Sport & Cultural Industries have released consultation papers focusing on Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates.

This report is provided to provide an opportunity for Council to make a submission

ATTACHMENTS

- Attachment 1: Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination.
- Attachment 2: Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates.

Attachment 3: WALGA Submission on attachments 1 & 2.

A. BACKGROUND / DETAILS

The following excerpt is taken from the Department of Local Government, Sport & Cultural Industries consultation paper 'preface':

As part of the McGowan Government's commitment to transforming local government in WA, the Local Government Legislation Amendment Act 2019 includes a requirement for model standards covering the recruitment and

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selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

This document outlines proposed mandatory minimum standards, shown in boxes. These standards will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines will assist local governments in meeting the proposed standards and will not form part of the legislative framework.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department) in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Local Governments are being encouraged to make submissions on the guidelines to the DLGSC by the amended consultation deadline of Friday, 6 December.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6:Governance & Leadership.

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

Objective: Open, accountable and effective decision making.

B.2 Financial / Resource Implications

The proposed new guidelines do have the capacity to have an adverse financial impact on the Council, although these have not been quantified.

Examples of potential financial impacts include potential requirement for local governments to pay a levy to the State Government in the event Commissioners are required to be put in place, requirement to readvertise CEO position every ten years.

B.3 Legislative Compliance

N/A.

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B.4 Policy Implications

Council currently has a code of conduct policy in place, Policy G1.3.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential for negative	Moderate	Council make
	financial implications	(3x2)	submission on
			proposed codes
Health &	N/A	N/A	N/A
Safety			
Reputation	N/A	N/A	N/A
Service	N/A	N/A	N/A
Interruption			
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

WALGA have presented a draft response to the two draft codes, which has been provided as an appendix. Generally the staff are supportive of the position being put forward by WALGA, noting the Chief Executive Officers disclosure of interest in relation to Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination.

RECOMMENDATION

That Council makes a submission to the Department of Local Government, Sport & Cultural Industries;

- 1. Supporting the WA Local Government Association position in relation to Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates subject to the following amendments/additions;
- 2. Supporting the WA Local Government Association position in relation to Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination subject to the following amendments/additions.



Attachment 1



Standards and Guidelines For Local Government CEO Recruitment and Selection, Performance Review and Termination

Draft for Consultation





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Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

This document outlines proposed mandatory minimum standards, shown in boxes. These standards will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines will assist local governments in meeting the proposed standards and will not form part of the legislative framework.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department) in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed standards and guidelines. A survey is available at www.dlgsc.wa.gov.au/lgareview or you can provide your feedback to actreview@dlgsc.wa.gov.au by 6 December 2019.



Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- **S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- **\$1.2** The council has approved, by absolute majority, the Job Description Form which clearly outlines the qualifications, selection criteria and responsibilities of the position, and which is made available to all applicants.
- S1.3 The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government.
- **S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year).
- **S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- **S1.6** The local government has thoroughly verified the recommended applicant's work history, qualifications, referees and claims made in his or her job application.
- **S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how his or her knowledge, skills and experience meet the selection criteria.



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Recruitment and Selection Standard cont.

- **S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- **S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10 The council has approved the employment contract by absolute majority.
- **S1.11** The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

Regulation 18C of the *Local Government* (*Administration*) *Regulations* 1996 (Administration Regulations) requires a local government to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the district and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been identified, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.



Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented and the records kept in a manner consistent with the *State Records Act 2000* (WA).

In order to attract the best possible pool of applicants for the CEO position, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- · sharing the advertisement via professional networks; and
- undertaking an executive search (also known as headhunting).

A local government must publicly advertise the CEO position if one person has remained in the job for 10 consecutive years. This does not prevent the incumbent individual from being employed as CEO for another term, provided they are selected following a transparent selection and recruitment process.

Selection panel and independent person

Local governments are to appoint a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number to be determined by the council) and must include at least one independent person. The independent person cannot be a current elected member or staff member of the local government. Examples of who the independent person could be include:

- · former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of another local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment and selection of CEOs and senior executives.

The independent person would be on the committee on an unpaid basis (except for reasonable travel and accommodation costs which should be covered by the local government) to provide objectivity to the selection and recruitment process.

The independent person and elected members on the panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment



and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO because if the CEO is employed, he or she would be their employer.

The consultant should not be associated with the local government or any of its council members and can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- sourcing and development of assessment methods in relation to the selection criteria;
- · drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews;
- writing the selection report;
- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not necessary.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, that consultant or agency will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on an independent consultant.

There is no requirement for local governments to engage an independent human resources consultant to assist with the recruitment of a CEO. If a decision is made to outsource the recruitment process, it is imperative that the council maintains a high



level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews with short-listed applicants: This should be done by the council (this may involve the establishment of a committee consisting of only council members under section 5.8 of the Act). A council may decide that a human resources consultant undertakes the initial shortlisting cf candidates, for example, conducting initial interviews and compiling a short-list cf applicants for the council to review. Following shortlisting, a consultant can participate by sitting in on the interviews, providing advice on the recruitment and selection process and writing up the recommendations. The consultant may also arrange the written referee reports of applicants.
- Make the decision about who to recruit: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: The council should conduct the final negotiations (noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions).

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' hard and soft skills, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnic, age and experiential diversity on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will aid in making quality decisions regarding suitable applicants.



Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training courses;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of a media material and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information.

To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.



Selection

Once the application period closes, the council, selection panel or consultant assesses each application and identifies a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant being asked the same interview questions which are related to the selection criteria and being provided with the same information and completing the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations, that it meets the requirements set out in relevant employment law and that it is legally binding and valid.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.



Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of:
 - o the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to had the contact not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process (refer to the termination guidelines in this document for information on the process of termination). The notice periods outlined in the employment contract should be consistent with Australian employment law.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO. The council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. The employment contract must be signed by both parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should



an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants and their personal details, assessment, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LGPro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets the needs of the CEO.

The program provides the CEO with an opportunity (through meetings and on-going regular communications) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- · Relationships and dealing with council members
- Risk management
- · Resource management
- Managing the business of Council
- Family considerations



Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standard

The minimum standard for performance review will be met if:

- **S2.1** Key result areas are specific, relevant, measurable, achievable and time-based.
- **S2.2** The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- **S2.3** The CEO is informed about how their performance will be managed and the results of their performance assessment.
- **S2.4** The collection of evidence regarding key result areas is thorough and comprehensive.
- **S2.5** Assessment is made free from bias and based on the CEO's achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- **S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the





performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Key result areas, performance indicators and goals

Setting the performance criteria is an important step. As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the CEO's role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that



such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance goals;
- setting key result areas;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

The process of assessing performance should be agreed to by both parties and documented in the employment contract or performance agreement.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships.



The council should consider any evidence of CEO performance from two perspectives, namely, current CEO performance and future performance if the CEO's current behaviours continue. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, professional networks and the relevant unions); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of KPIs, the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance?
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.



It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet key result areas does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area (for example, through an agreed improvement plan).

Confidentiality

The council should ensure that accurate and comprehensive records of the performance management process are created. Any information produced should be kept confidential.



Part 3 – Termination

Principles

The standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and clarity. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standard

The minimum standard for the early termination of a CEO's contract will be met if:

- **S3.1** Decisions are based on the assessment of the local government's requirements (such as the documented key result areas) and the CEO's performance is measured against these.
- **S3.2** Performance issues have been identified and the CEO informed. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues.
- **S3.3** Procedural fairness and the principles of natural justice are applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decision affecting them, and their response is genuinely considered.
- S3.4 Decisions are impartial, transparent and capable of review.
- **S3.5** The council of the local government has endorsed the termination by absolute majority.
- **S3.6** The required notice of termination (which outlines the reason for termination) is provided in writing.

Guidelines

Reason for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work. It includes:





- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work, e.g. speaking to people in a disrespectful manner, not attending required work meetings and telling inappropriate jokes;
- disruptive or negative behaviour at work, e.g. constantly speaking negatively about the organisation;
- not meeting the performance criteria set in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues (a plan for improvement);
- failing to comply with the provisions of the Local Government Act 1995 and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaving unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the Corruption, Crime and Misconduct Act 2003;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission or the Corruption and Crime Commission is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should take all reasonable steps to consider misconduct allegations including ensuring procedural fairness is applied. It should also seek independent legal, employment or industrial relations advice prior to a termination. A council should seek independent advice generally during the termination process including the relevant employment legislation affecting CEO employment and the application of that legislation in the circumstances. This will ensure that a council complies with employment law during the entire termination process.

To meet the termination standard, the local government is required to endorse the decision to terminate the CEO's employment by way of an absolute majority resolution.



Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to help the CEO improve. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform his or her duties) and the subsequent termination of the CEO's employment.

Independent review of termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy the issues, and an explanation of the CEO's failure to remedy the issues. It is recommended that the council arranges for the termination report to be reviewed by an independent person (e.g. a person with legal expertise, local government experience or a human resources consultant) to ensure the council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination. In the interests of fairness, the review should take place promptly and before the termination of the CEO's employment.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of the grounds for termination and avenues for review of the decision. Notice of termination of employment is required to be given in writing. In addition, where possible, the news of termination of employment should be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of the employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in person of the termination.

Disclaimer

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It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at <u>www.fwc.gov.au</u>, the Fair Work



Ombudsman at <u>www.fairwork.gov.au</u> and the Western Australian Industrial Relations Commission at <u>www.wairc.wa.gov.au</u>.

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Part 4 – Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

One potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.



CEO standards consultation survey

As part of the McGowan Government's commitment to transforming local government in WA, the Local Government Legislation Amendment Act 2019 introduces model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

It is intended that the standards will be mandatory and inform the drafting of regulations. These will be accompanied by guidelines outlining the recommended practice for local governments undertaking these processes.

This survey is intended to provide the Government with feedback regarding the proposed content of the standards and the guidelines.

Thank you for taking the time to complete this survey.

- 1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
- 2. What is the name of that organisation?
- 3. What is your name?
- 4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
- 5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
- 6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54



- f. 55-64
- g. 65+
- h. Not applicable/the survey responses are provided on behalf of an organisation
- 7. Which local government do you interact with most?
- 8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No
- 9. What is your email address?
- 10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes
 - b. No
 - c. Unsure
- 11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
 - a. I was not aware of the Local Government Act review
 - b. I was not interested in providing my views
 - c. I did not have time to provide my views
 - d. Other (please specify)

Recruitment and selection

12. How frequently should a council be required to re-advertise the CEO position?

- a. At the conclusion of the term of the CEO's contract
- b. Where a person has occupied the CEO position for two (2) consecutive terms
- c. Where a person has occupied the CEO position for ten (10) consecutive years
- d. When council determines
- e. Unsure
- f. Other (please specify)

13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.





The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

A recruitment/human resources consultant
A community member
A person with experience in local government
A person with experience in appointing senior executives
Unsure
Other (please specify)

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

17. Should there be any other restrictions on who the independent person on a selection panel should be?

a. Yes

b. No

c. If yes, please specify

Performance review

The Local Government Act 1995 currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually



- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

19. To what extent do you support the following statement?

"A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
323			1	3224

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

A recruitment/human resources consultant
A community member
A person with experience in local government
A person with experience in appointing senior executives
Unsure
Other (please specify)

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

Termination

22. To what extent do you support the following statement:

"The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO's employment before the expiry date of the employment contact"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
2017				× 104

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO's employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. Other (please specify)



Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

disapport Support	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
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26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
To order that a third party be involved in the performance review process
To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
To arbitrate or make a ruling on a matter
To prepare a report on contract termination (for potential referral for industrial relations action)
To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members



To order that a local government seeks professional advice or assistance from an independent person
Unsure
Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

29. To what extent do you support the following statement?

"Local governments should be subject to penalties if they do not comply with the CEO standards"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
JR No.				30.43

30. Do you have any additional comments in relation to the CEO standards?

Guidelines accompanying the CEO standards

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

usetul usetul usetul	Not at al useful	Slightly useful	Moderately useful	Very useful	Extremely useful
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Please specify why:

- 32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)
- 33. Do you have any additional comments in relation to the guidelines?



Attachment 2



Mandatory Code of Conduct for Council Members, Committee Members and Candidates

Draft for Consultation





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Preface

As part of the McGowan Government's commitment to transforming local government in WA, the Local Government Legislation Amendment Act 2019 introduces a mandatory code of conduct for council members, committee members and candidates. These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

This document outlines the proposed Code which will inform the drafting of regulations. This is contained in the grey boxes. The accompanying guidelines provide darification and guidance in relation to compliance and enforcement of the Code and would be available on the Department's website.

The proposed Code and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation of these representatives.

The Department notes that the content of the Code does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed Code and guidelines and associated matters.

A survey is available at <u>www.dlgsc.wa.gov.au/lgareview</u> or you can provide your feedback to <u>actreview@dlgsc.wa.gov.au</u> by **6 December 2019**.



Mandatory Code of Conduct

Preamble

The purpose of this Code of Conduct (Code) is to guide the decisions, actions and behaviours of council members, committee members and candidates running for election.

As an elected representative, council members govern the affairs and are responsible for the performance of their local government. To do this, council members must demonstrate professional and ethical behaviour to build and strengthen trust in their communities.

A person who has nominated to be a council member is also required to demonstrate professional and ethical behaviour during the election campaign.

In addition to carrying out the duties outlined in the *Local Government Act 1995*, council members and committee members must comply with the provisions in this Code of Conduct in carrying out their functions as public officials. It is the responsibility of council members, committee members and candidates to ensure that they are familiar with, and comply with, this Code at all times.

Guidelines

The Local Government Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.

While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.

In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.

To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

Part A - Principles

Council members and candidates are expected to adhere to and promote and support the following principles by example. Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. All behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

Personal integrity

- **1.1** Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.
- 1.2 Act with honesty, integrity and uphold the concept of natural justice.



- **1.3** Identify, declare and appropriately manage any conflicts of interest in the public interest and the interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.
- **1.4** Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.
- 1.5 Avoid damage to the reputation of the local government.
- 1.6 Not be impaired by mind affecting substances while performing official duties.

Relationships with others

- 1.7 Treat others with respect, courtesy and fairness.
- **1.8** Maintain and contribute to a harmonious, safe and productive work environment for all.
- 1.9 Respect and value diversity in the workplace and in the community.

Accountability

- **1.10** Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.
- **1.11** Be open and accountable to the public, represent all constituents and make decisions in the public interest.

Guidelines

The principles outlined in Part A are overarching behaviours that council members, committee members and candidates must take into consideration in their role as public representatives, or potential public representatives.

All council members, committee members and candidates must familiarise themselves with the Code and Guidelines and any relevant policies the local governments have in place.

Council members are generally very active in their communities which may lead to conflicts of interests. To comply with this Code, those conflicts, or perceived conflicts, need to be managed appropriately. While a member may be confident of the integrity of their actions, how the relationship and actions may appear to others must be thought through.

There are many situations that council members, committee members and candidates might find themselves in that could lead to a breach of the Code. Members should seek further guidance and advice on specific situations whenever necessary.



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Part B - Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

Personal integrity

- **2.1** Act in line with the principles outlined in this Code when performing official duties.
- **2.2** Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.
- 2.3 Respect and comply with all council policies, procedures and resolutions.
- **2.4** Ensure professional behaviour is not compromised by the use of alcohol or drugs.
- **2.5** Use all forms of media, including social media, in a way that complies with this Code.

Relationships with others

- **2.6** Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.
- **2.7** Do not bully or harass council staff, other council members or members of the public in any form, including social media.
- **2.8** Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.
- 2.9 While acting as a council member, do not:
 - i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or
 - ii. disparage the character of any council member or employee, or impute dishonest or unethical motives to them in the performance of their duties.
- 2.10 When attending a council or committee meeting, do not:
 - i. behave in an abusive or threatening manner towards another council member or other person attending the meeting;
 - ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or
 - iii. repeatedly disrupt the meeting.
- **2.11** When attending a council or committee meeting:
 - i. comply with the local law that relates to conduct of people at council or committee meetings;



- ii. promptly comply with any direction given by the presiding member at that meeting; and
- iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.
- **2.12** Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Accountability

- **2.13** Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.
- 2.14 Take responsibility for decisions and actions.
- **2.15** Abide by the decisions of council and publicly support the decisions even if of an alternative view.
- 2.16 Adhere to the principles in the:
 - i. Occupational Safety and Health Act 1984 (WA);
 - ii. Equal Opportunity Act 1984 (WA);
 - iii. Racial Discrimination Act 1975 (Cth); and
 - iv. Sex Discrimination Act 1984 (Cth).

Complaint management

2.17 Any person may make a complaint about a council member under this Part within three months of the alleged breach occurring.

- 2.18 A breach of this part does not include a matter:
 - i. that is resolved by the Presiding Member during a meeting, or
 - ii. where a council member complies with a request for remedial action in accordance with the relevant local law.
- **2.19** Complaints about an alleged breach should be made to the Mayor or President or the CEO of the local government or nominated delegate.
- **2.20** Complaints about an alleged breach by the Mayor or President should be made to the Deputy Mayor or President or a nominated delegate.
- **2.21** A complaint may be handled or managed in any manner that council deems appropriate for handling an alleged breach of this section. This includes investigation or dismissal of the complaint. This must be laid out in a council endorsed policy.
- **2.22** A complaint may be dismissed as trivial, vexatious or frivolous and accordingly not investigated.

Findings

- **2.23** Following an investigation in accordance with rule 2.21, the Council may, by resolution, make a finding of breach or no breach.
- **2.24** In accordance with rule 2.23, if a breach is found, the Council may, by resolution:
 - i. take no action, or
 - ii. prepare an action plan, developed in conjunction with the council member, to address future behaviour.



- **2.25** An action plan may include the requirement for the council member to undertake training, mediation or counselling or any other actions deemed appropriate by the Council.
- **2.26** The Council to which the member is elected, may decide, via resolution, to make an allegation of a rule of conduct breach under Part C:
 - i. after the third finding of a breach of this Part by the same council member, or
 - ii. where the council member fails to comply with the action plan in accordance with sub-rule 2.24(ii).
- **2.27** A matter under sub-rule 2.26(i) cannot be alleged as a Part C breach unless an action plan has been developed in accordance with sub-rule 2.24(ii) for the previous two breaches.
- **2.28** Written notification of the outcome of an alleged breach under this section must be given to the council member and complainant.
- **2.29** A written record must be kept of all complaints made under this Part and how they were dealt with.

Guidelines

Local governments are responsible for taking action against alleged breaches under Part B.

Local governments are to have a policy on how complaints are going to be handled or managed.

Australian/New Zealand Standards for complaints resolution AS/NZs 10002:2018 provides a tool and framework to assist local governments with developing a policy.

Whether or not local governments choose to adopt the Standard is optional, however, the policy must provide a clear outline of the steps that will be taken once a complaint is submitted. The complaint process must also uphold the principles of natural justice.

There are a number of resources for effective complaints handling available on the Ombudsman WA's website <u>www.ombudsman.wa.gov.au</u>

In developing a policy, the following key matters should be considered.

The complaints process

- The role of the council in the process.
- The extent to which independent persons are involved and their role in the process (complaint lodgement, investigation, findings). Local governments may decide to establish a regional or shared committee to deal with these complaints, for example.
- What types of remedial action are appropriate.
- The form of the action plan.

Process for making a complaint



- The process for a person to make a complaint needs to be clearly outlined in the policy, including whether complaints are required to be in a specific form.
- Complaints should be submitted in writing, with consideration given to a variety
 of methods, including email, letter or fax.
- The policy should also outline how the complaint is lodged, whether this is via a specific code of conduct complaint email address or a letter addressed to the Mayor or President (or alternative).
- The process should be simple and not act as a barrier to the raising of concerns about elected member behaviour.

Acknowledgement of the complaint

- The policy should include that complaints will be acknowledged and the timeframe for this.
- Complaints should be acknowledged in a timely manner. As part of the acknowledgement process, consideration may be given to providing information on how the complaint will be progressed. This may include providing the complainant with a copy of the complaint handling policy.

Responsiveness

- The policy should outline whether complaints are going to be addressed based on seriousness or impact of the allegation or on order of submission.
- Inclusion of an expected timeframe for the matter to be reviewed is also encouraged.

Action

- Complaints must be dealt with in an equitable, objective, timely and unbiased manner. The principle of natural justice should be applied.
- The policy needs to outline who will make the initial assessment of the complaint. This includes who will make the determination that the complaint is trivial, vexatious or frivolous or worthy of further investigation.
- The policy also needs to address the process for the investigation including:
 - o giving adequate opportunity for a right of reply from both parties
 - if a breach is found, what are the actions that could be imposed by council.
- Attachment 1 provides further guidance on possible actions for breaches found against Part B.

Action plans

- Action plans are designed to provide council members with the opportunity to remedy their behaviour.
- The measures to stop the behaviour from continuing are not intended to be a punishment, rather a mechanism to prevent the behaviour from reoccurring.
- The Code requires that the action plan is prepared in conjunction with the relevant council member. This is designed to provide the council member with



the opportunity to be involved in matters such as the timing of meetings or training.

 While Council is required to give the council members the opportunity, not all council members will actively participate in the process.

What happens if agreement cannot be reached

- Circumstances may arise when a Council cannot agree on the outcome of an investigation, or whether an investigation is required to an alleged breach.
- In these situations, Council may decide to engage an independent person to:
 - review the complaint
 - investigate the complaint, or
 - make recommendations on appropriate actions
- The policy should address who will be engaged as an independent person. Local governments may consider sharing the services of an independent person.

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Attachment 1 – possible actions for Part B

breaches

Perso	nal integrity	Possible actions	
2.1	Act in line with the principles outlined in this Code when performing official duties.	Training	
2.2	Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.	Training Mediation	
2.3	Respect and comply with all council policies, procedures and resolutions.	Training	
2.4	Ensure professional behaviour is not compromised by the use of alcohol or drugs.	Counselling	
2.5	Use all forms of media, including social media, in a way that complies with this Code.	Training	
Relati	onships with others		
2.6	Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.	Training Mediation Apology	
2.7	Do not bully or harass council staff, other council members or members of the public in any form, including social media	Training Mediation Apology	
2.8	Deal with the media in a positive, informative and appropriate manner in accordance with the <i>Local Government Act 1995</i> and relevant local government policies.	Training	
2.9	 While acting as a council member, do not: i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or ii. disparage the character of any council member or impute dishonest or unethical motives to them in the performance of their duties. 	Training Mediation Counselling Apology	
2.10	 When attending a council or committee meeting, do not: i. behave in an abusive or threatening manner towards another council member or other person attending the meeting; ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or 	Training Mediation Counselling Apology	



	iii. repeatedly disrupt the meeting.	
2.11	 When attending a council or committee meeting: comply with the local law that relates to conduct of people at council or committee meetings; promptly comply with any direction given by the presiding member at that meeting; and immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law. 	Training Mediation Counselling
2.12	Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.	Training
Accou	ntability	
2.13	Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.	Training
2.14	Take responsibility for decisions and actions.	Training Counselling
2.15	Abide by the decisions of council and publicly support the decisions even if of an alternative view.	Training
2.16	 Adhere to the principles in the: i. Occupational Safety and Health Act 1984 (WA); ii. Equal Opportunity Act 1984 (WA); iii. Racial Discrimination Act 1975 (Cth); and iv. Sex Discrimination Act 1984 (Cth). 	Training Mediation



Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- negatively affect the honest or impartial performance of a council member;
- involve a breach of trust placed in the council member; or
- · involve the misuse of information or material.

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a "minor breach". In the event the Standards Panel makes a finding of breach against a council member, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this part removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003.*

Guidelines

A breach of Part C is considered by the Standards Panel in accordance with the Act. The Standards Panel, which was established in 2007, has the authority to make binding decisions to resolve allegations of minor misconduct. The Standards Panel is independent of the Minister for Local Government and the department.

The process for complaints under Part C is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

As the Panel does not have investigative powers, findings and decisions are made on the basis of the information it receives. To assist with understanding each Part C rule of conduct, the elements are outlined alongside each. For a finding of breach, the Standards Panel needs to be satisfied that it is more likely than not, (on the balance of probabilities) that a breach of each element has occurred.





Personal Integrity

Misuse of local government resources	Elements of Rule of Conduct	
 a. <i>resource</i> is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money. b. A person who is a council member must not either directly or indirectly use the resources of a local government — for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the <i>Electoral Act 1907</i> or the <i>Commonwealth Electoral Act 1918</i>; or for any purpose other than fulfilling the legal obligations and duties of the council member's office, unless authorised under the Act, by the council or the CEO to use the resources for that purpose. 	 (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member directly or indirectly used; (c) resources that belonged to the local government; (d) for the identified electoral purpose or any other purpose other than in their legal role as a council member; (e) without such purpose being authorised under the Act, by the council or the local government's CEO. 	

Securing personal advantage or disadvantaging others	Elements of Rule of Conduct
 c. A person who is a council member must not make improper use of the person's office as a council member — i. to gain directly or indirectly an advantage for the person or any other person; or 	the Panel makes its determination;





 ii. to cause detriment to the local government or any other person. d. Rule 3.3 does not apply to conduct that contravenes section 5.93 of the Act or <i>The Criminal Code</i> section 83. 	(c) when viewed objectively, such use was an improper use of
	 (d) the person engaged in the conduct in the belief that: [<i>in the case of rule 3.3(i)</i>] an advantage (pecuniary or otherwise) would be gained directly or indirectly for the person or any other person; <u>or</u> [<i>in the case of rule 3.3(w</i>]] detriment (pecuniary or otherwise) would be suffered by the local government or another person; (e) It is irrelevant whether advantage was actually gained or detriment suffered; (f) The conduct does not fall under section 5.93 of the Act: improper use of information (which would be a serious breach), or section 83 of the Criminal Code (which would be a crime).





Repeated breaches of Part B	Elements of Rule of Conduct
 e. A breach of Part B of the Code of Conduct is a minor breach if: it occurs after the council member has been found to have committed 3 or more other breaches of Part B; or the council member fails to comply with the action plan developed after a finding of inappropriate behaviour under Part B; and the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part. 	 (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Standards Panel makes its determination; (b) the council has passed a resolution referring the matter to the Standards Panel; (c) in the case of (i) – i. the person has been found to have breached Part B of the code of conduct on at least three occasions; ii. the behaviour the subject of this complaint occurred after a finding of inappropriate behaviour; iii. the person has engaged in behaviour that is a breach of Part B of the code of conduct; iv. an action plan is in place; or (d) In the case of (ii) – i. there was an action plan in place; ii. the action plan resulted from a previous finding of a breach of Part B; iii. the person has not complied with the action plan.

Relationships with employees

Prohibition against involvement in administration	Elements of Rule of Conduct
3.7 Aperson who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the CEO to undertake that task.	





3.8 Rule 3.7 does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.	 Act or by delegation it is for the local government's CEO to perform or direct; and (c) such taking on, involvement or participation: contributed (for example, played a part in achieving) something; and did not occur as anything the council member did as part of the deliberations at a council or committee meeting (which may include something the member did as part of their preparation for any such deliberation); and (d) the local government's CEO did not authorise such taking
	on, involvement or participation.

Relations with local government employees		Elements of Rule of Conduct	
3.9 in thi	ns with local government employees is rule — employee means a person as defined in section 5.36 of the Act and any person contracted to provide a service to the local government. person who is a council member or candidate must not direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government	 Rule 3.10(i) (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination; (b) the council member or candidate gave or tried or made an effort to give a direction or an order or command; (c) to another person, who is an employee of the relevant local government; (d) to do or not to do something in the other person's capacity. 	
ij,	employee; or	 (e) the direction or attempted direction was not part of anything that the person did as part of the deliberations at a council or committee meeting (which may include something he or 	



 iii. behave in an abusive or threatening manner towards any local government employee. 3.11 Rule 3.10(i) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting. 3.12 If a person, in their capacity as a council member, is attending a council meeting, committee meeting or other organised event, other than at a meeting or part of a meeting that is closed to the public, the person must not, either orally, in writing or by any other means — make a statement that a local government employee is incompetent or dishonest; or use offensive or objectionable expressions in reference to a local government employee. 3.13 Rule 3.12(i) does not apply to conduct that is unlawful under <i>The Criminal Code</i> Chapter XXXV. 	 Rule 3.10(ii) (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination; (b) a council member or candidate tried or made an effort to affect, sway or produce an effect on; (c) the conduct of another person, who is an employee of the relevant local government, in that person's capacity as a local government employee; and (d) the council member or candidate's effort to affect, sway or produce an effect was carried out by means of – (i) a threat by the person (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee – or on someone or to something that the employee cares
	 Rule 3.10(iii) (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination; (b) the person behaved in a manner which was: (i) abusive (for example, the council member uses insulting, disparaging belittling or derogatory language about or to the employee); or



 (ii) threatening (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course);
(c) the behaviour is directed towards a local government employee.
Rule 3.12(i)
 (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;
 (b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;
 (c) the council member either verbally, in writing or by some other means, made a statement (for example, a communication or declaration in speech or writing setting forth facts, particulars; etc.); and
 (d) viewed objectively, the council member's statement (or a sufficiently clear inference from the words used) was that an employee of the council member's local government was incompetent or dishonest.
(e) Chapter XXXV of <i>The Criminal Code</i> does not apply.
Rule 3.12(ii)
 (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;

18



 (b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;
 (b) the council member either verbally, in writing or by some other means, used an expression (for example, any word, phrase or form of speech) which it is more likely than not that a member or members of the public present heard or otherwise became aware of;
 (c) the expression was an offensive or objectionable expression (for example, an expression that is likely to cause offence or displeasure and is insulting); and
 (d) the expression was an offensive or objectionable expression in reference to an identified employee of the council member's local government.

Accountability

Unauthorised disclosure of information	Elements of Rule of Conduct
 3.14 In this rule — <i>closed meeting</i> means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act; <i>confidential document</i> means a document, or that part of a document, marked by the CEO or a nominated delegate to clearly show that the information is not to be disclosed; 	at the time was not also a council member of the same loca government; and



council member, and the disclosure did not occur in any of
the ways identified in rule 3.16. 3.15(ii) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; a council member disclosed information to someone who at the time was not also a council member of the same local government; and the disclosed information was information the disclosing council member acquired at a council or committee meeting, or a part of a council or committee meeting, that was closed to members of the public under section 5.23(2) of the Act; and the disclosing council member did not derive the disclosed information from a non-confidential document (that is, a document that was <i>not</i> marked by the local government's CEO, or at the CEO's direction, to clearly show that the information in it was not to be disclosed); and the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of
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Rule 3.15(iii)
 (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was personal information as defined in the <i>Freedom of Information Act 1992</i> (for example, name, date of birth, address, or a reference to an identification number or other identifying particular such as a fingerprint or body sample). (d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.
 Freedom of Information Act 1992 defines personal information as: information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead — (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or (b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.





Disclosure of interest	Elements of Rule of Conduct
 3.17 In this rule — <i>interest</i> means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest. 3.18 A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed. 3.19 Rule 3.18 does not apply to an interest referred to in meeting for the interest of the interest. 	 (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) subject to rule 3.19, the person had a private or personal interest in a matter that is more likely than not a conflict of interest or a bias (apparent or real) that does adversely affect, or might adversely affect the council member's impartiality in considering the matter, and includes an interest arising from kinship, friendship, membership of an association, or another dircumstance; (c) the member attended the council or committee meeting concerned and was present when the matter under consideration came before the meeting and was discussed; (d) the member did not disclose the nature of the relevant interest in the matter in either of the two ways required by Rule 3.18(i) or 3.18(ii); (e) Rule 3.20 does not apply.



i.	before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
ii.	at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
.22 If	<u> </u>
i.	under sub-rule (3.18)(ii) or (3.20)(ii) a person's interest in a matter is disclosed at a meeting; or
ii.	under sub-rule (3.21)(ii) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,
	the nature of the interest is to be recorded in the minutes of the meeting.





Code of Conduct survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct (Code) for all council members, committee members and candidates in local government elections.

These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

The proposed Code will inform the drafting of regulations. This will be accompanied by guidelines that provides clarification and guidance in relation to compliance and enforcement with the Code.

This survey is intended to provide the Government with feedback regarding the proposed the content of the Code.

Thank you for taking the time to complete this survey.





- 1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
- 2. What is the name of that organisation?
- 3. What is your name?
- 4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
- 5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
- 6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54
 - f. 55-64
 - g. 65+
 - h. Not applicable/the survey responses are provided on behalf of an organisation
- 7. Which local government do you interact with most?



- 8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No
- 9. What is your email address?
- 10. Have you previously completed a survey or provided a submission regarding the review of the Local Government Act 1995?
 - a. Yes
 - b. No
 - c. Unsure
- 11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
 - a. I was not aware of the Local Government Act review
 - b. I was not interested in providing my views
 - c. I did not have time to provide my views
 - d. Other (please specify)

Part A - Principles

Council members, committee members and candidates are expected to adhere to and promote and support the following principles by example.

Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. all behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

12. Please indicate your support of the following Personal Integrity Principles

1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.2 Act with honesty, integrity and uphold the concept of natural justice.



Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
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1.5 Avoid damage to the reputation of the local government.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.6 Not be impaired by mind effecting substances while performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
	1940		212.0	

Do you have any comments on these principles?





13. Please indicate your support of the following Relationships With Others Principles

1.7 Treat others with respect, courtesy and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.9 Respect and value diversity in the workplace and in the community.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

14. Please indicate your support of the following Accountability Principles

1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.





very disupportive consupportive reduction coupportive	e very supportive

1.11 Be open and accountable to the public, represent all constituents and make decisions in the public.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

15. Should any additional principles be incorporated in Part A?

Part B - Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

16. Please indicate your support for the following Personal Integrity Behaviours.





2.1 Act in line with the principles outlined in this Code when performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
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2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.3 Respect and comply with all council policies, procedures and resolutions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
16			13,04	- Ac Actor

2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.5 Use all forms of media, including social media, in a way that complies with this Code.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
			14214	ale activ

Do you have any comments on these behaviours?





17. Please indicate your support for the following Relationships with Others Behaviours.

2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
2 2012 -				5.8 AU23

2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
19	730			2072)

2.9 While acting as a council member, do not:

- (i) Use offensive or pejorative language in reference to another council member, council employee or member of the public; or
- (ii) Disparage the character of any council member or council employee or impute dishonest or unethical motives to them in the performance of their duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.10 When attending a council or committee meeting, do not:

(i) Behave in an abusive or threatening manner towards another council member or other person attending the meeting;





(ii) Make statements that the person knows, or could be reasonably expected to know, that are false or misleading; Or

(iii) Repeatedly disrupt the meeting

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.11 When attending a council or committee meeting:

(i) Comply with the local law that relates to conduct of people at council or committee meetings;

(ii) Promptly comply with any direction given by the presiding member at that meeting; and

(iii) Immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.12 Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?





18. Please indicate your support for the following Accountability Behaviours.

2.13 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.14 Take responsibility for decisions and actions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.15 Abide by the decisions of council and publicly support the decisions even if of an alternative view.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.16 Adhere to the principles in the:

(i) Occupational Safety and Health Act 1984(WA);

(ii) Equal Opportunity Act 1984(WA);

(iii) Racial Discrimination Act 1975(Cth); and

(iv) Sex Discrimination Act 1984 (Cth).

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

33





19. Should any additional behaviours be incorporated in Part B?

- 20. Part B of the Code includes a complaint management process. Should this part include a time period in which complaints must be lodged after the alleged breach occurred?
 - o No time period
 - o 1 month
 - o 3 months
 - o 6 months
 - o Other (please specify)
- 21. Who is the best person for Part B complaints to be directed to?
 - o Mayor or President
 - o Deputy Mayor or President
 - o Presiding member
 - o Chief Executive Officer
 - o Nominated local government employee





o Other (please specify)

22. What actions are appropriate for councils to impose if a Part B breach is found?

- o Apology
- o Training
- o Mediation
- o Counselling
- o Other (please specify)

23. Do you have any suggestions for specific actions that could be incorporated into the guidelines?

24. Should recurrent breaches of behaviour be referred to the Local Government Standards Panel?

- o Yes
- o Na





Please provide a reason(s) for your answer

25. Should Council be required to de	evelop an action plan and give t	he council member an a	opportunity to resolve th	heir behaviour
before a third complaint is referre	ed to the Standards Panel unde	er Part C?		

- o Yes
- o No
- o Other (please specify)

26. How beneficial would it be for local governments to engage an independent person to assist with the review of complaints?

- o Extremely useful
- o Very useful
- o Somewhat useful
- o Not so useful
- o Not at all useful
- o Other (please specify)

27. What should happen if a council cannot agree on an investigation or course of action following an alleged breach of Part B?



- o An independent person should be engaged to conduct a review
- o The complaint should be dismissed
- o The Mayor or President makes the decision
- o The CEO makes the decision
- o Other (please specify)

Part C - Rules of Conduct

Rules of conduct breaches are matters that:

- · Negatively affect the honest or impartial performance of a council member;
- · Involve a breach of trust placed in the council member; or
- · Involve the misuse of information or material.

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act* 1995 (the Act). A breach of this Part is a "minor breach".

36.Do you have any comments or feedback on Part C?





Guidelines

Guidelines have been prepared to accompany the Code the Conduct. The guidelines are intended to provide clarification and guidance in relation to complain and enforcement.

37.Are the guidelines a useful tool to accompany the Code?

- o Extremely useful
- o Very useful
- o Somewhat useful
- o Not so useful
- o Not at all useful
- Please specify why

38.Do you have any suggestions for additional inclusions in the guidelines?





Attachment 3



Draft Submission

Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination

October 2019







About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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WALGA

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Background

The *Local Government Legislation Amendment Act* 2019 will introduce new requirements in relation to CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.





General Comments – Philosophical Approach

WALGA's fundamental guiding principle is that democratically elected Councils are competent, and should be empowered to undertake their role of governing the Local Government's affairs. This is articulated in WALGA's Strategic Plan, which outlines the vision for Local Government as follows:

Local Governments will be built on good governance, autonomy, local leadership, democracy, community engagement and diversity.

WALGA's perspective is that Councils should be empowered to do the job they've been entrusted by the community in democratic elections to do. This includes responsibility for employment of a Chief Executive Officer. Further, WALGA believes that the correct approach is to build the capacity of Councils to undertake this function through the provision of professional services, advice and support, and training.

This is not to downplay the challenges associated with employing and managing a Chief Executive Officer. It is fully acknowledged that this one of Council's most challenging tasks.

Given Council has only one employee – the Chief Executive Officer – it is crucial that the Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. As Councillors are often community representatives, who may not be experienced or qualified in contemporary human resource management practices, employment, management and performance appraisal of the CEO may be one of the Council's most significant challenges.

The *Local Government Act* 1995 requires that performance criteria for the purpose of reviewing the CEO's performance are established. Similarly, development of these performance criteria are crucial for the Council to get right.

For these reasons, WALGA offers an Elected Member training course on CEO Performance Appraisals, and provides Elected Members with significant advice and assistance through the CEO recruitment and performance appraisal cycle.

WALGA also recommends that Councils engage a specialised recruitment consultant to assist Councils manage the recruitment process.

The development of guidelines to assist Councils through the Chief Executive Officer employment cycle is supported in principle. However, WALGA believes the approach should be based on capacity building, guidance and support, and help where necessary; not based on the development of rules that create a compliance regime which may create uncertainty, unnecessary administration and risk for Local Governments and Chief Executive Officers.





Specific Feedback

WALGA has concerns relating to some specific aspects of the draft document. These concerns are outlined below.

Re-advertising the Position after 10 Years

It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations.

Selection Panel – Independent Person

It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel.





Creating Diversity Section

WALGA contends that this section should be renamed "Sound Decision Making", as this is what this section is primarily about.

It is acknowledged that unconscious biases can be a factor in decision making and building awareness of these biases in the guidelines is supported.

Independent Review of Termination Report

WALGA acknowledges that decisions and rationale relating to termination need to be documented. The principle that Councils should seek advice from an employee relations or legal advisor when terminating the CEO is acknowledged and supported.

It is not clear that requiring independent review of a termination report adds value. Rather, it will add unnecessary administrative time and risk into the decision making process.

Feedback on Consultation Questions

WALGA provides the following feedback in response to the consultation survey questions.

Recruitment and Selection

Question 12 – How frequently should a council be required to re-advertise the CEO position?

Council, as the employer, should determine when the position of CEO is advertised.

Question 13 – To what extent do you support that Local Governments should be required to undertake 'blind CV recruitment'?

It is acknowledged that 'blind CV recruitment' could be a useful tool in some circumstances, but it should not be a requirement. In addition, in the Western Australian Local Government sector, blind CV recruitment would be almost practically impossible because the applicant's previous employment experience would mean that they would be identifiable. That is, if an applicant listed "CEO at the Shire of _____", their identity could be determined with a very quick internet search.

Questions 14-17 – Independent Selection Panel Members

The requirement to have an independent member on the selection panel is not supported.





Performance Review

Question 18 – How frequently should a Council review the performance of the CEO?

There is no rationale for why the current annual requirement is unsatisfactory. Clearly, a Council may have reasons to formally review the CEO's performance more frequently than the minimum annual requirement, and as such, the Council should have the discretion to do so.

Questions 19-21 – Independent Person on Performance Review Panel

It is unclear how an independent person on a performance review panel would add any value to the process, given an independent person may have limited knowledge about the CEO's recent performance.

In fact, having a person not involved in the employment relationship involved in the performance review process seems to be contrary to a fair and proper performance review process.

WALGA fully supports Councils utilising an experienced and qualified consultant to facilitate the performance review process, but not to contribute to the substance of the performance review.

Termination

Questions 22 and 23 – Termination Notice Periods

It is noted that notice periods must comply with the National Employment Standards. There needs to be compliance with employment law at a minimum and, as the role of CEO is a senior position, a greater notice period (in the order of three months) is appropriate.

Monitoring and Enforcement

Questions 24-30 - Monitoring and Enforcement

As outlined in the general comments section above, WALGA's preferred approach is one based on capacity building, advice and support, and training.

A compliance based approach undermines the intent of having guidelines to assist Local Governments in their decision making processes, and may lead to risks and unintended consequences.

The consultation questions seem to imply that costs that result from consequences stemming from breaching the standards would be borne by the Local Government: for example, if the





process needed to be redone or there was a dispute. Establishment of a compliance and enforcement framework of this nature seems to be unnecessarily putting public money at risk.

WALGA acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that WALGA is advocating for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

Question 25 – To what extent do you support the statement: If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation?

This appears to be a new idea without any supporting information as to the powers, duties and role of a Local Government Commissioner, and is therefore not something that WALGA can support at this stage.

The idea that Local Governments should be levied to fund an apparatus of the State Government is not supported. This would represent a significant cost shift from the State Government to the Local Government sector, for what appears to be a core regulatory role of the Department of Local Government, Sport and Cultural Industries.

Guidelines

Questions 31-33 - Utility of the guidelines

In general, there is useful information in the guidelines that will be of assistance to Councils embarking on a CEO recruitment process. As argued in this submission, WALGA's perspective is that the approach should be based on capacity building, support, advice, and training, and not based on a compliance driven approach.





Draft Submission

Mandatory Code of Conduct for Council Members, Committee Members and Candidates

October 2019







About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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WALGA

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Background

The Local Government Legislation Amendment Act 2019 will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections (Part 5, Division 9 as amended by the Local Government Legislation Amendment Act 2019).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.





General Comments - Councillor Conduct

WALGA has long led its Member Local Government's advocacy for high standards of behaviour by those who are democratically elected to represent the people within their district, and personal responsibility for the consequences when there is a lack of it.

WALGA commenced lobbying for official conduct legislation in 2002, to enable action to be taken against individuals rather than an entire Council. The Sector held the view that Council dismissals, such as occurred at the City of Cockburn (2000), City of South Perth (2002) and City of Joondalup (2005) could possibly have been averted if powers were available to deal with individual Elected Member's behaviour.

The Sector's advocacy for official conduct legislation correlated with a shared frustration that Codes of Conduct, a compulsory requirement of Section 5.103(3) of the *Local Government Act 1995* ('the Act') were unenforceable when behaviours departed from expressed standards. This was due to the absence at that time of a disciplinary framework in the Act to deal with misbehaviour and misconduct by individual council members.

WALGA conducted extensive consultation with the Sector over a number of years, leading to promulgation of the *Local Government (Official Conduct) Amendment Act 2007,* amending the Act to introduce minor, serious and recurrent breach allegation complaint processes, and the commencement in October 2007 of the *Local Government (Rules of Conduct) Regulations* ('the Regulations').

More recently, the Act was amended to introduce powers enabling the Minister for Local Government to suspend or dismiss individual council members failing in their duties or behaving in an egregious manner if '...seriousness or duration of that failure or conduct make it inappropriate for the council member to remain a member of the council.'¹ The amendments contained in the *Local Government (Suspension and Dismissa) Act 2018* commenced in November 2018.

The Rules of Conduct Regulations were reviewed in 2010 and 2016. WALGA acknowledges past amendments improving operational efficiency e.g. Standards Panel may refuse to deal with frivolous, trivial, vexatious etc. allegations,² and recent amendments that extend confidentiality provisions ³ and providing the Standards Panel with discretion to refer parties to participate in mediation. ⁴

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¹ Local Government Amendment (Suspension and Dismissal) Bill 2018 Explanatory Memorandum at Page 1.

² Section 5.110(3A) of 2016

³ Section 5.123 of 2019

⁴Section 5.110(3B) of 2019





Bringing Codes and Rules Together; Uncoupling Codes of Conduct for Council Members and Employees

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at another time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the Sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.⁵

An additional significance is that the Mandatory Code of Conduct will apply to Local Government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected.⁶

This aligns with the Sector's advocacy that a Code of Conduct should apply to candidates⁷ and the proposal that any inappropriate behaviour during the election cycle should result in the successful candidate being held accountable under the Rules of Conduct Regulations.⁸

The Department's Draft for Consultation provides further guidance⁹ on the new Code:

- The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.
- While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.
- In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.
- To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

⁸ WALGA State Council Minutes 'Review of 2013 Local Government Elections' Ref. Resolution 44.2/2014 ⁹ See 'Guidelines' at Page 3

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⁵ 'be responsible for the employment, monogement supervision, direction and dismissal of other employees'

⁶ Local Government Legislation Amendment Bill 2019 Explanatory Memorandum at Page 2.

⁷ WALGA State Council Minutes Review of 2011 Local Government Elections' Ref. Resolution 24.2/2012





Specific Feedback

The following pages provide a commentary on the Draft for Consultation document ('the Draft') released by the Department of Local Government, Sport and Cultural Industries. The Draft refers to a 'Mandatory' Code of Conduct whereas amendments to the Local Government Act refer to a 'Model' Code of Conduct. This paper will use the term 'Model' throughout the following commentary.

Construction of the Model Code

Codes and Rules will be brought together under Section 5.103(2) as amended by the Local Government Legislation Amendment Act 2019:

- (2) The model code of conduct must include -
 - (a) general principles to guide behaviour;
 - (b) requirements relating to behaviour; and
 - (c) the rules of conduct.

The Draft informs that the Model Code of Conduct is to be constructed in three Parts:

- Part A Principles [Section 5.103(2)(a)]
- Part B Behaviours [Section 5.103(2)(b)]
- Part C Rules of Conduct [Section 5.103(2)(c)]

Local Governments will not be able to amend Parts A and C, but additional behavioural content may be included in Part B that is not inconsistent with the Model Code.

Part A - Principles

The Preamble to the Model states that 'the purpose of this Code is to guide the decisions, actions and behaviours of council members, committee members and candidates."

Part A sets out the Principles to be contained in the new Model Code under the headings 'Personal Integrity', 'Relationships with others' and 'Accountability'. This expands upon the 'General principles that guide the behaviour of council members' currently found under Regulation 3 of the *Local Government (Rules of Conduct) Regulations* and are intended to support Part B – Behaviours, and Part C – Rules of Conduct.



8



Part B - Behaviours

I. Application

It is noted that neither Part B nor Part C of the Model apply to the behaviours of committee members or candidates. No information is provided to clarify why only council members are subject to Parts B and C nor any rationale for the exclusion of committee members and candidates from behavioural standards and Rules of Conduct, particularly noting Section 5.103(3)(b), as amended, states:

(3) The model code of conduct may include provisions about how the following are to be dealt with –

(b) alleged breaches of the rules of conduct by committee members

The Minister for Local Government, Hon. David Templeman, when introducing the *Local Government Legislation Amendment Bill* 2019 to Parliament in the Second Reading Speech, specified the application of the Code to candidates, in an effort to improve behaviour during an election period, stating:

"Alleged breaches of the rules of conduct during the election campaign will be progressed when the candidate is elected."¹⁰

WALGA recommends seeking comment from the Department of Local Government, Sport and Cultural Industries on the intended application of Part B – behavioural standards, and Part C – Rules of Conduct to committee members and candidates.

II. New Complaints Provision

Section 5.103(3)(a) will introduce the discretion for the Model Code of Conduct to deal with alleged breaches of requirements relating to behaviour. This is a significant amendment as the *Local Government Act* 1995 has not previously mandated a complaints process relating to behavioural content of a Code of Conduct, but nor has it imposed any restriction.

Under the Model Code, an alleged breach of a Rule of Conduct will continue to be referred to the Local Government Standards Panel. Part B, Rule 2.17 of the Model sets out that Local Governments will be required to deal with allegations made by 'any person' of a behavioural breach.

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¹⁰ Extract from Hansard, Legislative Assembly, March 2019 at p1310d to 1312a





Some Local Governments have incorporated in their current Code of Conduct a process for dealing with a behavioural breach that permits 'any person' to make a complaint; the majority of Local Governments have not.

The City of Joondalup¹¹ and City of South Perth¹² are examples of Local Governments that exercised discretion under general competence powers to incorporate a complaints process in their adopted Code of Conduct. No information is currently available on the frequency or management of complaints of a behavioural breach under current Codes of Conduct.

WALGA seeks comment from Members experienced in dealing with breach allegations relating to their current Code of Conduct to assist with building perspective on processes and consequences associated with managing behavioural breach allegations.

III. Complaint Management

Rules 2.17 to 2.22 set out the Complaint Management standards, with Rule 2.21 requiring development of a Council-endorsed policy to guide the process. The associated Guidelines provide additional information on tools and resources to assist with policy development, complaints management and resolution. Attachment 1 provides a matrix of possible actions where there is finding of a behavioural breach.

WALGA seeks comment on the proposed Complaint Management process.

IV. 'Rules'

Throughout Part B, the numbered provisions are referred to as 'Rules'. This has the potential to create confusion with the already-established terminology familiar to the Sector of 'Rules of Conduct', which form Part C.

WALGA recommends a separate nomenclature for numbered provisions in Part B (i.e. 'Item' or 'Clause') to avoid any potential for confusion between Part B and Part C, particularly when breach allegations arise.

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¹¹ 'City of Joondalup Code of Conduct for Employees, Elected Members and Committee Members' at Page 21

¹² 'City of South Perth Code of Conduct' at Page 9





Part C - Rules of Conduct

As previously discussed, Part C of the Model Code only references council members.

It is noted there are numerous, self-evident typographical errors throughout Part C (i.e. inconsistent referencing and numbering) and it is presumed the Department is aware and will remedy where necessary.

The Rules of Conduct replicate for the most part, the existing provisions from the current Rules of Conduct Regulations. The Model Code adds commentary by including 'Elements of Rule of Conduct'. It is not known whether these Elements will have any influence on the deliberations of the Local Government Standards Panel in the event of a breach allegation under Part C.

WALGA seeks comment on whether the 'Elements of Rule of Conduct' content adds value or assists council members to understand their responsibility to observe Rules of Conduct.

Misuse of Local Government Resources - Regulation 8 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term 'resource' which does not appear in the current Rules of Conduct:

'**resource** is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money'

It is not stated why there is a need to define 'resource' specifically, the potential impact this definition may have upon determining a breach allegation ¹⁸ or whether the common dictionary definition is known to be ineffective – 'a stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.' ¹⁴

Securing Personal Advantage of Disadvantaging Others – Regulation 7 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

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 ¹³ Section 6 of the *Interpretation Act 1984* (WA) applies – 'Definitions in a written law, application of
 ¹⁴ Oxford English Dictionary





Repeated Breaches of Part B - Not currently Regulated

This new provision will provide an accountability measure where a council member continually breaches the behavioural requirements of Part B of the Model Code and appears to face value to have merit.

Item (iii) of this Rule will require thoughtful consideration, as it requires the Council to make a determination by resolution before a council member, who is found to have committed three or more breaches under Part B, can be referred to the Local Government Standards Panel:

'(and) iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part.'

WALGA notes that this new provision did not appear in early drafts of the Model Code and therefore was not considered at the Working Group convened by the Department of Local Government, Sport and Cultural Industries.

Prohibition against Involvement in Administration – Regulation 9 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

Relations with Local Government Employees - Regulation 10 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term 'employee' which does not appear in the current Rules of Conduct. This definition references Section 5.36 of the Act, whereas the Act defines 'employee' under Section 1.4.

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

'behave in an abusive or threatening manner towards any local government employee'

Unauthorised Disclosure of Information - Regulation 6 of the current Local Government (Rules of Conduct) Regulations

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

'personal information as delined in the Freedom of Information Act 1992'

The remainder of the Model Code is consistent with the current Regulations.

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Disclosure of Interest - Regulation 11 of the current Local Government (Rules of Conduct) Regulations

The Model Code amends the definition of the term 'interest'. It currently reads:

'interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association'

It is amended to read:

'interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest'

It is unclear why it is proposed to amend this definition, given that the terms 'kinship, friendship or membership of an association' provide useful reference points that presently help council members to understand their responsibility to declare this type of interest.

Contravention of certain Local Laws - Regulation 4 of the current Local Government (Rules of Conduct) Regulations

This provision is now included in Part B of the Model Code at 2.10 and 2.11.

WALGA seeks comment on the proposed Part C Model Code provisions.



12.2 ENGINEERING SERVICES

12.2.1 Road Closure – Gordon Place, Northam

Address:	Gordon Place, Northam WA 6401
Owner:	Shire of Northam
Applicant:	Brian Klopper
File Reference:	6.1.2.2
Reporting Officer:	Clinton Kleynhans, Executive Manager Engineering
	Services
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering
	Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	Yes
issued:	

BRIEF

For Council to endorse the advertisement of invitation for submissions, for the temporary closure of Gordon Place from 3.00pm on Fridays to 7.00am Monday for the purpose of pedestrian access to Laura's Wine Bar.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Mr Brian Klopper, owner of Laura's Wine Bar, has previously requested that Gordon Place, located between Fitzgerald St and Minson Ave, be closed on weekends from 3.00pm Friday to 7.00am Mondays, for the purpose of pedestrian access.

Previously, the Shire of Northam granted Road Closure to Gordon Place for a period of 3 months in accordance with the Shire of Northam's Delegated Authority Register and the Local Government Act 1995 3.50 (1a).

Given that the business wishes to continue with the Road Closure to allow for pedestrian access, the Shire of Northam, must under the Local Government Act of 1995, approve the road closure for an extended period of time.



The Shire also believe that this would be beneficial to the community given that this closure would encourage alfresco dining within the townsite of Northam.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objective:

• Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur

Outcome 1.3: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objective:

• Improve and expand the retail and hospitality offerings in Northam

Theme Area 6: Governance and Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective:

- Positive internal and external perceptions about Northam
- Foster a sense of community pride
- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995

3.50. Closing certain thoroughfares to vehicles

- (1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.
- (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
- (2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.
- (3) deleted



- (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to
 - (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
 - (b) give written notice to each person who
 - (i) is prescribed for the purposes of this section; or
 - (ii) owns land that is prescribed for the purposes of this section; and
 - (c) allow a reasonable time for submissions to be made and consider any submissions made.
- (5) The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).
- (6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.

B.4 Policy Implications

2019/20 Delegated Authority Register (E01).

B.5 Stakeholder Engagement / Consultation

The applicant.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Business' affected as Gordon Place is a delivery route.	Low (3)	Ensure adequate consultation with Business owners.
Health & Safety	Road Closure not done correctly, and/or community members move signage.	Moderate (8)	Ensure multiple signs / Barriers are placed up at either end of road to ensure vehicles cannot easily access the area. Ensure that the owner ensures the signs remain standing outside of Shire hours.
Reputation	Community not being able to access Gordon Place with a motor vehicle.	Moderate (5)	Ensure that motor vehicles can access Gordon Place outside of closure times. Ensure barriers are



			down before road opening times.
Service Interruption	Interruption to other businesses that may require access to Gordon Place.	Low (4)	Notify business, publicly advertise closure and take in feedback before making the final decision to temporarily close the road on a long term basis as per the Local Government Act.
Compliance	The Shire of Northam not follow the Local Government Legislation.	Moderate (6)	The Shire of Northam will follow the Local Government Act to ensure accurate compliance.
Property	Encouragement of Pedestrian access will encourage damage and graffiti to property.	Moderate (6)	This damage can be rectified as a part of the review of the road closure if the damage occurs at all.
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

It is recommended that the Council endorse the closure of the Gordon Place as prescribed. This will be reviewed on an annual basis.

RECOMMENDATION

That Council endorse the advertisement of invitation for submissions, for the temporary closure of Gordon Place from 3.00pm on Fridays to 7.00am Monday for the purpose of pedestrian access to Laura's Wine Bar for a period of 12 months, commencing Tuesday, 26th November 2019.



12.3 DEVELOPMENT SERVICES

12.3.1 Proposed Amendment – CBD & Heritage Assistance Grant

Address:	N/A
Owner:	Various
Applicant:	Shire of Northam
File Reference:	3.1.3.8
Reporting Officer:	Chadd Hunt, Executive Manger Development
	Services
Responsible Officer:	Chadd Hunt, Executive Manger Development
	Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	Yes
issued:	

BRIEF

The Shire of Northam has an existing CBD and Heritage Assistance fund that is available for owners within the Central Business District (CBD) and those listed within the Municipal Heritage Inventory (MHI).

It is proposed to broaden the scope of the funding to allow it to be utilised for all commercial properties within the Northam CBD and internal renovations and fit-outs in certain circumstances.

ATTACHMENTS

Attachment 1:Existing CBD and Heritage Assistance Grant Guidelines.Attachment 2:Proposed Business Redevelopment Grant Guidelines (with
tracked changes).

A. BACKGROUND / DETAILS

Council allocates funding each year to encourage owners within the Northam CBD and Heritage listed properties (MHI) to undertake maintenance and enhancement of their properties.

The program has had success, although not as much as originally intended. It is apparent that there are a number of existing commercial properties that would benefit from the grant to allow internal refurbishments and fitouts to attract new tenants.



It is also proposed that the funding be restricted to commercial properties to encourage the redevelopment of the business areas of the Shire. It is further proposed that a review of the funding be undertaken with respect to heritage properties and which (if any) categories within the current (and future) MHI and Heritage List will be eligible for the grant.

B. CONSIDERATIONS

B.1 Strategic Community/Corporate Business Plan

Theme Area 1: Economic Growth.

- Outcome 1.3: Northam Central Business Area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.
- Action: Develop incentives and identify opportunities for businesses to establish in CBD.

B.2 Financial / Resource Implications

Council currently allocates \$50,000 annually in its budget for the program. Historically Council has allocated up to \$80,000 annually however there has been limited uptake of the funding.

The funding has been allocated in the Budget since 2015/16.

B.3 Legislative Compliance

The funding is required to be allocated an acquitted in accordance with our internal financial procedures.

B.4 Policy Implications

There is no current policy with respect to the fund – rather these guidelines have developed to provide direction for the funding.

B.5 Stakeholder Engagement / Consultation

The proposed changes to the funding program were discussed at Council's Strategic Meeting on 28 August 2019. No further consultation has been undertaken at this stage.

If Council supports the proposed changes a press release will be prepared and the funding will be advertised more widely.

B.6 Risk Implications

Risk Category	•	Rating (consequence	Mitigation Action
		x likelihood)	



Financial	Potential risk if the funding becomes over-subscribed	Low (4)	Funding is allocated until current budget figure is expended
Health & Safety	Funds are not used for compliant works	Low (1)	Assess application- if needed a building permit and/or planning approval will address these issues.
Reputation	The funding is not taken up by business owners.	Low (4)	Advertise program and engage with local Progress and Business groups
Service Interruption	Individual business have interruptions	Low (1)	Individual businesses are required to manage internally
Compliance	Funds to be expended in accordance with guidelines	Low (4)	Checklists developed and followed to ensure compliance with guidelines
Property	Individual risk for each property the subject of the grant	Low (4)	Implement guidelines consistently
Environment	Individual works impact the environment	Low (1)	Assess application- if needed a building permit and/or planning approval will address these issues.

C. OFFICER'S COMMENT

The current grant has had success with two businesses undertaking renovations to their premises and a further applicant currently in the process of finalising their application. In addition the budget for the grant has been utilised for other activation strategies in the CBD including the pop up shop,

Following further engagement with property and business owners within the CBD area an area of concern has been with respect to the cost of internal fit outs for attracting new businesses into vacant tenancies. An example includes the provision of universal access and facilities (toilets) associated with a change of use (from shop to food premises etc.). The cost of undertaking these is seen as an inhibitor to undertaking the redevelopment and it is therefore proposed to utilise the funding to assist in those circumstances.



It is also proposed at this stage to remove the funding for individual properties within the MHI until such time as the Heritage List and review of the MHI have been complete. It is also seen a priority that the funding be utilised for commercial properties in the Shire to try and encourage further commercial activity.

RECOMMENDATION

That Council:

- 1. Endorse the Business Redevelopment Grant funding and Guidelines as included in Attachment 2.
- 2. Advertise the revised grant to all progress associations within the Shire of Northam and the Northam Chamber of Commerce for disbursement.



Attachment 1



CBD & HERITAGE ASSISTANCE FUND

Aim of Fund

The Shire of Northam recognises the need to encourage and assist the maintenance and enhancement of the commercial properties within the CBD and heritage properties.

The CBD & Heritage Assistance Fund aims to provide funding support to individuals, community groups and organisations in their endeavors to maintain properties within the CBD and / or properties of heritage significance in the Shire of Northam.

Funding Available

Property owners or grant applicants are expected to contribute financially to the cost of the project for which they are applying on a dollar for dollar basis. Accordingly, each application can seek funding of up to 50 per cent of the total cost of the project, with the maximum grant per application being \$20,000.

Properties Eligible for Assistance

All owners or occupiers of heritage properties listed in the Municipal Heritage Inventory and property owners within the designated Central Business District are eligible to apply for funds.

Public owned properties are not eligible for funding.

Eligible Projects

Eligible projects may include:

- Re-roofing
- Masonry repairs
- New guttering
- Painting of façade using appropriate colours
- Timber repair in window sills, verandah floors and facades.
- Reinstatement of lost features, such as verandahs, pergolas or wooden sash windows
- A new front fence in an appropriate style.

Non-Eligible Projects

The following work is not eligible for funding:

- Works that require planning approval that have not been granted a permit at the time of grant application
- New additions or extensions (unless they are a reconstruction of an original element)
- Internal works
- Works that have already been completed or started prior to application for a grant
- Labour by the owner or applicant of the project.

Please note: a property may only receive one grant per financial year. Council reserves the right to grant a lesser amount than that which was applied for.

How to Apply

- Complete and return the Shire of Northam Heritage Assistance Fund Form.
- Include proof of \$10 million public liability insurance (usually part of your home and contents insurance).
- Include copies of at least two quotes for the project to provide an indication of the value of the works proposed.
- · Provide plans, diagrams or a written description of the proposed works.
- Include photographs of the part of the building covered by the application





 Submit application to Council's Planning Department (address details listed on the application form).

Assessment of Applications

Each application for funding will be evaluated, with priority given to projects that:

- In 2017/18 priority will be given to the enhancement of the CBD properties along Fitzgerald Street, notwithstanding that other submissions will be considered.
- In the case of a Heritage Building involve urgent works that prevent loss of significant fabric (e.g. structure stabilisation, prevention of water ingress, roof repairs, gutters).
- Reconstruct original detail (e.g. removing paint from originally unpainted surfaces, reinstating an original verandah).
- Involve works to the main significant building, rather than works to ancillary structures (e.g. fence or shed).
- Enhance the appearance of the property from the street.
- Priority will also be given to properties that have not previously received funding.
- As part of the evaluation, a site inspection of all properties will be undertaken.

Timing and Funding of Projects

A total of \$80,000 has been allocated to the Shire of Northam CBD and Heritage Enhancement Fund for the 2017/2018 financial year. Applications will be received by Council at any time and will be assessed as required.

Monies granted are paid on the completion of works.

Please note that funding is not provided upfront.

Funding Conditions

Funding may be revoked at any time due to unsatisfactory work, failure to meet the agreed deadline, misleading or false disclosure of information, non-disclosure, or misuse of funds by the recipient.

It is a condition of funding that the owner agrees:

- To use the funding only to carry out the works listed in the approved project.
- To obtain all necessary approvals or permits prior to carrying out the works.
- To allow Council to use video, photographs or details of the works in its heritage promotional material.

For more information, download Shire of Northam CBD & Heritage Assistance Fund Claim Form.

Further Information

Should you have any queries regarding the fund, please call Mr Chadd Hunt, Executive Manager Development Services on (08) 9622 6100.



Attachment 2



CBD & HERITAGE ASSISTANCE BUSINESS REDEVLOPMENT FUND

Aim of Fund

The Shire of Northam recognises the need to encourage and assist the owners of commercial properties within the Northam CBD area to maintain and enhance commercial properties to ensure that the Northam Town Centre is a vibrant and thriving activity centre. maintenance and enhancement of the commercial properties within the CBD and heritage properties.

The <u>CBD & Heritage AssistanceBusiness Redevelopment</u> Fund aims to provide funding support to individuals, community groups and organisationsowners in their endeavours to maintain <u>commercial</u> properties so that they are attractive and suitable for modern needs within the <u>Northam CBD and / or</u> properties of heritage significance in the Shire of NorthamtTown cCentre.

Funding Available

Property owners or grant applicants are expected to contribute financially to the cost of the project for which they are applying on a dollar for dollar basis. Accordingly, each application can seek funding of up to 50 per cent of the total cost of the project, with the maximum grant per application being \$20,000.

Properties Eligible for Assistance

All owners or occupiers of heritage properties listed in the Municipal Heritage Inventory and property owners with property zoned commercial and mixed use as identified within Local Planning ScemeScheme No.6 (provided it is being utilised for commercial activity) within the designated Central Business District are eligible to apply for funds.

Public owned properties are not eligible for funding.

Eligible Projects

Eligible projects <u>must demonstrate a vision for the sustainable long-term use of the property and may</u> include:

- -External works such as Re-roofing, masonry repairs and/or new guttering
- <u>* _ _</u>
- Masonry repairs
- New guttering
- Facade improvements such as Ppainting, reinstatement of verandahs or other decorative features, new front fencing or development of alfresco dining areas all in an appropriate style of façade using appropriate colours
- Timber repair in window sills, verandah floors and facades.
- Reinstatement of lost features, such as verandahs, pergolas or wooden sash windows.
- A new front fence in an appropriate style.
- Internal works associated with an approved change of use application such as upgrading of access and facilities.

Non-Eligible Projects

The following work is not eligible for funding:

- Works that require planning <u>or building</u> approval that have not been granted a permit at the time of grant application
- New additions or extensions (unless they are a reconstruction of an original element) or they are in conjunction with upgrading access or facilities
- Internal works
- Works that have already been completed or started prior to application for a grant
- Labour by the owner or applicant of the project.





Please note: **a**<u>A</u>property may only receive one grant per financial year. Council reserves the right to grant a lesser amount than that which was applied for.

How to Apply

- Complete and return the Shire of Northam Heritage Assistance Business Redevelopment Fund Fund Application Form.
- Include proof of \$10 million public liability insurance (usually part of your home and contents insurance).
- Include copies of at least two quotes for the project to provide an indication of the value of the works proposed.
- Provide plans, diagrams or a written description of the proposed works.
- Include photographs of the part of the building covered by the application
- Submit application to Council's Planning Department (address details listed on the application form).
- Submit evidence of any required approvals and/or licences.

Assessment of Applications

Each application for funding will be evaluated, with priority given to projects that:

- In 2017/18 pPriority will be given to the enhancement of the CBD properties along Fitzgerald Street, notwithstanding that other submissions will be considered.
 - Enhance properties within the Northam Town Centre
 - In the case of a Facilitate Designated Heritage Buildings involvinge urgent works on a heritage listed thatbuildings <u>that will</u> prevent the loss of significant fabric <u>or other (features (</u>e.g. structure stabilisation, prevention of water ingress, roof repairs, gutters).
 - Reconstruct original detail (e.g. removing paint from originally unpainted surfaces, reinstating an original verandah).
 - Involve works to the main significant building, rather than works to ancillary structures (e.g. fence or shed)-except where the works will result in the upgrading of access or facilities
 - Enhance the appearance of the property from the street.
 - Priority will also be given to pProperties that have not previously received funding.
 - Coordinated projects by adjoining owners that will result in shared facilities
 - As part of the evaluation, a site inspection of all properties will be undertaken.

Timing and Funding of Projects

A total of \$580,000 has been allocated to the Shire of Northam CBD and Heritage EnhancementBusiness Redevelopment Fund Fund for the 2017/2018_9/2020 financial year. Applications will be received by Council at any time and will be assessed as required.

Monies granted are paid on the completion of works.

Please note that funding is not provided upfront.

Funding Conditions

Funding may be revoked at any time due to unsatisfactory work, failure to meet the agreed deadline, misleading or false disclosure of information, non-disclosure, or misuse of funds by the recipient.

It is a condition of funding that the owner agrees:

- To use the funding only to carry out the works listed in the approved project.
- To obtain all necessary approvals or permits prior to carrying out the works.
- To allow Council to use video, photographs or details of the works in its heritage promotional material.
- For more information, download Shire of Northam CBD & Heritage Assistance Fund Claim Form.

Further Information

Should you have any queries regarding the fund, please call Mr Chadd Hunt, Executive Manager Development Services on (08) 9622 6100.



12.3.2 Mid-West Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP) - Local Government Nominations

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	3.1.9.1
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manger Development
	Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	Yes
issued:	

BRIEF

Council is required to re-nominate for the Minister's consideration, two elected members to act as representatives, and two elected members to act as proxy representatives for the Shire of Northam on the Mid-west Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP). This is due to the October local government elections and three existing members' not being re-elected to Council.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

On 20 December 2017, Council resolved the following:

RECOMMEN	DATION / COUNCIL DECISION
Minute No:	C.3227
	Cr Davidson Cr Mencshelyi
That Counci	l:
Develop • C	rs as local members on the Mid-West Wheatbelt (Central) Joint oment Assessment Panel – Cr Julie Williams; and Cr John Proud.
• C Page 356	



2. Appoints as alternate local members (proxies) on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –

- Cr Michael Ryan; and
- Cr Chris Davidson.

CARRIED 10/0

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, Council is required to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the Wheatbelt Joint DAP.

Cr Williams is a current member, however as two of the four members nominated were not re-elected, Council is now required to re-nominate members to the Wheatbelt Joint DAP for the Minister's consideration.

<u>About DAPs</u>

As a key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision-making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two local government councillors.

Under the DAP regulations, each DAP (there are 8 JDAPs in WA) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

Administration of DAPs

Under the DAP regulations, DAPs must be administered by an officer(s) of the Department of Planning, and the CEO of the Department must establish a DAP website.

Development Assessment Panels report directly to the Minister for Planning, and do not form part of the Department of Planning or the Western Australian Planning Commission.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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



B.2 Financial / Resource Implications

There are no financial and/or resource implications for the Shire as a result of the recommendations from this report.

B.3 Legislative Compliance

Pursuant to Regulation 26 (1) of the Planning and Development (Development Assessment Panels) Regulations 2011 (the DAP regulations), the Minister for Planning must cause to be established and maintained a register of local government members of Joint Development Assessment Panels (JDAPs).

The register must include the names of 2 members of the council of each local government of a district for which a JDAP is established. Following receipt of all local government nominations, the Hon. Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times.

B.4 Policy Implications

There are no policy implications for the Shire of the recommendations of this report.

B.5 Stakeholder Engagement / Consultation

Nil.

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

B.6 Risk Implications

C. OFFICER'S COMMENT

It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training.



When selecting nominees, Council should consider that upcoming local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected.

At the time of writing this report, Cr Williams indicated an interest in continuing as a DAP member. Cr Williams has completed the mandatory training to sit on DAP.

RECOMMENDATION

That Council:

- 1. Appoints as local members on the Mid-West Wheatbelt (Central) Joint **Development Assessment Panel –**
 - Cr _____; and
 Cr _____.
- 2. Appoints as alternate local members (proxies) on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel -
 - Cr ____; and
 - Cr _____.



12.3.3 Proposed Local Planning Policy No. 26 – Container Deposit Infrastructure

Address:	Shire-Wide		
Owner:	Shire of Northam		
Applicant:	Shire of Northam		
File Reference:	2.3.1.2		
Reporting Officer:	Jacky Jurmann, Manager Planning Services		
Responsible Officer:	Chadd Hunt, Executive Manger Development		
	Services		
Officer Declaration of	Nil		
Interest:			
Voting Requirement:	Simple Majority		
Press release to be	No		
issued:			

BRIEF

The Western Australian Planning Commission released a Position Statement in May 2019 in response to the State Government's implementation of a Container Deposit Scheme. Appendix 1 of the Position Statement contains a Model Local Planning Policy (LPP).

Council at its Ordinary Meeting held on 21 August 2019 (Minute C.3747) resolved to adopt a draft LPP, which is based on the WAPC's Model, for the purposes of advertising to guide the assessment and approval of container deposit scheme infrastructure.

The draft LPP was advertised to the community with no submissions being received, and is now presented to Council for final adoption in accordance with the process outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions).

ATTACHMENTS

Attachment 1:Draft Local Planning Policy No. 26 (Final Version).Attachment 2:WAPC's Position Statement: Container Deposit Scheme
Infrastructure.

A. BACKGROUND / DETAILS

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of





containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste.

The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Environment and Heritage.

- Outcome 4.3: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.
- Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

B.2 Financial / Resource Implications

There are no financial / resource implications associated with this proposal. Existing budgetary allocations will be used for the advertising required to adopt the policy.

B.3 Legislative Compliance

The proposed LPP has been drafted, and will be advertised and adopted, in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.

B.4 Policy Implications

The proposed LPP will establish an appropriate and consistent regulatory framework for the assessment of proposed container deposit infrastructure.

B.5 Stakeholder Engagement / Consultation

The draft LPP was advertised in accordance with clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions) for a minimum period of 21 days in the Avon Advocate and on the Shire's website. No submissions were received in response to the advertising.

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Advertising costs associated with development of LPPs is within the existing budget.	Low	Nil

B.6 Risk Implications



Health & Safety	The LPP will provide an appropriate regulatory framework.	Low	Consistent application of LPP.
ReputationThe LPPLPPwillbe adoptedadoptedin accordancewith legislative requirements.		Low	Nil
Service Interruption	The LPP will facilitate assessment of development applications.	Low	Consistent application of LPP.
Compliance	The LPP will be adopted in accordance with legislative requirements.	Low	Nil
Property	The LPP will provide an appropriate regulatory framework.	Low	Consistent application of LPP.
Environment	The LPP will provide an appropriate regulatory framework.	Low	Consistent application of LPP.

C. OFFICER'S COMMENT

WALGA are encouraging local governments to adopt the Model Local Planning Policy as outlined in the WAPC's Position Statement to provide development standards related to location, visual amenity, operational amenity, size and the scale of container deposit refund points to exempt certain infrastructure and to inform decision making when considering applications for development approval.

The format of the draft LPP has been modified since the initial adoption by Council to provide consistency throughout the Shire's LPP and in accordance with internal document control procedures.

RECOMMENDATION

That Council:

- 1. Adopts Local Planning Policy No. 26 Container Deposit Infrastructure as attached to this Report (Attachment 1); and
- 2. Advertise the adoption of Local Planning Policy No. 26 Container Deposit Infrastructure in accordance with the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.



Attachment 1

Shire of Northam Local Planning Scheme No. 6 Local Planning Policy No. 26 – Container Deposit Infrastructure



LOCAL PLANNING SCHEME NO. 6 LOCAL PLANNING POLICY NO. 26 – CONTAINER DEPOSIT INFRASTRUCTURE

1. Preliminary

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste. The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

1.1 <u>Authority to prepare and adopt a Local Planning Policy</u>

Schedule 2, Part 2, clause 3(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire's Local Planning Scheme No.6 (the Scheme) area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the Regulations.

1.2 Relationship of this Policy to the Scheme

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval.



Local Planning Policy No. 26 - Container Deposit Infrastructure

However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2. Purpose

Local Planning Policies are guidelines used to assist the local government in making decisions and to provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015* from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key assessment.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

3. Application of the Policy

3.1 Definitions

the Heritage Act means the Heritage of Western Australia Act 1990.

the **Regulations** means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and Development Act 2005.

the **Noise Regulations** means Environmental Protection (Noise) Regulations 1997 (as amended) prepared under the Environmental Protection Act 1986.

the **Scheme** means the Shire of Northam Local Planning Scheme No. 6 (LPS6).

Container deposit scheme infrastructure means a reverse vending machine or a container collection cage.

Reverse vending machine means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.



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Local Planning Policy No. 26 - Container Deposit Infrastructure

Container collection cage means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.

total lot area means the total land area of a freehold or survey strata lot.

3.2 Application

Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions) provides for the preparation of local planning policies to apply generally or to a particular class or classes or matters and throughout the scheme area or in one or more parts of the Scheme area.

This policy will apply to the use and installation of Container Deposit Infrastructure and throughout the scheme area that is the whole of the Shire of Northam.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives with the policy is designed to achieve before making its determination.

- 3.3 Exemptions
 - 3.3.1 The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:
 - (a) residential, urban development, and special residential zones; and
 - (b) rural, rural residential, and rural smallholding zones.
 - 3.3.2 The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:

- (a) divic use; and/or
- (b) community purpose; and/or
- (c) educational establishment.





Local Planning Policy No. 26 - Container Deposit Infrastructure

4. Policy Objectives

The primary objectives of this Policy are to:

- (a) To establish clear guidelines for the placement of Container Deposit Infrastructure used within the Shire;
- (b) To ensure that any Container Deposit Infrastructure does not detract from an existing (or reasonably desired) streetscape;
- (c) To prevent negative impacts on local amenity from the operation of Container Deposit Infrastructure;
- (d) To enable the timely, cost effective delivery of essential Container Deposit Infrastructure;
- (e) To provide conveniently located infrastructure to ensure the Container Deposit Schemes effective reduction of litter, increased recycling and protection of the environment; and
- (f) To achieve a balance between providing the legitimate need for Container Deposit Infrastructure to reduce/recycle litter and minimising the impacts on the locality.

5. Approval Requirements

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Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61 (1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

- (a) entered in the Register of Heritage Places under the Heritage Act; or
- (b) the subject of an order under Part 6 of the Heritage Act; or
- (c) included on a heritage list prepared in accordance with the Scheme; or
- (d) within an area designated under the Scheme as a heritage area; or
- (e) the subject of a heritage agreement entered into under section 29 of the Heritage Act.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.



Local Planning Policy No. 26 - Container Deposit Infrastructure

6. Development Guidelines

General		
6.1	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.	
Locat	ion	
6.2	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.	
6.3	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.	
6.4	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.	
6.5	Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within 2 metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.	
6.6	Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.	
Visua	l amenity	
6.7	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.	
6.8	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective,	



Local Planning Policy No. 26 - Container Deposit Infrastructure

	graffiti-resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.	
6.9	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.	
6.10	Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10m ² of development footprint.	
Operc	tional amenity	
6.11	Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.	
6.12	 Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use: (a) between 7.00 am and 7.00 pm Monday to Saturday; and (b) between 9.00 am and 7.00 pm on Sunday and public holidays. 	
6.13	Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.	
6.14	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting-Performance and design requirements (as amended).	



Local Planning Policy No. 26 - Container Deposit Infrastructure

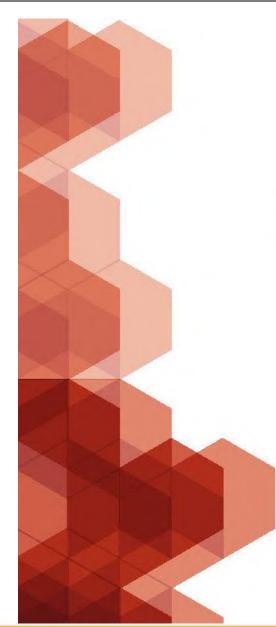
6.15	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.			
Devel	Development footprint			
6.16	Where the development of a container collection cage is proposed outdoors, the cage must not: (a) have a development footprint of more than 8m°; or (b) be more than 2 metres in height.			
6.17	Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:			
	 (a) have a development footprint of more than 48m², and (b) be more than 3 metres in height, or have dimensions greater than 8 metres by 6 metres. 			
6.18	Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas:			
	 (a) the area comprising 4 car parking spaces; or (b) 45m², where the car park contains 200 car parking spaces or less; or (c) 75m², where the car park contains 200 or more car parking spaces. 			
6.19	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:			
	 (a) container collections cage - 1 per lot; (b) large reverse vending machine proposed on land not used for car parking - 1 per 15,000m² of total lot area; or (c) large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces - 1 per 1000 car parking spaces. 			

Date Adopted: Date Effective:

Date Reviewed:

Next Review:





Attachment 2



Department of Planning, Landa and Haritage



Were working for Western Australia.

Position Statement:

Container Deposit Scheme Infrastructure

May 2019

Disclaimer

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Position Statement: Container Deposit Scheme Infrastructure May 2019

1. Policy Intent

This position statement outlines how container deposit scheme infrastructure should be considered and assessed in the Western Australian planning system.

2. Container deposit schemes in Western Australia

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste.

The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

3. Application of this Position Statement

This position statement applies across Western Australia to all CDS infrastructure.





Position Statement: Container Deposit Scheme Infrastructure May 2019

4. Policy objectives

This position statement seeks to achieve the following objectives:

- ensure a coordinated approach to the provision of CDS infrastructure throughout WA
- ensure that appropriate locations are chosen for the installation of CDS infrastructure
- ensure the timely roll out of infrastructure in support of the scheme's establishment and ongoing operational needs
- establish minimum development requirements to exempt certain CDS infrastructure from requiring planning approval, for adoption by local governments.

5. Policy Measures

5.1 Container Deposit Scheme infrastructure

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There are broadly five types of CDS infrastructure to facilitate the return of containers in WA. These are:

Container collection cages:

This infrastructure comprises a cage which containers are placed in and stored before collection and return for refund. These cages will generally be donation points, rather than refund points. They may be located in association with schools, sporting or other clubs or not-for-profit organisations. Individuals will deposit the containers into the collection cages and the receiving organisation will arrange collection of the containers and receive the refund as a donation to their organisation.

In shop / over-the-counter / bag drop return points: This infrastructure incorporates the use of a new or existing retail outlet or shop where participants can deposit individual containers or bags of containers that are collected and returned to a retailer on behalf of the scheme, with a refund given to the participant. This infrastructure will typically be located within existing retail and commercial areas. Reverse vending machines: These are permanently-located, unattended infrastructure that accept the return of empty beverage containers in exchange for a refund. Reverse vending machines come in various shapes and sizes.

Small reverse vending machines are similar in size to 'traditional' food and drink vending machines, and can be located in shopping centres, train stations or other public places where people are likely to return one or two containers at a time. Small reverse vending machines will generally be incidental to the predominant land use, often located internally or adjacent high traffic locations such as foyers and passageways. Accordingly, small reverse vending machines are likely to be exempt from requiring development approvals.

Large reverse vending machines (see figures on page 5) are generally mounted onto a storage structure similar to a sea container. The location of large reverse vending machines may vary, but they could be placed within existing commercial or industrial premises. These machines allow for greater volume of returns and it is likely that participants would travel to these sites with a variety of eligible containers. Container deposit recycling centres: This infrastructure, depicted on page 6, provides solely for the return of eligible containers for refund and associated sorting and storage in bulk. While similar in nature to in shop / over-the-counter / bag drop return points, these facilities are likely to service a significantly larger turnover of customers and have greater storage demands.

Container deposit recycling centres will generally only accept, store and sort materials collected in accordance with, and regulated by, the State's CDS management framework and associated contractual agreements (plastic, glass and aluminium drink containers). Accordingly, they differ from resource recovery, waste storage and other industry land uses, as they do not deal with organic, toxic or large-scale waste material, with the associated issues of odour, risk or other off-site impact.

Large-scale facilities: These include uses such as resource recovery centres, waste storage facilities and other industrial uses that are defined under the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as well as other definitions included in existing local planning schemes. Existing facilities may be expanded for uses associated with the CDS, or new large-scale facilities established.





Position Statement: Container Deposit Scheme Infrastructure May 2019

5.2 Assessing CDS infrastructure

5.2.1 Incidental development

Generally, CDS infrastructure will be incidental to the existing use of a lot. For example, a small reverse vending machine in a supermarket would be incidental to the use of the land as a shop, as would be an over the counter or bag drop return point.

Development approval may be required to install infrastructure outside an existing building.

If approval is required for CDS infrastructure, it should be assessed in accordance with the requirements of Parts 7 and 8 of the deemed provisions in Schedule 2 of the Regulations.

5.2.2 Pre-lodgement consultation

Proponents seeking to install CDS infrastructure should engage with the relevant local government(s) as part of the site selection process. This early engagement will allow local government to assess if the site being proposed is appropriate, and how it might relate to the CDS network more broadly as well as servicing considerations. The matters outlined below should be considered when determining if a location is appropriate for CDS infrastruct ure.

5.2.3 Assessment considerations 5.2.3.1 General assessment

3

considerations

CDS infrastructure and return points are likely to come in many varying shapes, sizes and typologies. Importantly, return points should be designed and located in such a manner that they are sympathetic to the character of the local area. A number of key considerations will apply universally when considering applications for CDS infrastructure development.

The key matters for consideration include:

- Local amenity how does the infrastructure fit in with the surrounding built context? Does it impact upon visual amenity, or result in the vegetation removal which requires offset? What are its hours of operation and timing of service vehicles attending the return point?
- Car parking is additional parking required to service the return point?
 Will it impact the existing car parking requirements of the site?
- Accessibility is it universally accessible? Will its location have an impact on pedestrian or vehicular circulation? Is appropriate manoeuvring space provided to allow service vehicle access?

- Waste and recycling bins does the infrastructure necessitate the provision of waste bins to dispose of goods that are not accepted by the CDS in a tidy manner?
- Signage what size and scale is appropriate for signage or screens?
- Safety and security does its location allow for passive surveillance, and what form of lighting is provided?

S2.3.2 Container collection cages

Where collection cages are located in association with a school, sporting or other club, and on land which is managed by State or local government, the collection cage will be incidental to the predominant use of the site. As such, the collection cage is likely to fall under the public works exemptions which generally apply to local and State Government developments, under the *Planning and Development Act 2005*, the Metropolitan, Peel and Greater Bunbury Region Schemes and local planning schemes.

The management of these collection cages should be included in any leasing or other operational arrangements that are in place to manage the use of these buildings and land.

Where collection cages are sought to be located on private land they should be subject to the same requirements as reverse vending machines identified by this position statement.

S2.3.3 In shop / over-the-counter / bag drop return points

The CDS is, in essence, the return of containers that were purchased from a shop. The transaction is the same as any other transaction that occurs in a shop except in reverse, with the customer bringing goods to the shop and leaving without goods.

The operations, including access, parking requirements and the need for service vehicles to access the return points, are identical to that of a shop. On this basis, return points should be assessed as a shop, in accordance with the requirements of the relevant local planning scheme.

For shops, the operations of the return point need to be contained within the building, including any manual sorting, low-scale crushing and storage. Approval would be required to extend outside the approved operational boundaries of an existing building used as a shop. Food shops that are considered a Food Business under the *Food Act 2008* should seek local government advice before considering the operation of an in shop CDS return point.

To clarify the WAPC's position on in shop / over-the-counter / bag drop CDS return points, the definition of shop in the Regulations is to be taken to mean:

....premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide





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services of a personal nature, including hairdressing or beauty therapy services, and can include a container deposit scheme return point.

It is intended that the additional words, as underlined above, will be incorporated into the Regulations as a model provision as part of the State planning reform process.

5.2.3.4 Small reverse vending machines

Due to the small-scale nature of this type of CDS infrastructure, with footprints generally less than three square metres, it is expected that small reverse vending machines will be exempt from requiring any development approvals.

S.2.3.5 Large reverse vending machines

Due to the variety of sizes and potential locations for large reverse vending machines, development applications may be required to consider any impacts on nearby existing sensitive land uses. This position statement seeks to outline where exemptions for large reverse vending machines may apply, for local governments to consider and adopt.

Large reverse vending machines should not to be confused with sea containers or subjected to assessment under local planning policies which seek to control the location and use of sea containers in the urban environment.

5.2.3.6 Container deposit recycling centres

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Container deposit recycling centres rely on being convenient, accessible and visible. These return points are likely to provide a customer interface which provides for the quick turnover of users, and are therefore best collocated with land uses where trips can be shared. Accordingly, it is anticipated that these return points might typically be found in 'big box' commercial precincts.

Where the development of a container deposit recycling centre is proposed, the following key matters should be considered:

- Visual appearance the development should integrate seamlessly with surrounding development, and not propose outdoor sorting or storage which is visible from the public realm
- Onsite operations generally, only the return, sorting and storage of material associated with the CDS should occur
- Car parking parking requirements should have regard for the generally quick turnover of users, and the colocation of such return points with uses where trips are likely to be shared

In preparing and assessing development applications, it is reasonable that a variety of different land uses might currently be used to account for container deposit recycling centres, or that an application could be deemed as a use not listed by the local planning scheme. To address this and clarify the WAPC's position on container deposit recycling centres, the following definition is proposed:

container deposit recycling centre means premises used to return, consolidate, temporarily store and sort material associated with a container deposit scheme established under Part SA of the Waste Avoidance and Resource Recovery Act 2007before transfer to a waste storage facility or resource recovery centre, and may also include the return of small consumer goods or products as an incidental use.

It is intended that this definition will be incorporated into the Regulations as a model provision, when the Regulations are next amended.

Container deposit recycling centres are suitable for development in mixed business/service commercial and bulky goods areas, along with some commercial and light/service industrial areas, and should be included as a "P" (permitted) use within these zones under local planning schemes. In centre/shopping/town centre type zones the use may be included as a D" (discretionary) use.

S2.3.7 Large-scale facilities

For large-scale facilities in industrial areas, where the processing of recyclables and storage of other waste materials occurs, the normal considerations under Schedule 2 Parts 7 and 8 of the Regulations apply. It is possible that existing large-scale facilities that will accept containers arising from the CDS would be operating consistent with existing approvals. However, a development application would be required for new or upgraded facilities.

5.3 Exemptions for collection cages and large reverse vending machines

Local governments are encouraged to adopt a local planning policy to ensure that specified CDS development and works are exempt from the requirement to obtain development approval, pursuant to Schedule 2, Part 7, Clause 61(1)(ii) and (2)(e) of the Regulations. Particular consideration should be given to exempting collection cages and large reverse vending machines within supermarket and shopping centre car parks.

Large reverse vending machine or collection cage proposals which vary the provisions outlined in an adopted local planning policy, or where no policy exists, will require development approval.

A model local planning policy is contained in Appendix 1. Local government is encouraged to consider and adopt this model local planning policy.

Where a local government resolves to adopt the model local planning policy provided at Appendix 1 without modification, pursuant to Schedule 2, Part





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2, Clause 4(1) of the Regulations the WAPC agrees that advertising of the proposed policy shall not be required.

The local government, prior to making a resolution to adopt the model local planning policy without modification and not advertise the policy, is required to notify the WAPC of its intention to do so, in accordance with Clause 4(1).

Where a local government determines to prepare a new local planning policy to deal with CDS infrastructure, or modify the model local planning policy provided, all requirements of Clause 4, including advertising, shall apply.

Note – the zoning and land use terms used by the model local planning policy are consistent with the terms provided by the model provisions for local planning schemes of the Regulations. Where planning schemes have not been amended to be consistent with the model provisions, the local government may amend these terms to be consistent with its planning scheme.

6. Other matters

5

6.1 Applications for development approval

Where an application for development approval is required, applications are to be submitted to the relevant local government in accordance with the requirements of Schedule 2 Part 8 of the Regulations, together with the following information:

- A site plan showing the proposed location of the infrastructure on the property and the location of any existing buildings/structures
- Plans, dimensions and details of the infrastructure
- Photographs/diagrams of any proposed supporting or storage structure(s)
- Details of proposed modifications and other works to be carried out to improve appearance and address amenity concerns

Local governments reserve the right to request any other information deemed necessary to assess applications in accordance with the requirements of a Local Planning Scheme and/or Local Planning Policy.

6.2 Building approval

Notwithstanding that development approval may not be required for the development of some forms of CDS infrastructure, particularly those specified in Appendix 1, a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

Accordingly, proponents should liaise with the relevant local government noting that a Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required.

6.3 Compliance

If CDS infrastructure is installed, and in the opinion of the local government it is not in accordance with the exemptions outline in an adopted local planning policy, a local government may require development application for the infrastructure to be lodged for assessment.





Position Statement: Container Deposit Scheme Infrastructure May 2019





Large reverse vending machines



Container deposit recycling centres





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Appendix 1

Model Local Planning Policy

Container deposit scheme development provisions

Purpose

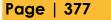
To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015 from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

Objectives

- To ensure the location, design and siting of CDS infrastructure is complementary to the character, functionality and amenity of urban localities.
- To prevent negative impacts on local amenity from the operation of CDS infrastructure.
- To enable the timely, cost effective delivery of essential CDS infrastructure.
- To provide conveniently located infrastructure to ensure the CDS' effective reduction of litter, increased recycling and protection of the environment.

Definitions / abbreviations

the Heritage Act	means the Heritage of Western Australia Act 1990.
the Regulations	means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and development Act 2005.
the Noise Regulations	means Environmental Protection (Noise) Regulations 1997(as amended) prepared under the Environmental Protection Act 1986.
the Scheme	means the City/Shire [DELETE AS APPLICABLE] of [INSERT NAME] Local Planning Scheme No. [INSERT NUMBER].
Container deposit scheme infrastructure	means a reverse vending machine or a container collection cage.
Reverse vending machine	means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
Container collection cage	means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.
total lot area	means the total land area of a freehold or survey strata lot.





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Statutory provisions

Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

- 1. entered in the Register of Heritage Places under the Heritage Act; or
- 2. the subject of an order under Part 6 of the Heritage Act; or
- 3. included on a heritage list prepared in accordance with the Scheme; or
- 4. within an area designated under the Scheme as a heritage area; or
- 5. the subject of a heritage agreement entered into under section 29 of the Heritage Act.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

Policy provisions

1.1	The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:
	(a) residential, urban development, and special residential zones; and
	(b) rural, rural residential, and rural smallholding zones.
1.2	The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:
	(a) civic use; and/or
	(b) community purpose; and/or
	(c) educational establishment.





Position Statement: Container Deposit Scheme Infrastructure May 2019

Gen	erai
2.1	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.
Loca	ition
2.2	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.
2.3	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
2.4	Where the development of a large reversevending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
2.5	Where the development of a large reversevending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
2.6	Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.
Visu	al amenity
2.7	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
2.8	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti-resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.





Position Sta	tement:		
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2.9	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
2.10	Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.
Oper	rational amenity
2.11	Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
2.12	Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use: (a) between 7.00 am and 7.00 pm Monday to Saturday; and (b) between 9.00 am and 7.00 pm on Sunday and public holidays.
2.13	Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
2.14	Where the development or operation of a large reverse vending machine and/ or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting-Performance and design requirements (as amended).
2.15	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.





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Development footprint

2.16	Where the development of a container collection cage is proposed outdoors, the cage must not:
	(a) have a development footprint of more than eight (8) square metres; or
	(b) be more than two (2) metres in height.
2.17	Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:
	(a) have a development footprint of more than 45 square metres, and
	(b) be more than three (3) metres in height, or have dimensions greater than eight (8) metres by six (6) metres.
2.18	Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas: (a) the area comprising four (4) car parking spaces; or (b) 45 square metres, where the car park contains 200 car parking spaces or less; or (c) 75 square metres, where the car park contains 200 or more car parking spaces.
2.19	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:
	(a) container collections cage – one (1) per lot;
	(b) large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or
	(c) large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.



12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – October 2019

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

BRIEF

For Council to receive the accounts for the period from 1 October 2019 to 31 October 2019.

ATTACHMENTS

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

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2019/20 Budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Not applicable.

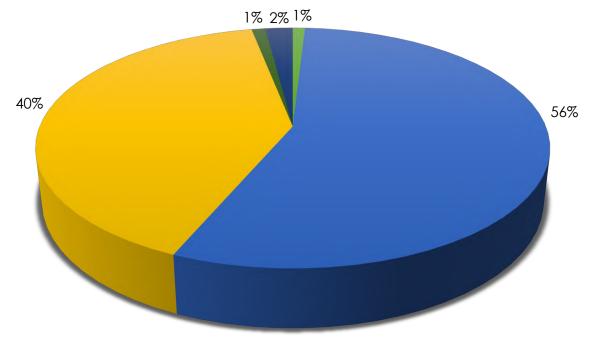
	Risk Impli	
D'-L-		Describertion

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Low	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Low	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. **OFFICER'S COMMENT**

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





- Staff Reimbursement
- Purchased from Shire of Northam Businesses or Inviduals
- No Organsiation or Business in Shire of Northam that can offer service requried
- Purchase from Businesses or Inviduals outside Shire of Northam
- Contract has gone to Tender

RECOMMENDATION

That Council endorse the payments for the period 1 October 2019 to 31 October 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 \$5.42).



Attachment 1

Date: 04/11/2019 Time: 8:13:05AM

Shire of Northam		

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2062	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S - ATTACHED.	2		8,400.00
INV T31	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI- T31, T316S AND ATTACHED.	2	400.00	
NV T316S	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S - ATTACHED.	2	2,850.00	
NV T414	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T433	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
NV T435	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T632	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
NV T636	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T688	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
NV T691	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T704	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T709	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
NV T710	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T714	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T722	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T724	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T445	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T729	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	





Date: 04/11/2019

Time: 8:13:05AM

Shire of Northam

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T731	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T733	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T734	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T781	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T786	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T792	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T796	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T808	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T812	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T448	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T818	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T822	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T865	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T869	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T872	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
I NV T874	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T875	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T878	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	





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INV T879	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T883	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T453	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T890	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T923	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T924	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T927	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T931	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T932	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T933	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T940	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T947	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T953	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T457	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T955	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T972	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1026	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1031	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1037	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1040	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1053	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1056	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1057	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1058	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T509	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1059	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1063	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T553	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T554	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T608	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	100.00	
INV T1068	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1119	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1120	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1121	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1123	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1125	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	





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INV T1126	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1127	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1129	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1131	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1132	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1075	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1133	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1097	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1101	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1112	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDERE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1114	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1116	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDERE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1117	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1118	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDERE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1135	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDERE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1175	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1179	10/10/2019	SHIRE OF NORTHAM	v	2	50.00	
INV T1180	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1184	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	





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Cheque /EFT No	Date	Namie	Invoice Description	Bank Code	INV Amount	Amount
INV T1186	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1190	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDFIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1196	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1201	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1205	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1227	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1136	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1140	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1141	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1147	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1148	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1150	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1158	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1162	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
EFT34345	01/10/2019	COUNTRY COMFORTSTYLE NORTHAM	3 X ENTERPRISE OFFICE CHAIR BLACK FOR PLANNING.	1	_	1,200.00
INV 7498	04/06/2019	COUNTRY COMFORTSTYLE NORTHAM	3 X ENTERPRISE OFFICE CHAIR BLACK FOR PLANNING.	1	1,200.00	
EFT34346	01/10/2019	MORTLOCK TIMBER GROUP	100 X 100 JARRAH TIMBERS FOR BRIDGE HAND RAILS - 4100 LONG	1		3,610.26
INV 14122	27/09/2019	MORTLOCK TIMBER GROUP	100 X 100 JARRAH TIMBERSFOR BRIDGE HAND RAILS - 4100 LONG.	1	3,610.26	



INV AUGUST31/08/2019

DUNNING INVESTMENTS PTY LTD



Date: 04/11/2019 USER: Kathy Scholz Shire of Northam Time: 8:13:05AM PAGE: 7 INV Cheque /EFT Bank No Code Amount Date Invoice Description Name Amount SPECIALISED TREE SERVICE ANNUAL TOWNSITE PRUNING NORTHAM AS PER 16,657.30 EFT34347 01/10/2019 1 C.201819-09 - SCHEDULE OF RATES INV 3146 23/09/2019 SPECIALISED TREE SERVICE ANNUAL TOWNSITE PRUNING NORTHAM AS PER 1 16,657.30 C.201819-09 - SCHEDULE OF RATES EFT34348 01/10/2019 WA CONTRACT RANGER SERVICES POUND DUTIES (WEEKLY) FOR AUGUST 2019 1 4,721.75 INV 02260 10/08/2019 WA CONTRACT RANGER SERVICES RANGER RELIEF FOR 31/07/2019 AND 08/08/2019 1 1,058.75 1 INV 02261 13/08/2019 WA CONTRACT RANGER SERVICES POUND DUTIES (WEEKLY) FOR AUGUST 2019 1.287.00 INV 02317 07/09/2019 WA CONTRACT RANGER SERVICES RANGER SERVICES FROM 12/08/19 - 23/08/19 1 1,089.00 INV 02316 09/09/2019 WA CONTRACT RANGER SERVICES POUND DUTIES (WEEKLY) FOR SEPTEMBER 2019 1 1,287.00 EFT34349 02/10/2019 ATTILA JOHN MENCSHELYI COUNCILLOR PAYMENTS FOR SEPTEMBER 2019 1 1,905.73 INV SEPTEMB0/09/2019 ATTILA JOHN MENCSHELYI COUNCILLOR PAYMENTS FOR SEPTEMBER 2019 1 1,905.73 EFT34350 02/10/2019 AUSTRALIA POST POSTAGE FOR AUGUST 2019. 1 665.13 INV 1008875603/09/2019 AUSTRALIA POST POSTAGE FOR AUGUST 2019. 1 665.13 EFT34351 02/10/2019 BROOKLANDS SUPER PTY LTD COUNCILLOR PAYMENTS FOR SEPTEMBER 2019 1 1,500.00 INV SEPTEMB0/09/2019 BROOKLANDS SUPER PTY LTD COUNCILLOR PAYMENTS FOR SEPTEMBER 2019 1 1,500.00 EFT34352 02/10/2019 CARL PHILLIP DELLA COUNCILLOR PAYMENTS FOR 1 1,905.73 INV SEPTEMB0/09/2019 1 1,905.73 CARL PHILLIP DELLA COUNCILLOR PAYMENTS FOR 1 1,905.73 EFT34353 02/10/2019 CHRIS DAVIDSON COUNCILLOR PAYMENTS SEPTEMBER 2019 INV SEPTEMB0/09/2019 CHRISDAVIDSON COUNCILLOR PAYMENTS SEPTEMBER 2019 1 1,905.73 EFT34354 02/10/2019 CHRISTOPHER RICHARD ANTONIO COUNCILLOR PAYMENTS SEPTEMBER 2019 1 5,016.76 1 INV SEPTEMB0/09/2019 CHRISTOPHER RICHARD ANTONIO COUNCILLOR PAYMENTS SEPTEMBER 2019 5,016.76 EFT34355 02/10/2019 1 25,510.95 DUNNING INVESTMENTS PTY LTD FUEL CHARGESFOR AUGUST 2019.



FUEL CHARGESFOR AUGUST 2019.

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25,510.95



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EFT34356	02/10/2019	JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEI	MB0/09/2019	JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34357	02/10/2019	JJLIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		2,065.57
INV SEPTEI	MB0/09/2019	JJLIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	2,065.57	
EFT34358	02/10/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1		2,843.23
INV SEPTEI	MB0/09/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1	2,843.23	
EFT34359	02/10/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2019.	1		3,418.56
INV AUGUS	5T31/08/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2019.	1	3,418.56	
EFT34360	02/10/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTER	MB0/09/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34361	02/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER	1		9,271.05
INV 3153	01/10/2019	SPECIALISED TREE SERVICE	C.201819-09 - SCHEDULE OF RATES ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	9,271.05	
EFT34362	02/10/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEI	MB0/09/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34363	02/10/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		2,012.29
INV SEPTEI	MB0/09/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	2,012.29	
EFT34364	02/10/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD	FUEL PURCHASES FOR AUGUST 2019.	1		1,779.28
INV AUGUS	ST31/08/2019	(PUMA ENERGY) WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL FURCHASES FOR AUGUST 2019.	1	1,779.28	
EFT34365	04/10/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1		6,432.74
INV 59531	12/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1	6,153.89	





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INV 59572	19/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1	278.85	
EFT34366	04/10/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2T TIE DOWN STRAPS.	1		109.20
INV 6367404	30/08/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PRESSURE LINE BRASS FITTINGS FOR CLARKE STREET PUMP STATION.	1	22.41	
INV 6370087	05/09/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2T TIE DOWN STRAPS.	1	86.79	
EFT34367	04/10/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019	1	1	1,995.14
INV 0806648	803/07/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019	1	997.57	
INV 0806648	803/07/2019	AUSTRALIAN COMMUNITY MEDIA	QUARTERLY REPORT FOR JUNE 2019 - AVON VALLEY ADVOCATE 03/07/2019 (REPLACING PO 52891)	1	997.57	
EFT34368	04/10/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUC	T01/10/2019	AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT34369	04/10/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYGPAY RUN WEEK END 01/10/2019	1		63,862.00
INVPAYG 0	101/10/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYGPAY RUN WEEK END 01/10/2019	1	63,862.00	
EFT34370	04/10/2019	AVON VALLEY ENVIRONMENTAL SOCIETY	TO PAYMENT OF FEE FOR GUIDED WALK (WOOROLOO P.S 16-19-2019)	1		150.00
INV 7	16/09/2019	AVON VALLEY ENVIRONMENTAL SOCIETY	TO PAYMENT OF FEE FOR GUIDED WALK (WOOROLOO P.S 16-19-2019)	1	150.00	
EFT34371	04/10/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT	1	Call In	95,853.38
INV 34739	05/07/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT	1	36,951.06	
INV 35526	30/08/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT	1	37,187.32	
INV 0035575	31/08/2019	AVON WASTE	NEW 240LT GREEN WHEELIE BINS WITH LIDS	1	295.00	
INV 0003557	431/08/2019	AVON WASTE	252 YELLOW LIDDED RECYCLING BIN'S INCLUDING DELIVERY	1	21,420.00	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34372	04/10/2019	BEAUREPAIRES	PUNTURE REPIAIR TO REAR TYRE ON BUILDING	1		36.01
INV 6410914	909/09/2019	BEAUREPAIRES	SUPERVISOR UTE PN1407 - N10996. PUNTURE REPIAIR TO REAR TYRE ON BUILDING SUPERVISOR UTE PN1407 - N10996.	1	36.01	
EFT34373	04/10/2019	BENARA NURSERIES	AZULU FLOWERS.	1	122.07	359.04
INV 534321	09/08/2019	BENARA NURSERIES	AZULU FLOWERS.	1	359.04	
EFT34374	04/10/2019	BINDI BINDI DREAMING	2 X CULTURAL SESSIONS ON BUSHFOODS AND TASTE TESTERS FOR GUESTS ATTENDING PROGRAMS AT THE CENTRE HOSTED ON SUNDAY 8TH SEPTEMBER 2019.	1		550.00
INV INV-114	170970972019	BINDI BINDI DREAMING	2 X CULTURAL SESSIONS ON BUSHFOODS AND TASTE TESTERS FOR GUESTS ATTENDING PROGRAMS AT THE CENTRE HOSTED ON SUNDAY 8TH SEPTEMBER 2019.	1	550.00	
EFT34375	04/10/2019	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR CISTERN IN OUTSIDE TOILET,	1		165.45
INV INV-200)510/09/2019	BLACKWELL PLUMBING PTY LTD	NOT FILLING PROPERLY. NORTHAM DEPOT. REPAIR CISTERN IN OUTSIDE TOILET,	1	115.95	
INV INV-200	0813/09/2019	BLACKWELL PLUMBING PTY LTD	NOT FILLING PROPERLY. PEEL TERRACE DUMP POINT, UNBLOCK FROM CUSTOMER ICS.	1	49.50	
EFT34376	04/10/2019	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		346.65
INV R0597	24/09/2019	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	346.65	
EFT34377	04/10/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MOTHLY RATES FOR DUMP POINT ON PEEL TERRACE FOR 1/7/2019 TO 30/06/2020	1		70.30
INV 5927	23/09/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MOTHLY RATES FOR DUMP POINT ON PEEL TERRACE FOR 1/7/2019 TO 30/06/2020	1	70.30	
EFT34378	04/10/2019	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BIN SERVICINGFOR JUL, AUG & SEP.	1	- 3000	424.64
INV 9640729	514/06/2019	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BIN SERVICINGFOR JUL, AUG & SEP.	1	424.64	
EFT34379	04/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE MAZDA BT-50 TTOP 98,191KM SERVICE PLUS	1		621.72
INV 0000285	123/08/2019	CENTRAL MOBILE MECHANICAL REPAIRS	STOPPNG ISSUE RE DEPOFOR MORE INFO SERVICE MAZDA BT-50 TTOP 98,191KM SERVICE PLUS STOPPNG ISSUE RE DEPOFOR MORE INFO	1	621.72	





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EFT34381	04/10/2019	CIVIC LEGAL	PREPARATION OF CONTRACT FOR SALE OF LAND	1		2,194.50
INV 505576	18/09/2019	CIVIC LEGAL	PREPARATION OF CONTRACT FOR SALE OF LAND	1	2,194.50	
EFT34382	04/10/2019	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1		659.75
INV 1785376	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1	188.50	
INV 1785377	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE TOILETS, MONTHLY SHARP DISPOSAL SERVICE UNTIL DEC 2019.	1	94.25	
INV 1785374	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL DEC 2019.	1	188.50	
INV 1785375	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. MONTHLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1	188.50	
EFT34383	04/10/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1		20,434.36
INV INV-094	531/07/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN \$22 - WITHIN THE SHIRE OF NORTHAM.	1	6,263.42	
INV INV-094	631/07/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	8,365.14	
INV INV-094	731/08/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	5,805.80	
EFT34384	04/10/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK FOR SHARLENE MOORE	1		1,200.00
INV 7442	24/05/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK FOR SHARLENE MOORE	1	400.00	
INV 7514	07/06/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK	1	400.00	
INV 7637	26/06/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK	1	400.00	





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EFT34385	04/10/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METRE READING AT ADMIN.	1		835.34
INV \$7899	17/09/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METRE READING AT ADMIN.	1	835.34	
EFT34386	04/10/2019	COUNTRY WIDE GROUP	15L CHLORINE	1		76.34
INV 28055	18/09/2019	COUNTRY WIDE GROUP	15L CHLORINE	1	76.34	
EFT34388	04/10/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RSL MEMORIAL HALL FROM 01/09/2019-30/09/2019	1		797.25
INV CINS300	593/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING NORTHAM LIBRARY FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS300	5923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING NORTHAM SWIMMING POOL FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS300	5923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RSL MEMORIAL HALL FROM 01/09/2019-30/09/2019	1	90.56	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORINGBKB CENTRE FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING OLD GIRLS SCHOOL FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING BERT HAWK OVAL FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING VISITORS CENTRE FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING REC CENTRE FROM 01/09/2019-30/09/2019	1	61.97	
INV CINS300	6923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING SES ADMIN FROM 01/09/2019-30/09/2019	1	87.96	
INV CINS300	5923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING SES BUILDING FROM 01/09/2019-30/09/2019	1	87.96	
INV CINS300	5923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING MORBY COTTAGE FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS300	5923/08/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RAILWAY MUSEUM FROM 01/09/2019-30/09/2019	1	61.96	
EFT34390	04/10/2019	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER APPLICATION FEES FOR THE OLD QUARRY ROAD WORKS APPROVAL FOR REUSE SHOP AND TRANSFER STATION.	1		5,075.00





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INV W6295/	/2023/09/2019	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER APPLICATION FEES FOR THE OLD QUARRY ROAD WORKS APPROVAL FOR REUSE SHOP AND TRANSFER STATION.	1	5,075.00	
EFT34391	04/10/2019	DREAMTIME COLOR ART	STOCK PURCHASES FOR BKB.	1		235.00
INV 18	13/09/2019	DREAMTIME COLOR ART	STOCK PURCHASES FOR BKB.	1	235.00	
EFT34392	04/10/2019	DUANA NICKELS	UMPIRING FOR NIGHT HOOPS	1		360.00
INV 1	07/09/2019	DUANA NICKELS	UMPIRING FOR NIGHT HOOPS	1	360.00	
EFT34393	04/10/2019	EFIRE & SAFETY	CARRY OUT WORKS TO VARIOUS SITES	1		3,619.00
INV 507159	21/08/2019	EFIRE & SAFETY	KILLARA. SUPPLY LOCKS AND CHAIN FOR FIRE WATER SERVICE AS PER QUOTE 100751.	1	165.00	
INV 505600	25/08/2019	EFIRE & SAFETY	TOWN HALL, FIRE DETECTION SYSTEM MONTHLY SERVICING 01/07/2019-31/07/2019	1	162.80	
INV 507370	26/08/2019	EFIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING NORTHAM TOWN HALL 01/08/2019-31/08/2019	1	162.80	
INV 507371	26/08/2019	EFIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING REC CENTRE 01/08/2019-31/08/2019	1	236.50	
INV 507369	26/08/2019	EFIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING 01/08/2019-31/08/2019	1	532.40	
INV 508108	05/09/2019	EFIRE & SAFETY	WUNDOWIE HALL. REPLACE EXIT LIGHT AS PER QUOTE 100752.	1	605.00	
INV 508109	06/09/2019	EFIRE & SAFETY	CARRY OUT WORKS TO VARIOUS SITES	1	1,754.50	
EFT34394	04/10/2019	EASIFLEET	Payroll deductions	1		3,036.10
INVDEDU	CT01/10/2019	EASIFLEET	Payroll deductions		1,421.55	
INVDEDUC	CT01/10/2019	EASIFLEET	Payroll deductions		1,614.55	
EFT34395	04/10/2019	EMERG SOLUTIONS PTY LTD	ANNUAL SUBSCRIPTION FOR BART RESPONSE	1		1,875.00
INV 36335	02/10/2019	EMERG SOLUTIONS PTY LTD	SOFTWARE, 125 LICENCES ANNUAL SUBSCRIPTION FOR BART RESPONSE SOFTWARE, 125 LICENCES	1	1,875.00	





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EFT34396 NV INV-727	04/10/2019 7310/06/2019	EXPERIENCE PERTH	DESTINATION WA 2019 SERIES - TV FROMOTION IN PARTNERSHIP WITH DESTINATION PERTH AND GURU PRODUCTIONS REMAINING BALANCE AS PER EMAIL DESTINATION WA 2019 SERIES - TV FROMOTION IN PARTNERSHIP WITH DESTINATION PERTH AND GURU PRODUCTIONS	1	2,543.75	2,543.75
			REMAINING BALANCE AS PER EMAIL			= : : : : :
EFT34397	04/10/2019	FRANK DAVIS	WELCOME TO COUNTRY-INFLUENCERS ACTIVITY	1		600.00
INV 4	25/09/2019	FRANK DAVIS	WELCOME TO COUNTRY-INFLUENCERS ACTIVITY	1	300.00	
INV 5	27/09/2019	FRANK DAVIS	WELCOME TO COUNTRY (HO CHI MIN VISIT TO BKB 12/9/2019)	1	300.00	
EFT34398	04/10/2019	FRESH START RECOVERY PROGRAMME	CATERING AND DELIVERY FOR AVON MIDLAND ZONE MEETING 23/08/2019 - 30 PEOPLE MORNING TEA AND LUNCH	1		1,265.00
INV 0029164	018/09/2019	FRESH START RECOVERY PROGRAMME	CATERINGFOR OSH MEETING 29/08/2019	1	192.50	
NV 0029164	519/09/2019	FRESH START RECOVERY PROGRAMME	CATERING AND DELIVERY FOR AVON MIDLAND ZONE MEETING 23/08/2019 - 30 PEOPLE MORNING TEA AND LUNCH	1	478.50	
NV 0029165	420/09/2019	FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 21/08/2019	1	330.00	
NV 0029165	020/09/2019	FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM MEETING 11/09/2019	1	264.00	
EFT34399	04/10/2019	FULTON HOGAN INDUSTRIES PTY LTD	RET 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED	1		33,873.1
NV 1320689	112/09/2019	FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED	1	33,873.13	
EFT34400	04/10/2019	GDR CIVIL CONTRACTING PTY LTD	COLLECT ROLLER FROM ROGERS ROAD & DELIVER TO SHIRE DEPOT 29/8/2019.	1		1,100.0
NV 001532A	1 30/07/2019	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF LOADER @ \$400/DAY	1	440.00	
NV 001551	29/08/2019	GDR CIVIL CONTRACTING PTY LTD	COLLECT ROLLER FROM ROGERS ROAD & DELIVER TO SHIRE DEPOT 29/8/2019.	1	660.00	
EFT34401	04/10/2019	GLENDA MAREE SINCLAIR	REIMBURSEMENT OF POLICE CLEARANCE	1		55.1





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INV 680106	5615/08/2019	GLENDA MAREE SINCLAIR	REIMBURSEMENT OF POLICE CLEARANCE	1	55.10	
EFT34402	04/10/2019	GLENN STUART BEVERIDGE	SOUND SHELL PREPARE AND PAINT FLOOR IN NON SLIP PAINT.	1	1997	10,084.00
INV 13	13/09/2019	GLENN STUART BEVERIDGE	AGRICULTURAL SHOW. FENCE REPAIRS READY FOR THE SHOW.	1	297.00	
INV 2	19/09/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. YEARLY OIL OF DECKING.	1	1,000.00	
INV 3	19/09/2019	GLENN STUART BEVERIDGE	MORBY COTTAGE. YEARLY OIL OF DECKING.	1	495.00	
I NV 18	26/09/2019	GLENN STUART BEVERIDGE	FLUFFY DUCKLINGS. SECURE GLASS IN DOOR AND ADJUST DOOR CLOSER FOR SOFT CLOSE.	1	220.00	
INV 19	26/09/2019	GLENN STUART BEVERIDGE	APEX PARK TOILETS. RELAY PAVERS TO REMOVE TRIP HAZARDS AND ADD NEW SAND TO GAPS.	1	1,500.00	
INV 12	26/09/2019	GLENN STUART BEVERIDGE	BERNARD PARK PLAY CENTRE, PRESSURE WASH WINDOWS.	1	2,150.00	
INV 16	26/09/2019	GLENN STUART BEVERIDGE	SOUND SHELL. PREPARE AND PAINT FLOOR IN NON SLIP PAINT.	1	2,464.00	
INV 17	26/09/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. INSTALL RAMP TO FRONT DOOR.	1	1,078.00	
INV 15	26/09/2019	GLENN STUART BEVERIDGE	REC CENTRE. SUPPLY AND INSTALL VIEWING GLASS IN DOOR TO OFFICE. SIZE TO BE DISCUSSED ON SITE.	1	451.00	
INV 14	26/09/2019	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA CENTRE. CLEAN OFF GRAFFIT TO ACCESSIBLE RAMP AND TRY TEST AREA ON LANDING.	1	308.00	
INV 11	03/10/2019	GLENN STUART BEVERIDGE	VISITORS CENTRE. EXTEND A/C CONDENSATION PIPES TO GET WATER AWAY FROM POWER CABLES.	1	121.00	
EFT34403	04/10/2019	GRACE WHITEAKER	YOUTH TRAVEL SUPPORT	1		150.00
INV CH021	0202/10/2019	GRACE WHITEAKER	YOUTH TRAVEL SUPPORT	1	150.00	
EFT34404	04/10/2019	GRAFTON ELECTRICS	NORTHAM DEPOT. INSTALL NEW PHONE PORT TO EXTRA DESK.	1		3,638.39
INV 6184	02/08/2019	GRAFTON ELECTRICS	2019 AVON RIVER FESTIVAL	1	660.00	
INV 6119	30/08/2019	GRAFTON ELECTRICS	REMOVE RETIC FUMP FROM BERNARD PARK.	1	217.58	
INV 6238	30/08/2019	GRAFTON ELECTRICS	NORTHAM DEPOT. INSTALL NEW PHONE PORT TO EXTRA DESK.	1	764.06	
INV 6281	13/09/2019	GRAFTON ELECTRICS	FIT NEW BATTERYS TO BEAUREPAIRES CCTV SOLAR POLE	1	101.40	





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INV 6271	13/09/2019	GRAFTON ELECTRICS	REPAIR FAULTS WITH SOLENOIDS AT BERNARD PARK. WATER PLAYGROUND	1	749.32	
INV 6289	17/09/2019	GRAFTON ELECTRICS	MAKE THE POWER BOX AT SHOW GROUNDS - JUBILEE OVAL SAFE AS ITS BEEN REVERSED INTO WHILE THE NORTHAM SHOW WAS ON	1	258.50	
INV 6296	19/09/2019	GRAFTON ELECTRICS	FIT NEW BATTERYS TO BEAUREPAIRES CCTV SOLAR POLE	1	401.03	
INV 6309	25/09/2019	GRAFTON ELECTRICS	INSTALL 2 X LIGHTS OUTSIDE RECEPTION DOOR SO THAT TWO WAY WINDOW CAN WORK PROPERLY	1	330.00	
INV 6329	02/10/2019	GRAFTON ELECTRICS	REPAIR TO EXTENTION CORD	1	156.50	
EFT34405	04/10/2019	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR LIBRARY.	1	· · · · · · · · · · · · · · · · · · ·	731.50
INV 5730	16/09/2019	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR LIBRARY.	1	731.50	
EFT34406	04/10/2019	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		262.05
INV INV-299	9713/09/2019	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	262.05	
EFT34407	04/10/2019	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION	1	1. A. A. M.	1,779.30
INV 350B	30/08/2019	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION	1	1,779.30	
EFT34408	04/10/2019	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1		168.00
INV 32	26/06/2019	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1	168.00	
EFT34409	04/10/2019	IW PROJECTS	CONSULTANT TO PREPARE AND SUBMIT LICENCE APPLCIATION TO DWER FOR THE TRANSFER STATION AND RESUE SHOP FOR THE OLD QUARRY ROAD WASTE MANAGMENT FACILITY ON THE BEAHLF OF THE SHIRE OF NORTHAM.	1		5,351.50
INV 1101	13/09/2019	IW PROJECTS	CONSULTANT TO PREPARE AND SUBMIT LICENCE APPLCIATION TO DWER FOR THE TRANSFER STATION AND RESUE SHOP FOR THE OLD QUARRY ROAD WASTE MANAGMENT FACILTY ON THE BEAHLF OF THE SHIRE OF NORTHAM.	1	5,351.50	
EFT34410	04/10/2019	JOANNE PARFITT	PAINTED ROCKS	1		150.00





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INV 55729	21/09/2019	JOANNE PARFITT	PAINTED ROCKS	1	150.00	
EFT34411	04/10/2019	JOHN KELLY	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER 22ND 2019)	1		250.00
INV 2	22/09/2019	JOHN KELLY	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER 22ND 2019)	1	250.00	
EFT34412	04/10/2019	KIRK GARLETT	KIRK GARLETT STOCK SALES AT BKB (10TH AUGUST TIL 30TH JULY 2019)	1		284.35
INV 3	17/09/2019	KIRK GARLETT	KIRK GARLETT STOCK SALES AT BKB (10TH AUGUST TIL 30TH JULY 2019)	1	284.35	
EFT34413	04/10/2019	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1		1,036.75
INV 0004034	728/08/2019	KLEENWEST DISTRIBUTORS	CHEMICALS, CONTAINERS & NAPKINSFOR KILLARA	1	99.44	
INV 0004063	911/09/2019	KLEENWEST DISTRIBUTORS	GLOVES, TOILET PAPER, HAND TOWELS FOR KILLARA	1	241.95	
INV 0004087	120/09/2019	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1	695.36	
EFT34414	04/10/2019	LANDMARK	20L GLADIATOR HERBICIDE.	1		672.00
INV 9020336	701/08/2019	LANDMARK	GAS REFILL.	1	60.08	
INV 9020339	601/08/2019	LANDMARK	GAS REFILL.	1	70.41	
INV 9020369	601/08/2019	LANDMARK	GAS REFILL.	1	-70.41	
INV 9020877	219/08/2019	LANDMARK	GAS REFILL	1	66.39	
INV 9021315	130/08/2019	LANDMARK	20L GLADIATOR HERBICIDE.	1	545.53	
EFT34415	04/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CARMEN SADLEIR ATTENDANCE - FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP 20/09/2019	1	- A -	350.00
INV 11,992	16/07/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CARMEN SADLEIR ATTENDANCE - FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP 20/09/2019	1	350.00	
EFT34416	04/10/2019	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - OCT 2019	1		916.66
INV 0000026	127/09/2019	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - OCT 2019	1	916.66	





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EFT34417	04/10/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 28/08/2019 -LOCAL GOVERNMENT ELECTIONS CALL FOR NOMINATIONS	1		5,948.76
INV 29321	27/08/2019	MARKETFORCE	PUBLIC NOTICE FOR CLOSING OF ROLL LOCAL GOVERNMENT ELECTIONS - WEST AUSTRALIAN 14/08/2019	1	684.45	
INV 29313	27/08/2019	MARKETFORCE	PUBLIC NOTICE FOR CLOSING OF ROLL LOCAL GOVERNMENT ELECTIONS - ADVOCATE 14/08/2019 AND 21/08/2019	1	383.24	
INV 29319	27/08/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 28/08/2019 -LOCAL GOVERNMENT ELECTIONS CALL FOR NOMINATIONS	1	927.87	
NV 29310	27/08/2019	MARKETFORCE	NOTICE IN AVON VALLEY ADVOCATE FOR 2019 ELECTIONS WEBINAR - 07/08/2019 & 14/08/2019	1	574.51	
NV 29311	27/08/2019	MARKETFORCE	PUBLIC NOTICE - DIFFERENTIAL RATES - ADVOCATE 31/07/2019	1	561.11	
NV 29312	27/08/2019	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE 07/08/2019 & SEEK FOR HEAVY PLANT OPERATOR / GENERAL LABOURER	1	601.52	
INV 29320	27/08/2019	MARKETFORCE	PUBLIC NOTICE - DIFFERENTIAL RATES - ADVOCATE 31/07/2019	1	749.89	
NV 29316	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN AVON VALLEY ADVOCATE ON 14/08/2019 FOR THE LOCAL GOVERNMENT ELECTIONS CLOSE OF ENROLMENTS	1	624.76	
INV 29315	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN AVON VALLEY ADVOCATE ON 14/08/2019 FOR PROPOSAL TO DISPOSE OF PROPERTY SITE 22 AT THE NORTHAM AIRPORT	1	240.94	
INV 29314	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 07/08/2019 FOR THE TEMPORARY CLOSURE OF GORDON PLACE	1	335.81	
INV 29317	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE ON 21/08/2019 - MINISTERIAL APPROVAL - AMENDMENT NO. 14	1	264.66	
EFT34418	04/10/2019	MATTHEW BENJAMIN FYFE	REIMBURSEMENT OF STEEL CAPPED SAFETY BOOTS	1		150.00
INV #1301	27/07/2019	MATTHEW BENJAMIN FYFE	REIMBURSEMENT OF STEEL CAPPED SAFETY BOOTS	1	150.00	





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EFT34419	04/10/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR HANGAR 14 KEN NILSSON	1		1,634.71
INV 42207	11/07/2019	MAYBERRY HAMMOND & CO	AMENDMENT TO INCLUDE HANGER 14 IN LEASE FOR LAWRENCE HANGAR 13	1	561.00	
INV 42377	24/09/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR CLACKLINE POSTOFFICE AND CLACKLINE PROGRESS ASSOCIATION	1	495.00	
INV 42379	25/09/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR HANGAR 14 KEN NILSSON	1	578.71	
EFT34420	04/10/2019	MM ELECTRICAL MERCHANDISING	TECAC1783 HDMI CatSer/Cat6 Extender	1		359.81
INV 162830-	6817/09/2019	MM ELECTRICAL MERCHANDISING	TECAC1783 HDMI Cat5e/Cat6 Extender	1	359.81	
EFT34421	04/10/2019	MR NATURALLY CLEAN	BILYA KOORT BOODJA. CLEAN CONCRETE CONCOURSE AS PER QUOTE QU - 0205.	1	125	935.00
INV INV-167	219/09/2019	MR NATURALLY CLEAN	BILYA KOORT BOODIA. CLEAN CONCRETE CONCOURSE AS PER QUOTE QU - 0205.	1	935.00	
EFT34422	04/10/2019	NADEGE VINICOMBE	REIMBURSEMENT FOR P-OLICE CLEARANCE	1	1.0	55.10
INV NPC-11	6(21/07/2019	NADEGE VINICOMBE	REIMBURSEMENT FOR P-OLICE CLEARANCE	1	55.10	
EFT34423	04/10/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTON SERVICE FEE FLEET TRACKING SYSTEM 15/08/2019 - 14/09/2019	1		1,264.29
INV 9172248	505/08/2019	NAVMAN WIRELESS PTY LTD	CLEANING FOR THE PERIOD 01/07/2019-31/07/2019	1	417.67	
INV 9173323	415/08/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTON SERVICE FEE FLEET TRACKING SYSTEM 15/08/2019 - 14/09/2019	1	846.62	
EFT34424	04/10/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE CRACKED WINDOW IN MEETING ROOM 2	1		803.00
INV 4119	24/09/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE CRACKED WINDOW IN MEETING ROOM 2	1	803.00	
EFT34425	04/10/2019	NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANT 2019/2020	1		5,000.00
INV 1034	12/09/2019	NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANT 2019/2020	1	5,000.00	
EFT34426	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		200.00
INV 7195	30/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
EFT34427	04/10/2019	NORTHAM CHURCH OF CHRIST	COMMUNITY GRANTS 2019/2020	1		5,500.00





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INV 0000272	912/09/2019	NORTHAM CHURCH OF CHRIST	COMMUNITY GRANTS 2019/2020	1	5,500.00	
EFT34428	04/10/2019	NORTHAM COUNTRY CLUB INC	2019 NORTHGAM GOLF CLUB SPONSORSHIP - LADIES OPEN DAY	1		650.00
I NV 2828	18/09/2019	NORTHAM COUNTRY CLUB INC	2019 NORTHGAM GOLF CLUB SPONSORSHIP - LADIES OPEN DAY	1	550.00	
INV 2844	01/10/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34429	04/10/2019	NORTHAM CRAFT CENTRE	NORTHAM HOCKEY CLUB TURF OPENING (21 SEPTEMBER 2019)	1		74.23
INV 2071	19/09/2019	NORTHAM CRAFT CENTRE	NORTHAM HOCKEY CLUB TURF OPENING (21 SEPTEMBER 2019)	1	74.23	
EFT34430	04/10/2019	NORTHAM DISTRICTS MOTOR CYCLE CLUB	COMMUNITY SPONSORSHIP GRANT 2019/2020	1		5,000.00
INV 5000	02/10/2019	NORTHAM DISTRICTS MOTOR CYCLE CLUB	COMMUNITY SPONSORSHIP GRANT 2019/2020	1	5,000.00	
EFT34431	04/10/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS MICHAEL AHEARN	1		1,170.00
INV 114151	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS MICHAEL AHEARN	1	120.00	
INV 114148	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS KURT DE BOULAY	1	120.00	
INV 114149	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS COLIN LEWIS	1	120.00	
INV 114233	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS RODNEY HAYES	1	45.00	
INV 114238	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS KELLEE WALTERS	1	120.00	
INV 114239	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS ANTHONY SVANBERG	1	120.00	
INV 114243	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS CARMEN SADLIER	1	120.00	
INV 114234	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS GLENN MCPHERSON	1	120.00	
INV 114237	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS CHRIS TURKICH	1	120.00	
INV 114242	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS IAN DHU	1	45.00	
INV 114251	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS SHANE MCREDMOND	1	120.00	
EFT34432	04/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1		276.00





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INV 0000)233906/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS -	1	16.50	
INV 0000	0234009/09/2019	NORTHAM FEED & HIRE	SEPTEMBER DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0234110/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0235211/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0235312/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0235413/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0023516/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	40.50	
INV 0000	0236017/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0236118/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	54.00	
INV 0000	0236220/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0236821/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0236923/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000	0237025/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
EFT3443	3 04/10/2019	NORTHAM MAZDA	PN1512 REGO N10734 105,000KM SERVICE PLUS TIGHTEN DOORS THAT HAVE DROPPED AND REPLACE ALL 3 WIPPER BLADES	1		584.47
INV 125 :	593 12/09/2019	NORTHAM MAZDA	PNIS12 REGO N10734 105,000KM SERVICE FLUS TIGHTEN DOORS THAT HAVE DROPPED AND REPLACE ALL 3 WIPPER BLADES	1	584.47	
EFT3443	4 04/10/2019	NORTHAM MITRE 10 SOLUTIONS	X 3 PALLETS RAPIT SET CONCRETE	1		4,314.06
INV 1044	4344901/08/2019	NORTHAM MITRE 10 SOLUTIONS	MEASURING TAPE, PAINT BRUSHES, PAINT	1	352.99	
INV 1044	4336401/08/2019	NORTHAM MITRE 10 SOLUTIONS	HAMMER, BOLSTER AND NUT	1	61.44	





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INV 10444	464805/08/2019	NORTHAM MITRE 10 SOLUTIONS	BOLT AND NUT	1	5.23	
INV 10444	194506/08/2019	NORTHAM MITRE 10 SOLUTIONS	MISC RETIC PARTS FOR YOUTH PRECINCT	1	41.13	
INV 10445	557808/08/2019	NORTHAM MITRE 10 SOLUTIONS	PAINT AND PAINT BRUSHES	1	103.94	
INV 10445	560308/08/2019	NORTHAM MITRE 10 SOLUTIONS	X 3 PALLETS RAPIT SET CONCRETE	1	1,530.00	
INV 10445	560708/08/2019	NORTHAM MITRE 10 SOLUTIONS	MAKITA CUT OFF SAW	1	199.00	
INV 10446	561808/08/2019	NORTHAM MITRE 10 SOLUTIONS	RAPID SET (2 PALLETS).	1	-57.00	
INV 10445	574608/08/2019	NORTHAM MITRE 10 SOLUTIONS	RAPID SET (2 PALLETS).	1	1,077.00	
INV 10447	715013/08/2019	NORTHAM MITRE 10 SOLUTIONS	SILICON (ROOF AND GUTTER).	1	45.79	
INV 10447	718813/08/2019	NORTHAM MITRE 10 SOLUTIONS	POP UP SHOP. SUPPLY 6 X FLURO GLOBES.	1	20.90	
INV 10447	767714/08/2019	NORTHAM MITRE 10 SOLUTIONS	BLUE LINE FITTINGS	1	83.93	
INV 10447	754214/08/2019	NORTHAM MITRE 10 SOLUTIONS	SOIL TEST KIT, HAND SAW, PRUNING SAW, HAND CULTNATOR 3 PRONG	1	66.70	
INV 10448	823116/08/2019	NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY KEY TAGS.	1	54.63	
INV 10448	320216/08/2019	NORTHAM MITRE 10 SOLUTIONS	19MM POLY PIPE	1	106.03	
INV 10449	927119/08/2019	NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY ASSORTED BOLTS AND NUTS.	1	47.88	
INV 10449	979321/08/2019	NORTHAM MITRE 10 SOLUTIONS	NEW GARDENING TOOLS & PLANTS FOR KILLARA	1	158.62	
INV 10449	967221/08/2019	NORTHAM MITRE 10 SOLUTIONS	SILICON TUBE.	1	5.08	
INV 10450	067923/08/2019	NORTHAM MITRE 10 SOLUTIONS	BAGS OF CREAM CEMENT MIX FOR HOCKEY PITCH PROJECT.	1	63.60	
INV 10451	131426/08/2019	NORTHAM MITRE 10 SOLUTIONS	NYLON ROPE FOR TRUCK TARPS	1	85.47	
INV 10451	179527/08/2019	NORTHAM MITRE 10 SOLUTIONS	NORTHAM DEPOT. SUPPLY SHOWER HEAD AND PRIVACY DOOR LOCK.	1	28.78	
INV 10451	169727/08/2019	NORTHAM MITRE 10 SOLUTIONS	PVC COUPLINGFOR RETICULATION.	1	87.49	
INV 10451	167127/08/2019	NORTHAM MITRE 10 SOLUTIONS	BBQ WHEELS.	1	18.24	
INV 10452	215728/08/2019	NORTHAM MITRE 10 SOLUTIONS	CAULKING GUN	1	49.82	
INV 10452	250129/08/2019	NORTHAM MITRE 10 SOLUTIONS	BOLTS & NUTS FOR NEW PUMP AT BERNARD PARK.	1	3.42	



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INV 104524	3329/08/2019	NORTHAM MITRE 10 SOLUTIONS	VARIOUS PARTS FOR PARKS AND GARDENS.	1	46.16	
INV 104527	6530/08/2019	NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY GYMPIE HAMMER	1	23.75	
INV 104545	7205/09/2019	NORTHAM MITRE 10 SOLUTIONS	POP RIVETS FOR BIN SENSORS INSTALLATION AVON MALL.	1	4.04	
EFT34435	04/10/2019	NORTHAM PISTOL CLUB INC	2019/2020 COMMUNITY GRANT	1	10.20	5,000.00
INV 103	23/09/2019	NORTHAM PISTOL CLUB INC	2019/2020 COMMUNITY GRANT	1	5,000.00	
EFT34436	04/10/2019	NORTHAM SENIOR HIGH SCHOOL	SPONSORSHIP OF AWARD YEAR 12 2019	1		500.00
INV 8358	18/09/2019	NORTHAM SENIOR HIGH SCHOOL	SPONSORSHIP OF AWARD YEAR 12 2019	1	500.00	
EFT34437	04/10/2019	OFFICEWORKS SUPERSTORES PTY LTD	BECONNECTED GRANT IPAD 6TH GEN 9.7 GOLD 32 GB	1		808.50
INV 440540	2826/07/2019	OFFICEWORKS SUPERSTORES PTY LTD	BECONNECTED GRANT IPAD 6TH GEN 9.7 GOLD 32 GB	1	599.95	
INV 444446	7428/08/2019	OFFICEWORKS SUPERSTORES PTY LTD	PPS KRAFT PAPER ROLL 600MM X 50M	1	45.93	
INV 445197	1603/09/2019	OFFICEWORKS SUPERSTORES PTY LTD	STAEDTLER LUMOCOLOUR PERMANENT PEN 1.0MM ASSORTED 8 PACK	1	33.78	
INV 445127	3104/09/2019	OFFICEWORKS SUPERSTORES PTY LTD	STAEDTLER 301 WHITEBOARD MARKERS ASSORTED 6 FACK	1	47.11	
INV 445127	3104/09/2019	OFFICEWORKS SUPERSTORES PTY LTD	men	1	81.73	
EFT34438	04/10/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SHADE CLOTH TARP FOR TIPPER TRUCK	1		550.00
INV 3425	26/08/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SHADE CLOTH TARP FOR TIPPER TRUCK	1	550.00	
EFT34439	04/10/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS - 19/08/2019 TO 30/08/2019	1	5.17	5,153.78
INV 21693	30/08/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS - 19/08/2019 TO 30/08/2019	1	2,296.80	
INV 21721	10/09/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1	286.38	
INV 21747	13/09/2019	OXTER SERVICES	CEMETERY TOILETS. SUPPLY 1 X BOX TOILET ROLL, 1 X BOX OF GLOVES, 1 X WIPES ON A ROLL AND 20L PINEAWAY.	1	138.89	





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INV 21750	13/09/2019	OXTER SERVICES	CLEANING AT VARIOUS BUILDINGS FROM 02/09/2019 TO 13/09/2019.	1	2,296.80	
INV 21761	17/09/2019	OXTER SERVICES	80LT GARBAGE BAGS (TO BE COLLECTED BY NORTHAM DEPOT STAFF).	1	134.91	
EFT34440	04/10/2019	PAT DAVIS	NYOONGAR LANGUAGE PROGRAM AT BKB	1		200.00
INV 55303	15/08/2019	PAT DAVIS	NYOONGAR LANGUAGE PROGRAM AT BKB	1	200.00	
EFT34441	04/10/2019	PATHWEST LABORATORY MEDICINE WA	ALCOHOL TEST FOR RUSSELL DE GRAY	1		35.00
INV 1071749	010/04/2019	PATHWEST LABORATORY MEDICINE WA	ALCOHOL TEST FOR RUSSELL DE GRAY	1	35.00	
EFT34442	04/10/2019	PATTON'S PANEL & PAINT	REPAIR FRONT BUMPER.	1		302.50
INV 911	28/08/2019	PATTON'S PANEL & PAINT	REPAIR FRONT BUMPER.	1	302.50	
EFT34443	04/10/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR 185 FITZGERALD ST POP UP SHOP SEP 2019	1		218.06
INV 2173973	16/09/2019	PERTH ENERGY PTY LTD	SHOP SEP 2019 ELECTRICITY CHARGES FOR 185 FITZGERALD ST POP UP SHOP SEP 2019	1	218.06	
EFT34444	04/10/2019	PERTH SAFETY PRODUCTS PTY LTD	PARTS FOR ROAD MAINTENANCE	1	1.1.1	1,271.60
INV 0000925	615/08/2019	PERTH SAFETY PRODUCTS PTY LTD	150MM STREET BLADE TO SHIRE OF NORTHAM SPEC "NO THROUGH ROAD"	1	44.00	
INV 0000929	129/08/2019	PERTH SAFETY PRODUCTS PTY LTD	PARTS FOR ROAD MAINTENANCE	1	743.60	
INV 0000932	410/09/2019	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS ROAD & TRAFFIC SIGNS.	1	484.00	
EFT34445	04/10/2019	PRIMARIES OF WA PTY LTD	GLEESON HILL - PINE LOG 2.1M	1		1,221.73
INV 4088029	202/08/2019	PRIMARIES OF WA PTY LTD	32MM PLASTIC TUBING.	1	10.27	
INV 4088955	521/08/2019	PRIMARIES OF WA PTY LTD	GLEESON HILL - PINE LOG 2.1M	1	1,018.96	
INV 4089538	502/09/2019	PRIMARIES OF WA PTY LTD	20L LIQUID KELP.	1	192.50	
EFT34446	04/10/2019	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE SKATE PARK. SUPPLY AND INSTALL PUSH BUTTON TIMER TO LIGHTS IN SHELTER.	1	10.11	330.00
INV 0000560	801/09/2019	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE SKATE PARK. SUPPLY AND INSTALL PUSH BUTTON TIMER TO LIGHTS IN SHELTER.	1	330.00	



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EFT34447 04/10/2019	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1		119.72
INV 0004658111/09/2019	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE.	1	119.72	
EFT34448 04/10/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	DEVELPOMENT OF GENERIC TRAFFIC MANAGEMENT PLAN #24629 TO INCLUDE NEW SCHEME FOR CONTROLLING A ROUNDABOUT UNDER STOP / SLOW AS PER QUOTE 27019/SG.	1		313.50
INV INV-327209/09/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	DEVELPOMENT OF GENERIC TRAFFIC MANAGEMENT PLAN #24629 TO INCLUDE NEW SCHEME FOR CONTROLLING A ROUNDABOUT UNDER STOP / SLOW AS PER QUOTE 27019/SG.	1	313.50	
EFT34449 04/10/2019	RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1		147.85
INV 4259961818/09/2019	RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1	147.85	
EFT34450 04/10/2019	REGIONAL BRIDGING PTY LTD	ABUTMENT 2 REPAIRS TO BRIDGE 0613 - LEEDER BRIDGE	1		582.00
INV 0000019806/09/2019	REGIONAL BRIDGING PTY LTD	YILGARN AVE NORTHAM. ABUTMENT 2 REPAIRS TO BRIDGE 0613 - LEEDER BRIDGE YILGARN AVE NORTHAM.	1	582.00	
EFT34451 04/10/2019	REGIONAL PHY SIOTHERAFY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		495.00
INV 0038959 19/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039032 20/09/2019	REGIONAL PHY SIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039024 20/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039055 20/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039094 23/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT34452 04/10/2019	RUBBER RAMPS WA	NORTHAM LIBRARY, SUPPLY RUBBER RAMPS AS PER	1		770.00

QUOTE. TO BE PICKED UP FROM THORNLIE.





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INV 64	27/08/2019	RUBBER RAMPS WA	NORTHAM LIBRARY. SUPPLY RUBBER RAMPS AS PER QUOTE. TO BE PICKED UP FROM THORNLIE.	1	770.00	
EFT34453	04/10/2019	RUSSELL JOHN FITZGERALD	RUSSELL FITZGERALD STOCK SALES - 10TH AUGUST	1		52.60
INV 1	17/09/2019	RUSSELL JOHN FITZGERALD	2018 - 30TH JULY 2019 RUSSELL FITZGERALD STOCK SALES - 10TH AUGUST 2018 - 30TH JULY 2019	1	52.60	
EFT34454	04/10/2019	RYLEE & BRISFRESH HONEY	STOCK FURCHASES FOR NORTHAM.	1		55.00
INV 1	01/11/2019	RYLEE & BRI'S FRESH HONEY	STOCK PURCHASES FOR NORTHAM.	1	55.00	
EFT34455	04/10/2019	SAFEROADS PTY LTD	SNAPLOC GUIDE POSTS INCLUDING DELIVERY TO NORTHAM	1	Sec. Sec.	26,950.00
INV 67089	12/09/2019	SAFEROADS PTY LTD	SNAPLOC GUIDE POSTS INCLUDING DELIVERY TO NORTHAM	1	26,950.00	
EFT34456	04/10/2019	SCOTT PRINT	FIRE INFORMATION BOOKLETS - 7,000 COPIES	1	1.1	4,890.60
INV 136839	26/08/2019	SCOTT PRINT	FIRE INFORMATION BOOKLETS - 7,000 COPIES	1	4,890.60	
EFT34457	04/10/2019	SHOP FOR SHOPS	STOCK FURCHASES FOR BKB.	1		370.00
INV 685054	11/09/2019	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB.	1	370.00	
EFT34458	04/10/2019	SLATER-GARTRELL SPORTS	LINE MARKING PAINT.	1		765.60
INV SG3574	18/09/09/2019	SLATER-GARTRELL SPORTS	LINE MARKING PAINT.	1	765.60	
EFT34459	04/10/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE BRAKE PADS AND BATTERY ENCLUDING LABOUR ON PN1613 REGO N11069	1		1,483.87
INV 336127	09/08/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE CRANK SHAFT SEAL -THAT WAS FICKED UP AT SERVICE PN1514 REGO N11184	1	434.81	
INV 337591	16/09/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	MAJOR SERVICE ON PN1613 REGO N11069 (105,000KM)	1	508.05	
INV 337634	19/09/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE BRAKE PADS AND BATTERY ENCLUDING LABOUR ON PN1613 REGO N11069	1	541.01	
EFT34460	04/10/2019	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 12	1		7,585.68



MONTHS 30/09/2019



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INV INV-000	002/07/2019	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 12 MONTHS 30/09/2019	1	7,585.68	
EFT34461	04/10/2019	TH E LIME S ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE.	1		96.60
INV 0000099:	316/05/2019	TH E LIME S ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE.	1	96.60	
EFT34462	04/10/2019	THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1		538.45
INV 0004437	026/06/2019	THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1	538.45	
EFT34463	04/10/2019	THE PRINT SHOP BUNBURY	STOCK PURCHASES FOR VISITORS CENTRE.	1	1.000	1,698.00
INV 23858	04/07/2019	THE PRINT SHOP BUNBURY	STOCK PURCHASES FOR VISITORS CENTRE.	1	1,698.00	
EFT34464	04/10/2019	THE WORKWEAR GROUP	UNIFORM FOR SHARELENE MOORE.	1		652.15
INV 1167891	729/08/2019	THE WORKWEAR GROUP	UNIFORM FOR SHARELENE MOORE.	1	522.15	
INV 1169879	609/09/2019	THE WORKWEAR GROUP	UNIFORM FOR ROBERTA O'NEIL.	1	130.00	
EFT34465	04/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES AUGUST 2019	1		304.82
INV 0415-S30	015/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES AUGUST 2019	1	202.13	
INV 0416-S3	019/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES 06/08/2019-15/08/2019	1	102.69	
EFT34466	04/10/2019	TOTAL EDEN	RETICULATION PIPE & FITTINGS	1		1,268.35
INV 4089633	703/09/2019	TOTAL EDEN	RETICULATION PIPE & FITTINGS	1	1,268.35	
EFT34467	04/10/2019	TRANSWEST WA AUSTRALIAN STONE	GRAVEL SUPPLIED AN DELIVERED TO SPENCERS BROOK	1		29,271.93
INV INV-029	831/08/2019	COMPANY PTY LTD TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	RD. GRAVEL SUPPLIED AN DELIVERED TO SPENCERS BROOK. RD.	1	29,271.93	
EFT34468	04/10/2019	TREVOR EASTWELL	FUEL REIMBURSEMENT FOR NIGHT HOOPS.	1		119.19
INV RR25092	2(25/09/2019	TREVOR EASTWELL	FUEL REIMBURSEMENT FOR NIGHT HOOPS.	1	119.19	
EFT34469	04/10/2019	TYREPOWER	REPLACE 4 TYRES ON WUNDOWIE MOWER TRAILER PN00056 - N5380.	1		420.00





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INV 130011	06/09/2019	TYREPOWER	REPLACE 4 TYRES ON WUNDOWIE MOWER TRAILER PN00056 - N5380.	1	420.00	
EFT34470	04/10/2019	VALLEY FORD	105,000 KM SERVICE ON PN1614 REGO N3333	1		420.00
INV 1404697	02/09/2019	VALLEY FORD	105,000 KM SERVICE ON PN1614 REGO N3333	1	420.00	
EFT34471	04/10/2019	VINCENT RYDER	BKB CULTURAL EXPERIENCE- INFLUENCERS ACTIVITY	1		533.41
INV 4	17/09/2019	VINCENT RYDER	VINCENT RYDER STOCK SALES AT BKB (10TH AUGUST 2018 - 30TH JULY 2019)	1	53.41	
I NV 6	25/09/2019	VINCENT RYDER	BKB CULTURAL EXPERIENCE-INFLUENCERS ACTIVITY	1	480.00	
EFT34472	04/10/2019	VINCENT RYDER JUNIOR	MAKING OF CULTURAL ARTEFACTS (TAPPING STICKS) 28/9/2019	1	1.5	550.00
INV 2	22/09/2019	VINCENT RYDER JUNIOR	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER	1	250.00	
INV 3	28/09/2019	VINCENT RYDER JUNIOR	22ND 2019) MAKING OF CULTURAL ARTEFACTS (TAPPING STICKS) 28/9/2019	1	300.00	
EFT34473	04/10/2019	VODAFONE	HARVEST BAN LINE 01/09/2019-30/09/2019	1		440.00
INV 19111D6	106/09/2019	VODAFONE	HARVEST BAN LINE 01/09/2019-30/09/2019	1	440.00	
EFT34474	04/10/2019	WA CONTRACT RANGER SERVICES	FOUND DUTIES FROM 09/09/2019 TO 22/09/2019.	1		1,100.00
INV 02324	23/09/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES FROM 09/09/2019 TO 22/09/2019.	1	1,100.00	
EFT34475	04/10/2019	WA POLICE AND COMMUNITY YOUTH	NIGHT HOOPS	1		5,302.00
INV SINV187	712/08/2019	CENTRES - NORTHAM WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	NIGHT HOOPS	1	5,302.00	
EFT34476	04/10/2019	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE	1	- 2011	241.57
INV 4859	15/08/2019	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE	1	241.57	
EFT34477	04/10/2019	WATER2WATER	CUP DISPENSER PARTNER FOR FRONT ADMIN PART NUMBER CPCUPDP	1	1.0	161.70
INV INV 1931	218/09/2019	WATER2WATER	CUP DISPENSER PARTNER FOR FRONT ADMIN PART NUMBER CPCUPDP	1	161.70	





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EFT34478	04/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR ROB TINETTI	1		11,013.00
INV 130780	075 22/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA PEST ANIMAL BIOSECURITY WORKSHOP- 22ND AUGUST 2019	1	99.00	
INV 130784	479 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR ROB TINETTI	1	2,033.00	
INV 130784	443 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR CHRIS ANTONIO	1	210.00	
INV 130784	425 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR JULIE WILLIAMS	1	1,370.00	
INV 130783	540 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - JASON WHITEAKER	1	1,475.00	
INV 130785	509 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION		1	845.00	
INV 130784	442 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION		1	1,703.00	
INV 130785	539 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION		1	1,978.00	
INV I30784	424 29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR TERRY LITTLE	1	1,300.00	
EFT34479	04/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS ON JOHN DEERE Z-TRAC MOWER PN 1705.	1	6.00	350.85
INV INV-9	35911/07/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS ON JOHN DEERE Z-TRAC MOWER PN1705.	1	350.85	
EFT34480	04/10/2019	WINDWARD BALLOONING	INFLUENCERS ACTIVITY (12 BOOKINGS 6 FREE/6 PAID)	1		1,800.00
INV 22082	01922/08/2019	WINDWARD BALLOONING	INFLUENCERS ACTIVITY (12 BOOKINGS 6 FREE/6 PAID)	1	1,800.00	
EFT34481	04/10/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		179.96
INV 01921	8 19/09/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	179.96	
EFT34482	04/10/2019	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1		136.00
INV 207	15/09/2019	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1	136.00	
EFT34483	04/10/2019	WUNDOWIE PRODUCE & HARDWARE	ROSE SPRAY.	1		28.55





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INV INV-003	3921/09/2019	WUNDOWIE PRODUCE & HARDWARE	ROSE SPRAY.	1	28.55	
EFT34484	04/10/2019	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	1.2.2	330.23
INV 145694	27/06/2019	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	330.23	
EFT34485	04/10/2019	XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARLES AND GARDENS	1		10,725.00
INV INV-019	9728/06/2019	XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARLKS AND GARDENS	1	10,725.00	
EFT34486	04/10/2019	YVONNE KICKETT	SALE OF ARTWORK - 17/9/2019	1		200.00
INV 3	17/09/2019	YVONNE KICKETT	SALE OF ARTWORK - 17/9/2019	1	200.00	
EFT34487	04/10/2019	ZENIEN	REPAIRS TO WIRELESS UNIT AT SOUNSHEEL POLE + CABLING PROBLEM / BURNT PLUG AT POLICE TOWER	1	î	1,105.82
INV 16782	20/09/2019	ZENTEN	REPAIRS TO WIRELESS UNIT AT SOUNSHEEL POLE + CABLING PROBLEM / BURNT PLUG AT POLICE TOWER	1	1,105.82	
EFT34488	07/10/2019	JUICEBOX	EXPERIENTIAL MARKETING- INFLUENCER OUTREACH (GETTIN HECTIC)	1		63,019.00
INV JBC-132	2518/09/2019	JUICEBOX	EXPERIENTIAL MARKETING-INFLUENCER OUTREACH (GETTIN HECTIC)	1	48,719.00	
INV JBC-132	2724/09/2019	JUICEBOX	EXPERIENTIAL MARKETING-INFLUENCER OUTREACH (GETTIN HECTIC)	1	14,300.00	
EFT34489	10/10/2019	TOP GUN ROOFING AND RESTORATION	REFUND FOR BUILDING APPLICATION 19088 FOR INFRASTRUCTURE BOND.	1		1,000.00
INV T1191	10/10/2019	TOP GUN ROOFING AND RESTORATION	REFUND FOR BUILDING APPLICATION 19088 FOR INFRASTRUCTURE BOND.	1	1,000.00	
EFT34490	11/10/2019	ABBOTTSFORGE	EXTENTION TO INFORMATION BAY.	1	نة وقر _ا كتار	2,775.00
INV 0000367	024/09/2019	ABBOTTSFORGE	EXTENTION TO INFORMATION BAY.	1	1,975.00	
INV 0000374	1026/09/2019	ABBOTTSFORGE	REMOVAL OF COVER MAT FOR ARTIFICIAL WICKET ON JUBILEE OVAL.	1	800.00	
EFT34491	11/10/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	T313375 STEP FOR JOHN DEERE GRADER.	1		156.60





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INV 1864843	13/09/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	T313375 STEP FOR JOHN DEERE GRADER.	1	156.60	
EFT34492	11/10/2019	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES FOR Z-TRAC Z997R RIDE ON MOWER PN1513	1		768.79
INV 374610	05/09/2019	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES FOR Z-TRAC Z997R RIDE ON MOWER PN1513.	1	768.79	
EFT34493	11/10/2019	AGED & COMMUNITY SERVICES AUSTRALIA	ACSA MEMBERSHIP SUBSCRIPTION FOR THE PERIOD FROM 1/07/2019 - 30/06/2020	1		922.24
INV AR0016:	501/08/2019	AGED & COMMUNITY SERVICES AUSTRALIA	ACSA MEMBERSHIP SUBSCRIPTION FOR THE PERIOD FROM 1/07/2019 - 30/06/2020	1	922.24	
EFT34494	11/10/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1		16,490.87
INV 59624	26/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1	3,017.73	
INV 59782	30/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1	13,473.14	
EFT34495	11/10/2019	ANDY'S PLUMBING SERVICE	NORTHAM POUND. HOT WATER SYSTEM INSIDE ONLY LUKE WARM. PLEASE REPAIR OR QUOTE IF UNSERVICIBLE.	1		420.20
INV A18519	30/09/2019	ANDY'S PLUMBING SERVICE	NORTHAM POUND. HOT WATER SYSTEM INSIDE ONLY LUKE WARM. PLEASE REPAIR OR QUOTE IF UNSERVICIBLE.	1	420.20	
EFT34496	11/10/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A	ROLLPIN FOR THE DOWN STRAPS	1		1.27
INV 6370142	05/09/2019	NORTHAM BEARINGS APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ROLLPIN FOR THE DOWN STRAPS	1	1.27	
EFT34497	11/10/2019	ASLAB PTY LTD	3 CORE SAMPLES CHARLES STREET.	1		991.82
INV 0002253	813/09/2019	ASLAB PTY LTD	3 CORE SAMPLES CHARLES STREET.	1	991.82	
EFT34498	11/10/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - AUGUST 2019	1		1,584.35
INV 5434317	07/08/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - AUGUST 2019	1	997.57	
INV 5555947	14/08/2019	AUSTRALIAN COMMUNITY MEDIA	BECONNECTED GRANT: ADVERTISING MORNING TEAS	1	293.39	
INV 5555947	21/08/2019	AUSTRALIAN COMMUNITY MEDIA	BECONNECTED GRANT: ADVERTISING MORNING TEAS	1	293.39	
INV 5555947	21/08/2019	AUSTRALIAN COMMUNITY MEDIA	BECONNECTED GRANT: ADVERTISING MORNING TEAS	1	293.3	9





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EFT34499	11/10/2019	AUSTRALIAN INSTITUTE OF MANAGEMENT	TIME MANAGEMENT COURSE - BEN ROBINS, 25/07/2019	1		592.00
INV 711443	39 27/05/2019	WESTERN AUSTRALIA AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	TIME MANAGEMENT COURSE - BEN ROBINS, 25/07/2019	1	592.00	
EFT34500	11/10/2019	AUSTRALIAN PAPER	250 C4 GOLD ENVELOPE	1		79.75
INV 961893	79419/09/2019	AUSTRALIAN PAPER	250 C4 GOLD ENVELOPE	1	79.75	
EFT34501	11/10/2019	AUTOPRO NORTHAM	AGM 100 AH DEEP CYLCE BATTERY	1		1,513.57
INV 802371	1 11/09/2019	AUTOPRO NORTHAM	AGM 100 AH DEEP CYLCE BATTERY	1	1,490.36	
INV 806231	1 04/10/2019	AUTOPRO NORTHAM	PACKETS OF 4 LOCK NUTS.	1	23.21	
EFT34502	11/10/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 10/09/2019 TO 22/09/2019.	1		1,568.00
INV 0016	22/09/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 10/09/2019 TO 22/09/2019.	1	1,568.00	
EFT34503	11/10/2019	AVON PAPER SHRED	240 LTR BIN PAPER SHRED	1		80.00
INV 1471	24/09/2019	AVON PAPER SHRED	RUBBISH & PLASTIC REMOVAL 240 LTR BIN PAPER SHRED RUBBISH & PLASTIC REMOVAL	1	80.00	
EFT34504	11/10/2019	BEAUREPAIRES	REPLACE PN 1517 REG N11254 WITH 4 NEW TYRES AND WHEEL ALIGNMENT AS FER PHONE QUOTE 02-10-2019 WITH GARETH	1		1,164.59
INV 641093	36019/09/2019	BEAUREPAIRES	REMOVE AND REPLACE TYRE - 215/70R15CLT ON PN1605.	1	269.35	
INV US243	57302/10/2019	BEAUREPAIRES	REPLACE PN 1517 REG N11254 WITH 4 NEW TYRES AND WHEEL ALIGNMENT AS PER PHONE QUOTE 02-10-2019 WITH GARETH	1	895.24	
EFT34505	11/10/2019	BLACKWELL PLUMBING PTY LTD	BEERING RD STANTPIPE, SUPPLY & INSTALL ANTI	1		379.50
INV INV-20	01526/09/2019	BLACKWELL PLUMBING PTY LTD	THEFT DEVICE OVER DAMAGED VALVE BEERING RD STANTFIPE, SUPPLY & INSTALL ANTI THEFT DEVICE OVER DAMAGED VALVE	1	379.50	
EFT34506	11/10/2019	CHEM-DRY BETTA FINISH	CARPET CLEANING TO ROOMS 1, 5 & 7 IN COTTAGE	1		190.00





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INV 23861	26/09/2019	CHEM-DRY BETTA FINISH	CARPET CLEANING TO ROOMS 1, 5 & 7 IN COTTAGE	1	190.00	
EFT34507	11/10/2019	CLARK EQUIPMENT	#7164320 HYD FAN MOTOR FOR CLARK BOBCAT PN0916.	1		1,720.97
INV 0819797	113/09/2019	CLARK EQUIPMENT	#7164320 HYD FAN MOTOR FOR CLARK BOBCAT PN0916.	1	1,720.97	
EFT34508	11/10/2019	COUNTRY WIDE GROUP	1435 HUSVARNA CHAINSAW TOP HANDLE.	1		678.28
INV 28140	01/10/2019	COUNTRYWIDE GROUP	T435 HUSVARNA CHAINSAW TOP HANDLE.	1	678.28	
EFT34509	11/10/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REPAIR ALARM SENSOR IN RSL ROOM.	1		971.25
INV 115813	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	UPLOAD HISTORY LOG, EXTENDED E/E DELAY, PROVIDE ADDITIONAL TRAINING.	1	325.00	
INV 115815	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REPAIR ALARM SENSOR IN RSL ROOM.	1	461.25	
INV 115814	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	INVESTIGATE HISTORY LOG.	1	185.00	
EFT34510	11/10/2019	DEPARTMENT OF LOCAL GOVERNMENT,	50% ELECTRICITY CHARGES-298 FITZGERALD ST	1		307.48
INV RI02448	204/10/2019	SPORT AND CULTURAL INDUSTRIES DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	FORSEPTEMBER 2019 50% ELECTRICITY CHARGES-298 FITZGERALD ST FORSEPTEMBER 2019	1	307.48	
EFT34511	11/10/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES 01/07/2019 TO 31/07/2019.	1	10.00	11,655.06
INV SON023	31/07/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES 01/07/2019 TO 31/07/2019.	1	5,096.12	
INV SON024	26/08/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES - 01/08/2019 TO 31/08/2019	1	5,096.12	
INV CNSON	124/09/2019	DMC CLEANING	CREDIT FOR CLEANING OF BERNARD PARK AND APEX PARK - FROM 01/04/2019 TO 30/06/2019.	1	-1,816.65	
INV CN SON 2	2 24/09/2019	DMC CLEANING	CREDIT FOR CLEANING OF APEX PARK & BERNARD PARK.	1	-1,816.65	
INV SON025	24/09/2019	DMC CLEANING	CLEANING OV VARIOUS SHIRE PROPERTIES - 01/09/2019 TO 30/09/2019.	1	5,096.12	
EFT34512	11/10/2019	DRACO AIR PTY LTD	OLD TOWN ADMIN (DSR). AIR CON PANEL NOT WORKING, PLEASE SEE DI FOR DETAILS.	1		132.00





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INV DA-1211	1519/09/2019	DRACO AIR PTY LTD	OLD TOWN ADMIN (DSR). AIR CON PANEL NOT WORKING, PLEASE SEE DI FOR DETAILS.	1	132.00	
EFT34513	11/10/2019	E & JLOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN TO NORTHAM DEPOT.	1	- 1.2	1,323.30
INV 55369	22/08/2019	E & JLOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN (PERTH AIRPORT) TO 116 PEEL TCS NORTHAM.	1	62.15	
INV 0000101	831/08/2019	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN TO NORTHAM DEPOT.	1	770.00	
INV 0000101	831/08/2019	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	TRANSPORT HOCKEY GOALS TO NORTHAM - BERK HAWK OVAL (HOCKEY CLUB)	1	140.00	
INV 0000105	630/09/2019	E & JLOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FICKUP GULLWING TOP OPENING- W1775 ALUMINIUM TOOLBOX FROM BLUE DIAMOND MACHINERY KEWDALE DELIVERY TO DEPO	1	62.15	
INV 0000105	630/09/2019	E & JLOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FICK UP 1 X SMALL BOX AND 2 X 125MM PVC FIFE X 6M LENGTH - TOTAL EDEN - 13 FERGUSON STREET MIDLAND TO GO TO NORTHAM SHIRE DEPOT	1	120.00	
INV 0000105	630/09/2019	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP RUBBER RAMPS FROM - RUBBER RAMPS WA 21 GEOGRAPH WAY THORNLIE (4X SECTIONS)	1	99.00	
INV 0000105	630/09/2019	E & JLOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FICK. UP 3 X 45LT 4-5METRE HIGH FORM GUILDFORD TOWN GARDEN CENTRE 96 JAMES STREET, GUILDFORD - 9279 8645	1	70.00	
EFT34514	11/10/2019	E. & M.J. ROSHER PTY LTD	HITCH ASSY FOR ROAD SWEEPER CHASIS.	1		1,832.84
INV 1404841	12/09/2019	E. & M.J. ROSHER PTY LTD	HITCH ASSY FOR ROAD SWEEPER CHASIS.	1	1,832.84	
EFT34515	11/10/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1		100.00
INV 0000049	825/09/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34516	11/10/2019	EMERG SOLUTIONS PTY LTD	WUNDOWIE BFB - ANNUAL FEE FOR DIRECT SMS NUMBER	1		260.00
INV INV-105	5819/09/2019	EMERG SOLUTIONS PTY LTD	NUMBER WUNDOWIE BFB - ANNUAL FEE FOR DIRECT SMS NUMBER	1	260.00	
EFT34517	11/10/2019	EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	FIT2WORK ANNUAL LICENCE FEE - 1/06/19 - 31/05/20	1		83.38
INV 1441473	931/08/2019	EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	FT2WORK ANNUAL LICENCE FEE - 1/06/19 - 31/05/20	1	41.69	



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INV 1444078	3230/09/2019	EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK. (V) SEPTEMBER 2019.	1	41.69	
EFT34518	11/10/2019	EUREKA TRUCK TRAINING	RTO FROVIDED DRIVER TRAINING COURSE - MURRAY MCGREGOR	1		1,250.00
INV 0000106	5616/09/2019	FUREKA TRUCK TRAINING	RTO PROVIDED DRIVER TRAINING COURSE - MURRAY MCGREGOR	1	1,250.00	
EFT34519	11/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM 9 OCTOBER 2019	1		330.00
INV 0029166	5404/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM 9 OCTOBER 2019	1	330.00	
EFT34520	11/10/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL 2.4 - REPLACEMENT DRUM INCLUDING SPROKET, SUIT 50X25 EZY REEL	1	-1.36	1,441.00
INV 64876	07/08/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL 2.4 - REPLACEMENT DRUM INCLUDING SPROKET, SUIT 50X25 EZY REEL	1	973.50	
INV 65152	10/09/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	GRASS VALLEY 4.4 - MIRROR ASSEMBLY FOR PASSENGER SIDE	1	467.50	
EFT34521	11/10/2019	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER TO VARIOUS LOCATIONS.	1		2,310.00
INV 001562	13/09/2019	GDR CIVIL CONTRACTING PTY LTD	SHIFT ROLLER TO GRATTE ST -	1	660.00	
INV 001563	18/09/2019	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER TO VARIOUS LOCATIONS.	1	1,650.00	
EFT34522	11/10/2019	GRAFTON ELECTRICS	BILYA KOORT BOODJA. LIGHT IN MAIN MEETING ROOM NOT WORKING, PLEASE REPAIR.	1		4,246.33
INV 6121	30/08/2019	GRAFTON ELECTRICS	BILYA KOORT BOODJA. LIGHT IN MAIN MEETING ROOM NOT WORKING, PLEASE REPAIR.	1	1,650.00	
INV 6295	19/09/2019	GRAFTON ELECTRICS	INSTALL ADDITIONAL NETWORK PORTS AT CREATE298	1	1,005.07	
INV 6301	25/09/2019	GRAFTON ELECTRICS	Replace Soft Start to Pump	1	497.64	
INV 6314	25/09/2019	GRAFTON ELECTRICS	INSTALL 1 * DOUBLE GPO IN CONTROL BOX AT RECREATION CENTRE	1	389.51	
INV 6317	26/09/2019	GRAFTON ELECTRICS	LED LIGHT FLICKERING IN ACCOUNTS PAYABLE AREA- GLOBE REPLACE / WIRING ISSUE	1	123.20	
INV 6347	07/10/2019	GRAFTON ELECTRICS	ADDITONAL POWER POINT PUT IN KIOSK AT NORTHAM RECREATION CENTRE	1	580.91	





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EFT34523 INV 5639	11/10/2019 04/08/2019	GROVE WESLEY DESIGN ART GROVE WESLEY DESIGN ART	SUPPLY 5 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 2400 X 600 WITH MAINROADS/ STATE GOVERMENT LOGO & 5 X SHIRE OF NORTHAM/GO HOCKEY LOGO - & 6 X SUPERCIVIL LOGO - SUPPLY 4 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 1200 X 470 MITH MIDALIA STEEL LOGO & 1 X GDR CIVIL LOGO AND 1 X PERDAMAN LOGO AND 1 X OASIS LOGO NAME BADGES - KELLIE SLATER & NADEGE VINICOMBE	1	27.94	4,840.44
INV 5746	25/09/2019	GROVE WESLEY DESIGN ART	SUPPLY 5 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 2400 X 600 WITH MAINROADS/ STATE GOVERMENT LOGO & 5 X SHIRE OF NORTHAM/GO HOCKEY LOGO - & 6 X SUPERCIVIL LOGO - SUPPLY 4 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 1200 X 470 MITH MIDALIA STEEL LOGO & 1 X GDR CIVIL LOGO AND 1 X PERDAMAN LOGO AND 1 X OASIS LOGO	1	4,812.50	
EFT34524 INV 0000416	11/10/2019 5417/07/2019	IN PHASE TEST & TAG IN PHASE TEST & TAG	NORTHAM REC CENTRE. TEST AND TAG EQUIPMENT IN CLUB ROOMS. NORTHAM REC CENTRE. TEST AND TAG EQUIPMENT IN CLUB ROOMS.	1 1	174.00	174.00
EFT34525 INV 6160428	11/10/2019 3 30/09/2019	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1 1	337.26	337.26
EFT34526 INV 200904	11/10/2019 12/09/2019	JASON SIGNMAKERS JASON SIGNMAKERS	REMOVAL & REPLACEMENT OF EMERGENCY VEHICLE STICKERS. REMOVAL & REPLACEMENT OF EMERGENCY VEHICLE STICKERS.	1 1	12,062.33	12,062.33
EFT34527 INV 0000191	11/10/2019 319/08/2019	JH COMPUTER SERVICES PTY LTD JH COMPUTER SERVICES PTY LTD	2X FORTIAP 221E INDOOR WIRELESS AP DEVICES 1X FOR ADMIN 1X FOR REC CENTRE 2X FORTIAP 221E INDOOR WIRELESS AP DEVICES 1X FOR ADMIN 1X FOR REC CENTRE	1 1	1,584.00	1,584.00





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34528	11/10/2019	KEN DESIGNS	ANGEL WING ART ACTIVATION OF VACANT SHOP WINDOW TO CREATE A LINGER NODE IN THE NORTHAM TOWN CENTRE	-1		300.00
INV 1003100	009/10/2019	KEN DESIGNS	ANGEL WING ART ACTIVATION OF VACANT SHOP WINDOW TO CREATE A LINGER NODE IN THE NORTHAM TOWN CENTRE	1	300.00	
EFT34529	11/10/2019	LOCAL GOVERNMENT PROFESSIONALS	EXECUTIVE LEADERSHIP PROGRAM - VICTORIA	1		2,770.00
I NV 12,218	17/09/2019	AUSTRALIA WA LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	WILLIAMS 16-18 SEPTEMBER 2019 EXECUTIVE LEADERSHIP FROGRAM - VICTORIA WILLIAMS 16-18 SEPTEMBER 2019	1	2,770.00	
EFT34530	11/10/2019	LUCY'S TEAROOMS	LUNCHES FOR ON-ROAD DRIVING COURSE 25 AUGUST	1		405.00
INV 1954	24/07/2019	LUCY'S TEAROOMS	INCLUDING DELIVERY LUNCH FOR BUS TOUR 18/07/2019	1	138.00	
INV 1966	02/09/2019	LUCY'S TEAROOMS	19 ROUNDS OF SANDWICHESFOR GETABOUT OUTING	1	114.00	
INV 1986	16/09/2019	LUCY'S TEAROOMS	LUNCHES FOR ON-ROAD DRIVING COURSE 25 AUGUST INCLUDING DELIVERY	1	153.00	
EFT34531	11/10/2019	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS ASSOCIATED WITH 4 HOVEA CRESCENT	1		884.73
INV 110381	27/09/2019	MCLEODS BARRISTERS & SOLICITORS	WUNDOWIE LEGAL COSTS ASSOCIATED WITH 4 HOVEA CRESCENT WUNDOWIE	1	884.73	
EFT34532	11/10/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C. 201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 16/09/2019 to 22/09/2019.	1	-	7,524.00
INV N2326	23/09/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C 201819-12 8 5HRS X 3 DAY S/WEEK / 46 WEEKS/ YEAR 16/09/2019 to 22/09/2019.	1	3,762.00	
INV N2325	23/09/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GUILY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 09/09/2019 - 15/09/2019	1	3,762.00	
EFT34533	11/10/2019	MR NATURALLY CLEAN	VISITORS CENTRE. AFTER HOURS CSECURITY CALL OUT 03/09/2019.	1		330.00
INV INV-165	705/09/2019	MR NATURALLY CLEAN	03/09/2019. VISITORS CENTRE. AFTER HOURS CSECURITY CALL OUT 03/09/2019.	1	330.00	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34534	11/10/2019	NORTHAM BETTA ELECTRICAL	SUNBEAM STAINLESS STEEL KETTLE FOR REC CENTRE.	1		108.00
INV 200100	0517/09/2019	NORTHAM BETTA ELECTRICAL	TELSTRA INTERNET USB + WIFI PLUS E8372 DONGLE	1	39.00	
INV 200100	0507/10/2019	NORTHAM BETTA ELECTRICAL	SUNBEAM STAINLESS STEEL KETTLE FOR REC CENTRE.	1	69.00	
EFT34535	11/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		500.00
INV 7205	03/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 7206	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 7207	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34536	11/10/2019	NORTHAM COUNTRY CLUB INC	SPONSORSHIP NORTHAM LAWN TENNIS CLUB 2019/2020	1		1,250.00
INV 2840	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR. SPORT FUNDING	1	100.00	
INV 2837	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2836	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2838	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2839	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2841	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2835	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 07	07/10/2019	NORTHAM COUNTRY CLUB INC	SPONSORSHIP NORTHAM LAWN TENNIS CLUB 2019/2020	1	550.00	
EFT34537	11/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1		33.00
INV 000023	7426/09/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 000023	7527/09/2019	NORTHAM FEED & HIRE	SET LEMBER DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
EFT34538	11/10/2019	NORTHAM FLORIST	WREATH - NORTHAM RSL SE SERVICE AT MOKINE 6TH OCT 2019	1		65.00
INV 21833	26/09/2019	NORTHAM FLORIST	WREATH - NORTHAM RSL SB SERVICE AT MOKINE 6TH OCT 2019	1	65.00	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34539	11/10/2019	NORTHAM HOLDEN	SERVICE OF HOLDEN COLORADO 25,000KM PN1708 REGO	1		413.26
INV 125752	24/09/2019	NORTHAM HOLDEN	N11075 SERVICE OF HOLDEN COLORADO 25,000KM PN1708 REGO N11075	1	413.26	
EFT34540 INV INV-043	11/10/2019	OASIS OUTDOOR STRUCTURES OASIS OUTDOOR STRUCTURES	BACKFILL PART OF EXISTING POND NEAR GATE. SHAPE AND INSTALL 200MM PIPE AND BESIDES BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. ROCK PITCH AROUND INLET AND OUTLET OF PIPE AND BESIDE BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. AS PER QUOTE QU-0477 BACKFILL PART OF EXISTING POND NEAR GATE. SHAPE AND INSTALL 200MM PIPE AND BESIDES BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. ROCK PITCH AROUND INLET AND OUTLET OF PIPE AND BESIDE BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. AS PER QUOTE OU-0477	1	2,475.00	2,475.00
EFT34541	11/10/2019	OFFICE OF STATE REVENUE	RATES CREDIT REFUND FOR ASSESSMENT A 10723	1		792.84
INV A10723	09/10/2019	OFFICE OF STATE REVENUE	RATES CREDIT REFUND FOR ASSESSMENT A10723		792.84	
EFT34542	11/10/2019	OFFICEWORKS SUPERSTORES PTY LTD	BE CONNECTED GRANT FOR WUNDOWIE - IPAD 32GB WIFI GOLD	1		885.95
INV 4459839	111/09/2019	OFFICEWORKS SUPERSTORES PTY LTD	BE CONNECTED GRANT FOR WUNDOWIE - IPAD 32GB WIFI GOLD	1	885.95	
EFT34543	11/10/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS, 16/09/2019 TO 27/09/2019.	1		4,190.60
INV 21818	25/09/2019	OXTER SERVICES	SOAP DISPENSERS 2 STAINLESS STEEL AND 1 PLASTIC	1	355.96	
INV 21801	25/09/2019	OXTER SERVICES	BURIAL DATE 24-9-2019 NEW GRAVE FOR THE BURIAL	1	1,420.00	
INV 21804	26/09/2019	OXTER SERVICES	OF IAN FRANCIS O'NEILL & JAMES SMITH INTERLEAVE TOILET PAPER (CARTON) FOR BENARD PARK TOILETS	1	117.84	
INV 21812	27/09/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS, 16/09/2019 TO 27/09/2019.	1	2,296.80	





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EFT34544 11/10/201	PARRY & WHYTE ARCHITECTS	CONSULTING AND DESIGN SERVICES FOR THE	1		7,012.50
INV NLR10-9 10/09/201	PARRY & WHYTE ARCHITECTS	REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY CONSULTING AND DESIGN SERVICES FOR THE REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY	1	7,012.50	
EFT34545 11/10/201		STOCK PURCHASES FOR VISITORS CENTRE.	1		45.35
INV 0000225720/09/201	CENTRE 9 PERENJORI COMMUNTIY RESOURCE CENTRE	STOCK PURCHASES FOR VISITORS CENTRE.	1	45.35	
EFT34546 11/10/201	9 PERTH SAFETY PRODUCTS PTY LTD	DIRECTION SIGN TOODY AY RIGHT.	1		1,430.00
INV 0000922905/08/201	PERTH SAFETY PRODUCTS PTY LTD	DIRECTION SIGN TOODY AY RIGHT.	1	1,023.00	
INV 0000934117/09/201	9 PERTH SAFETY PRODUCTS PTY LTD	SIGNS - RECREATION CENTRE	1	319.00	
INV 0000934518/09/201	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS SIGNS	1	88.00	
EFT34547 11/10/201	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL & COMMITTEE MINUTES - SEPTEMBER 2018	1		176.00
INV IN V-61209/09/201	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL & COMMITTEE MINUTES - SEPTEMBER 2018	1	176.00	
EFT34548 11/10/201	9 PROFESSIONAL LOCKSERVICE	AERODROME. SUPPLY 2 X D07 PADLOCKS NORMAL SIZE SHANK.	1		1,238.20
INV 0010417013/09/201	9 PROFESSIONAL LOCKSERVICE	AERODROME. SUPPLY 2 X D07 PADLOCKS NORMAL SIZE SHANK.	1	684.20	
INV 0010416823/09/201	9 PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY AND INSTALL NEW PIN PAD DOOR. LOCK TO OFFICE AREA.	1	554.00	
EFT34549 11/10/201	RED DOT STORES	BE CONNECTED GRANT - SERVING TRAYSFOR MORNING TEA	1		135.00
INV 4226091021/08/201	9 RED DOT STORES	PRIZES FOR RECREATIONAL PROGRAMS.	1	39.00	
INV 4228640723/08/201	RED DOT STORES	BE CONNECTED GRANT - SERVING TRAYSFOR MORNING TEA	1	96.00	
EFT34550 11/10/201	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		198.00
INV 0039509 04/10/201		SENIOR SPORT FUNDING	1	99.00	





Amount

831.60

69.74

Date: 04/11/2019 Shire of Northam USER: Kathy Scholz Time: 8:13:05AM PAGE: 41 Cheque /EFT INV Bank No Invoice Description Code Amount Date Name INV 0039541 07/10/2019 REGIONAL PHYSIOTHERAPY & SPORTS SENIOR SPORT FUNDING 1 99.00 INJURY CLINIC & IN BALANCE FITNESS EFT34551 11/10/2019 2019 AVON RIVER FESTIVAL (1X MEDICAL POST & 1X 1 ST JOHN AMBULANCE AUSTRALIA (WA) INC. STANDBY AMBULANCE) INV CYINV0001/10/2019 ST JOHN AMBULANCE AUSTRALIA (WA) 2019 AVON RIVER FESTIVAL (1X MEDICAL POST & 1X 1 831.60 INC. STANDBY AMBULANCE) EFT34552 11/10/2019 TENNANT AUSTRALIA REPLACEMENT HOSE RBR, E147 1.76ID 07.6 04.3 FOR 1 LARGE FLOOR SCRUBBER PLUS FRIEGHT INV 9166116603/10/2019 REPLACEMENT HOSE RBR, E147 1.76ID 07.6 04.3 FOR 69.74 TENNANT AUSTRALIA 1 LARGE FLOOR SCRUBBER PLUS FRIEGHT EFT34553 11/10/2019 TIGERTURF AUSTRALIA PTY LTD 1 34,070.30 PROGRESS CLAIM 2 FOR HOCKEY FIELD. INV 112410 07/10/2019 TIGERTURF AUSTRALIA PTY LTD 1 34,070.30 PROGRESS CLAIM 2 FOR HOCKEY FIELD.

EFT34554	11/10/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF 65" SMART TV INC SOUND BAR	1		1,564.74
INV 2407	24/07/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF 65" SMART TV INC SOUND BAR	1	1,564.74	
EFT34555	11/10/2019	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM	1		708.52
INV 797103	15/08/2019	TYRECYCLE PTY LTD	THE OLD QUARRY LANDFILL SITE COLLECTION AND RECYCLING OF WASTE TYRES FROM THE OLD QUARRY LANDFILL SITE	1	708.52	
EFT34556	11/10/2019	VERLINDENS ELECTRICAL SERVICE (WA)	AG SHOW. CHECK ALL POWER POINTS AND SUB BOARDS IN PAVILIONS AND GROUNDS TO MAKE SURE SAFE AND OPERATIONAL FOR THE AG SHOW.	1		1,108.97
INV 90248	30/09/2019	VERLINDENS ELECTRICAL SERVICE (WA)	AG SHOW. CHECK ALL POWER POINTS AND SUB BOARDS IN PAVILIONS AND GROUNDS TO MAKE SURE SAFE AND OPERATIONAL FOR THE AG SHOW.	1	1,108.97	
EFT34557	11/10/2019	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	7	692.15
INV 55505	18/09/2019	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	692.15	
EFT34558	11/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ONSITE AUTOELECTRICAL REPAIRS TO NORTHAM SES TROOPCARRIER, TRAILER PLUGHARNESS & SEACH LIGHT WIRING	1		601.00





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INV INV-937319/07/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ONSITE AUTOELECTRICAL REPAIRS TO NORTHAM SES TROOPCARRIER, TRAILER PLUG HARNESS & SEACH LIGHT WIRING	1	601.00	
EFT34559 11/10/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/08/2019 TO 16/08/2019	1	1.27	14,603.82
INV 0030103430/08/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 09/07/2019 TO 19/07/2019.	1	2,014.32	
INV 0030103530/08/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/07/2019.	1	503.58	
INV 0030103630/08/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/08/2019 TO 16/08/2019	1	4,028.64	
INV 0030103330/08/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. 5432 + GST PER DAY - 3 DAYS PER WEEK FOR FINANCIAL YEAR 2018/2019. POSSESION OF SITE FROM 28/08/2019.	1	503.58	
INV 0030103330/08/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 04/07/2019 TO 05/07/2019. & 02/07/2019.	1	2,014.32	
INV 0030103809/09/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 20/08/2019 TO 30/08/2019.	1	2,517.90	
INV 0030103918/09/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 04/09/2019 TO 13/09/2019.	1	3,021.48	
EFT34560 11/10/2019	WHEATBELT OFFICE & BUSINESS MACHINES	Monthly photocopier reading for Create 298 05/09/2019-08/10/2019	1	a same	106.74
INV 25331 23/09/2019	WHEATBELT OFFICE & BUSINESS MACHINES	MICROSOFT WIRELESS KEYBAORD & MOUSE	1	39.60	
INV 208268 08/10/2019	WHEATBELT OFFICE & BUSINESS MACHINES	Monthly photocopier reading for Create 298 05/09/2019-08/10/2019	1	67.14	



INV 0119090501/10/2019

EFT34569 18/10/2019

INV 1008961003/10/2019

AUSTRALASIAN PERFORMING RIGHT

ASSOCIATION LTD APRA

AUSTRALIA POST

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	4/11/2019 3:13:05AM		Shire of Northam		ER: Kathy Scho GE: 43	lz
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EFT34561	11/10/2019	WHEATBELT PARTY & EVENT HIRE	TABLECLOTHS AND CENTREPIECES FOR INFLUENCER	1		62.70
INV 8	01/10/2019	WHEATBELT PARTY & EVENT HIRE	DINNER TABLECLOTHS AND CENTREPIECES FOR INFLUENCER DINNER	1	62.70	
EFT34562	11/10/2019	WHEATBELT SAFETYWEAR	SAFETY HELMENT WHITE	1		192.00
INV 9001	30/08/2019	WHEATBELT SAFETYWEAR	SAFETY BUNTING 25M ROLL.	1	72.00	
INV 9026	13/09/2019	WHEATBELT SAFETYWEAR	SAFETY HELMENT WHITE	1	120.00	
EFT34563	11/10/2019	WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS,	1		25.05
INV INV-004	4018/09/2019	WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS,	1	25.05	
EFT34564	11/10/2019	ZENTEN	CCTV REPAIRS & URGENT REMEDIATION INCLUDING SOUND SHELL LINK & CABLING AT WAPOL TOWER	1		3,190.00
INV 16828	27/09/2019	ZENTEN	CCTV REPAIRS & URGENT REMEDIATION INCLUDING SOUNDSHELL LINK & CABLING AT WAPOL TOWER	1	3,190.00	
EFT34565	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB	1		3,355.36
INV 208	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB		3,355.36	
EFT34566	18/10/2019	ALL-WAYSFOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1		485.41
I NV 44476	09/10/2019	ALL-WAYSFOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1	485.41	
EFT34567	18/10/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS, MONTHLY URINAL SERVICING SEPTEMBER 2019.	1		220.00
INV A18517	30/09/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING SEPTEMBER 2019.	1	220.00	
EFT34568	18/10/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE FOR RUNNING OF BACKGROUND MUSIC 01/10/2019-31/12/2019	1	1.4.2	538.75
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LICENCE FEE FOR RUNNING OF BACKGROUND MUSIC

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Date: 04/11/2019 USER: Kathy Scholz Shire of Northam Time: 8:13:05AM PAGE: 44 INV Cheque /EFT Bank No Date Code Amount Invoice Description Name Amount 1 155.40 EFT34570 18/10/2019 AUSTRALIAN SERVICES UNION Payroll deductions INV DEDUCT15/10/2019 AUSTRALIAN SERVICES UNION Payroll deductions 155.40 EFT34571 18/10/2019 AUSTRALIAN TAXATION OFFICE - PAYG PAYGPAYRUN WEEK END 15/10/2019. 1 61,883.00 INV PAYG 1515/10/2019 AUSTRALIAN TAXATION OFFICE - PAYG PAYGPAY RUN WEEK END 15/10/2019 1 61,883.00 18/10/2019 MANAGEMENT OF INKPEN WASTE MANAGEMENT 1 1,792.00 EFT34572 AVON DEMOLITION & EARTHMOVING FACILITY - APPROX 30 HRS PER WEEK @ \$30 PER HOUR, INV 0017 08/10/2019 AVON DEMOLITION & EARTHMOVING MANAGEMENT OF INKPEN WASTE MANAGEMENT 1 1,792.00 FACILITY - APPROX 30 HRS PER WEEK @ \$30 PER HOUR, 1 EFT34573 18/10/2019 AVON WASTE 83,571.07 MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2019. INV 35601 13/09/2019 AVON WASTE RUBBISH COLLECTION FOR F/E 13/09/2019. 1 36,836.69 INV 0003596127/09/2019 AVON WASTE MANAGEMENT OF THE OLD QUARRY ROAD WASTE 1 46,734.38 MANAGEMENT FACILITY SEPTEMBER 2019. EFT34574 18/10/2019 BLACKWELL PLUMBING PTY LTD NORTHAM DEPOT. REPAIR DRINK FOUNTAIN TAP, WILL 1 858.32 NOT TURN OFF. BACKFLOW TEST FOR STANDPIPE AT 116 PEEL TERRACE 258.82 INV INV-201225/09/2019 BLACKWELL PLUMBING PTY LTD 1 NORTHAM PLEASE LODGE REPORT IN HTTPS://BACKFLOW.WATERCORPORATION.COM.AU INV INV-201704/10/2019 BLACKWELL PLUMBING PTY LTD PEEL TERRACE DUMP POINT, TAP WONT TURN OFF. 1 134.00 PLEASE REPAIR. NORTHAM DEPOT. REPAIR DRINK FOUNTAIN TAP, WILL INV INV-201604/10/2019 BLACKWELL PLUMBING PTY LTD 1 328.00 NOT TURN OFF. INV INV-201907/10/2019 BLACKWELL PLUMBING PTY LTD PEEL TERRACE DUMP POINT, UNBLOCK DUMP POINT, 1 137.50 STOCK PURCHASES FOR LIBRARY, 1 367.77 EFT34575 18/10/2019 BOFFINS BOOKS 1 INV INV0124219/09/2019 BOFFINS BOOKS STOCK PURCHASES FOR LIBRARY ... 367.77 EFT34576 18/10/2019 BOQ ASSET FINANCE & LEASING PTY LTD SEPTEMBER LEASE FEE FOR PHOTOCOPIER FOR CO 1 291.12 WORKING SPACE / COMMUNITY DEVELOPMENT TEAM 145.56 INV 852296 04/09/2019 BOQ ASSET FINANCE & LEASING PTY LTD SEPTEMBER LEASE FEE FOR PHOTOCOPIER FOR CO 1 WORKING SPACE / COMMUNITY DEVELOPMENT TEAM





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INV 852895	03/10/2019	BOQ ASSET FINANCE & LEASING PTY LTD	OCTOBER LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT34577	18/10/2019	CIVIC LEGAL	AQUATIC FACILITY - PROFESSIONAL FEES	1		3,300.00
INV 505709	30/09/2019	CIVIC LEGAL	AQUATIC FACILITY - PROFESSIONAL FEES	1	3,300.00	
EFT34578	18/10/2019	CLACKLINE FENCING CONTRACTORS	PATCH REPAIR TO INKPEN TIP FENCE (ON INKPEND ROAD ABOUT HALF WAY UP HEADING TOWARDS YORK	1	-	337.00
INV 1250	05/10/2019	CLACKLINE FENCING CONTRACTORS	REPAIRS TO FENCING AND REMOVAL OF TREE USED AS	1	137.00	
INV 1251	05/10/2019	CLACKLINE FENCING CONTRACTORS	A ACCESS POINT AT VEHICLE IMPOUND YARD PATCH REPAIR TO INKPEN TIP FENCE (ON INKPEND ROAD ABOUT HALF WAY UP HEADING TOWARDS YORK	1	200.00	
EFT34579	18/10/2019	CLARK EQUIPMENT	WIPER ARM PART# 7188371 FOR PN0916 - REGO N006	1		136.40
INV 0819933	010/10/2019	CLARK EQUIPMENT	WIPER ARM PART# 7188371 FOR PN0916 - REGO N006	1	136.40	
EFT34580	18/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		162.90
INV 2210508	409/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	162.90	
EFT34581	18/10/2019	COMBINED TYRES	REPLACE REAR TYRES PN0913 REGO N.3805 215/75R17.5 HIFLY FOR MITSUBISHI FUSCO CANTER 4TONNE TRUCK MONDAY 07-10-2019	1		1,166.00
INV INV-299	9907/10/2019	COMBINED TYRES	REPLACE REAR TYRES PN0913 REGO N 3805 215/75R17.5 HEFLY FOR MITSUBISHI FUSCO CANTER 4TONNE TRUCK MONDAY 07-10-2019	1	1,166.00	
EFT34582	18/10/2019	COUNTRY WIDE GROUP	SWAP SHARFT AND ENGINE COVER.	1		137.77
INV 28149	02/10/2019	COUNTRY WIDE GROUP	SWAP SHARFT AND ENGINE COVER.	1	75.50	
INV 28159	04/10/2019	COUNTRY WIDE GROUP	20KG CHLORINE FOR TREATED WATER RETICULATION.	1	62.27	
EFT34583	18/10/2019	COUNTRYWIDE MAINTENANCE SERVICES	INKPEN FIRE SHED. INSTALL & X RUBBER BUMP STOPS.	1		495.00
INV 772	07/10/2019	COUNTRYWIDE MAINTENANCE SERVICES	INKPEN FIRE SHED. INSTALL & X RUBBER BUMP STOPS.	1	495.00	
EFT34584	18/10/2019	COVS PARTS PTY LTD	CT500ML-1 AIRCON CLEANER	1		145.20
INV 1690060	929/08/2019	COVS PARTS PTY LTD	CT500ML-1 AIRCON CLEANER	1	145.20	





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EFT34585	18/10/2019	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM START OF 01/10/2019 TO 31/10/2019.
INV CINS30	0693/08/2019	CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY SECURITY MONITORING FROM 01/09/2019 TO 30/09/2019.
INV CINS30	07113/09/2019	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING FROM 01/10/2019 to 31/10/2019.
INV CINS30	07113/09/2019	CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY MONITORING FROM \$01/10/2019 to 31/10/2019.
INV CINS30	07113/09/2019	CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY MONITORING FROM 01/10/2019 to 31/10/2019.
INV CINS30	07113/09/2019	CTI SECURITY SERVICES PTY LTD	
INV CINS30	7113/09/2019	CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY MONITORING FROM

INV CINS307113/09/2019	CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. SECURITY MONITORING FROM START OF 01/10/019 to 31/10/2019.	1	53.00	
INV CINS307113/09/2019	CTI SECURITY SERVICES PTY LTD	START OF 01/10/019 to 31/10/2019.	1	61.96	
INV CIN \$307113/09/2019	CTI SECURITY SERVICES PTY LTD	NORTHAM POOL. SECURITY MONITORING FROM	1	53.00	
INV CINS307113/09/2019	CTI SECURITY SERVICES PTY LTD	01/10/2019 TO 31/10/2019. MEMORIAL HALL, SECURITY MONITORING FROM START OF 01/10/2019 TO 31/10/2019.	1	90.56	
INV CINS307413/09/2019	CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA SECURITY MONTTORING FROM 01/10/2019 TO 31/10/2019.	1	61.96	
EFT34586 18/10/2019	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES & BOLTS	1		1,156.14
INV 3262217 01/10/2019	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES & BOLTS	1	1,156.14	
EFT34587 18/10/2019	DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	1		65.00
	DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	and the second sec	65.00	





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INV 37586	25/09/2019	DUKES INN	INFLUENCERS LUNCH	1	150.00	
EFT34589	18/10/2019	EASIFLEET	Payroll deductions	1		3,036.10
INV DEDUC	T15/10/2019	EASIFLEET	Payroll deductions		1,421.55	
INV DEDUC	T15/10/2019	EASIFLEET	Payroll deductions		1,614.55	
EFT34590	18/10/2019	EMMA BRADBURY	YOUTH WORKER FOR NIGHT HOOPS PROGRAM 3 WEEKS.	1	la . i	360.00
INV RR1410.	2(14/10/2019	EMMA BRADBURY	YOUTH WORKER FOR NIGHT HOOPS PROGRAM 3 WEEKS.	1	360.00	
EFT34591	18/10/2019	ENVIRAPEST PTY LTD	TARGETED SPRAYING PROGRAM - WATSONIA.	1		10,450.00
INV INV-641	1412/10/2019	ENVIRAPEST PTY LTD	TARGETED SPRAYING PROGRAM - WATSONIA.	1	10,450.00	
EFT34592	18/10/2019	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-033	3430/09/2019	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT34593	18/10/2019	FRESH START RECOVERY PROGRAMME	CATERING FOR 17 X PPL ACACIA PRISON ACAT	1		317.90
INV 0029166	\$704/10/2019	FRESH START RECOVERY PROGRAMME	(ACAT 8-10-2019) CATERINGFOR 17 X PPL ACACIA PRISON ACAT (ACAT 8-10-2019)	1	317.90	
EFT34594	18/10/2019	ISOBEL ROBERTS T/AS CHICKEN LEGS	STOCK PURCHASES FOR VISITORS CENTRE.	1		37.00
INV 37	18/06/2019	ISOBEL ROBERTS T/AS CHICKEN LEGS	STOCK PURCHASES FOR VISITORS CENTRE.	1	37.00	
EFT34595	18/10/2019	KOMATSU AUSTRALIA PTY LTD	PARTS FOR PN1003 KOMATSU WA250PZ 6 WHEEL IOADER	1		550.64
INV 0016014	1826/09/2019	KOMATSU AUSTRALIA PTY LTD	PARTS FOR PN1003 KOMATSU WA250PZ 6 WHEEL IOADER	1	224.04	
INV 0016017	926/09/2019	KOMATSU AUSTRALIA PTY LTD	PARTS FOR PN1003 KOMATSU WA250PZ 6 WHEEL IOADER	1	323.56	
INV 0016031	327/09/2019	KOMATSU AUSTRALIA PTY LTD	PARTS FOR PN1003 KOMATSU WA250PZ 6 WHEEL LOADER.	1	3.04	





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EFT34596	18/10/2019	LGIS - LOCAL GOVERNMENT INSURANCE SERVICE S	RISK & GOVERNANCE FORUM - 3 X EXECUTIVE MANAGERS & HR MANAGER	1		396.00	
INV 156-0195 9	91/10/2019	LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	RISK & GOVERNANCE FORUM - 3 X EXECUTIVE MANAGERS & HR MANAGER	1	396.00		
EFT34597	18/10/2019	LGIS WA	LGISPROPERTY INSURANCE - INSTALMENT 2.	1		296,044.38	
INV 100-13616	60/09/2019	LGIS WA	LGIS PROPERTY INSURANCE - INSTALMENT 2.	1	144,630.99		
INV 100-13608	80/09/2019	LGIS WA	LGIS WORKCARE 2 INSTALMENT FOR 2019/2020.	1	126,064.82		
INV 100-13609	30/09/2019	LGIS WA	LGIS LIABILITY INSURANCE INSTALMENT 2.	1	46,807.65		
INV 100-13640	02/10/2019	LGIS WA	SCHEME CONTRIBUTIONS CREDITS 2019/20 2ND INSTALMENT.	1	-21,459.08		
EFT34598	18/10/2019	LOCAL GOVERNMENT PROFESSIONALS	JACKY JURMANN TRAINING - IGNTIE PROGRAM, 18 - 20	1		2,770.00	
INV 12,113	22/07/2019	AUSTRALIA WA LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	NOVEMBER 2019 JACKY JURMANN TRAINING - IGNITE PROGRAM, 18 - 20 NOVEMBER 2019	1	2,770.00		
EFT34599	18/10/2019	MAYDAY EARTHMOVING	2 DAY HIRE OF ROLLER DELIVERED TO MORTLOCK	1		891.00	
INV 00073232	16/09/2019	MAYDAY EARTHMOVING	ROAD. HIRE OF PLATE COMPACTOR 16/09/2019 TO 19/09/2019.	1	220.00		
INV 00073175	17/09/2019	MAYDAY EARTHMOVING	2 DAY HIRE OF ROLLER DELIVERED TO MORTLOCK. ROAD.	1	671.00		
EFT34600	18/10/2019	MELISSA JEAN WESTERSIDE	REFUND OF BOND PAYMENT FOR BOOKING #4077	1		100.00	
INV #4077	08/10/2019	MELISSA JEAN WESTERSIDE	REFUND OF BOND PAYMENT FOR BOOKING #4077	1	100.00		
EFT34601	18/10/2019	MODERN TEACHING AIDS PTY LTD	Jolly Kidz 5 in 1 Easel	1		186.95	
INV 43759883	12/09/2019	MODERN TEACHING AIDS PTY LTD	Jolly Kidz 5 in 1 Easel	1	186.95		
EFT34602	18/10/2019	NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE FEE FOR TWO MONTHS	1		846.62	
INV 91760567	15/09/2019	NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE FEE FOR TWO MONTHS	1	846.62		
EFT34603	18/10/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - JULY 2019.	1		1,342.00	
INV INV-3153	01/07/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - JULY 2019.	1	671.00		





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INV INV-320)101/08/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - AUGUST 2019	1	671.00	
EFT34604	18/10/2019	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB	1		415.00
INV 2019-35	1 22/08/2019	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB	1	415.00	
EFT34605	18/10/2019	NORTHAM BETTA ELECTRICAL	COMPUTER & PRINTER FOR SES BUILDING.	1	10. AND	2,418.00
INV 2001000	502/10/2019	NORTHAM BETTA ELECTRICAL	HP MONITORS 21.5 INCH FOR FUBLIC COMPUTERS	1	1,074.00	
INV 2001000	507/10/2019	NORTHAM BETTA ELECTRICAL	COMPUTER & PRINTER FOR SES BUILDING.	1	1,344.00	
EFT34606	18/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		2,600.00
INV 7194	26/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	400.00	
INV 7193	26/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	2,000.00	
INV 7209	09/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
EFT34607	18/10/2019	NORTHAM HOLDEN	2019 HOLDEN COLORADO CREW CAB 4X4 LTZ PICKUP AUTO 2.8L T/DSL DARK SHADOW AS ATTACHED QUOTE 27/08/2019	1		19,974.00
INV 125818	01/10/2019	NORTHAM HOLDEN	2019 HOLDEN COLORADO CREW CAB 4X4 LTZ PICKUP AUTO 2.8L T/DSL DARK SHADOW AS ATTACHED QUOTE 27/08/2019	1	19,974.00	
EFT34608	18/10/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	Catering for 17 x Ppl Acacia Prison ACAT (ACAT 8-10-2019)	1		2,600.00
INV 8	19/09/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB	Catering for 17 x Ppl Acacia Prison ACAT (ACAT 8-10-2019)	1	2,600.00	
EFT34609	18/10/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1	i della	444.23
INV 21722	10/09/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1	174.45	
INV 21745	13/09/2019	OXTER SERVICES	INSTALLATION OF MEMORIAL PLAQUE FOR STEPHEN LEAHY AT THE NEW NICHE WALL. AS PER ATTACHED	1	110.00	





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INV 21819	25/09/2019	OXTER SERVICES	DELUXE SLIMLINE TOWEL 230 X 230 1 X CARTON	1	159.78	
EFT34610	18/10/2019	PATRICIA REDMAN	REFUND BPAY PAYMENT MADE IN ERROR - PAYMENT MEANT TO BE MADE TO THE SHIRE OF NORTHAMPTON.	1	1.53	1,416.70
INV CY1510	20.5/10/2019	PATRICIA REDMAN	REFUND BPAY PAYMENT MADE IN ERROR - PAYMENT MEANT TO BE MADE TO THE SHIRE OF NORTHAMPTON.	1	1,416.70	
EFT34611	18/10/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZZGERALD STREET NORTHAM - POP UP SHOP -	1		293.50
INV 2175828	15/10/2019	PERTH ENERGY PTY LTD	STATEMENT NO:2175828. ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZZGERALD STREET NORTHAM - POP UP SHOP - STATEMENT NO:2175828.	1	293.50	
EFT34612	18/10/2019	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - CONFERENCE 06/09/2019 THE CHANGING FACE OF LEADERSHIP IN AN AGE OF DISRUPTION.	1		345.00
INV 105210	22/08/2019	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - CONFERENCE 06/09/2019 THE CHANGING FACE OF LEADERSHIP IN AN AGE OF DISRUPTION.	1	345.00	
EFT34613	18/10/2019	RED DOT STORES	BASKETS FOR LIBRARY STORAGE	1		80.00
INV 4276207	102/10/2019	RED DOT STORES	BASKETS FOR LIBRARY STORAGE	1	80.00	
EFT34614	18/10/2019	REGIONAL PHY SIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		99.00
INV 0039639	09/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT34615	18/10/2019	RETAIL DECISIONS (COLES)	SEPTEMBER 2019 COLES ACCOUNT FOR VARIOUS DEPARTMENTS.	1		3,306.57
INV SEPTEN	1B0/09/2019	RETAIL DECISIONS (COLES)	SEPTEMBER 2019 COLES ACCOUNT FOR VARIOUS DEPARTMENTS.	1	3,306.57	
EFT34616	18/10/2019	SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD MONITORING FEE COMMUNITY SERVICES X 5	1		924.00
INV INV-183	801/10/2019	SAFE T CARD AUSTRALIA PTY LTD	2X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1	264.00	





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INV INV-183	801/10/2019	SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD MONITORING FEE COMMUNITY SERVICES X 5	1	660.00	
EFT34617	18/10/2019	SHOP FOR SHOPS	PRICING GUN FOR STOCK AND BLANK LABELS	1		77.90
INV 678949	15/08/2019	SHOPFOR SHOPS	PRICING GUN FOR STOCK AND BLANK LABELS	1	77.90	
EFT34618	18/10/2019	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT ALLOCATION TOWARDS SENIORS DAY OUTING.	1		750.00
INV 1/2019	07/10/2019	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT ALLOCATION TOWARDS SENIORS DAY OUTING.	1	750.00	
EFT34619	18/10/2019	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1		88.00
INV 7092028	430/09/2019	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
EFT34620	18/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1		8,423.64
INV 3162	14/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	8,423.64	
EFT34621	18/10/2019	STRATAGREEN	LIGHT WEIGHT IMPACT MULCH FORK FOR WUNDOWIE DEPOT CREWS.	1		207.13
INV 115171	04/10/2019	STRATAGR EE N	LIGHT WEIGHT IMPACT MULCH FORK FOR WUNDOWIE DEPOT CREWS.	1	207.13	
EFT34622	18/10/2019	SWIFT HOUND FILMS & PHOTOGRAPHY	SHARED IMAGE GALLERY (NORTHAM/YORK/TOODYAY)- NORTHAM PORTION	1		1,600.00
INV 324	01/10/2019	SWIFT HOUND FILMS & PHOTOGRAPHY	SHARED IMAGE GALLERY (NORTHAM/YORK/TOODYAY)- NORTHAM PORTION	1	1,600.00	
EFT34623	18/10/2019	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 18/09/2019	1		500.00
INV 3057	18/09/2019	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 18/09/2019	1	500.00	
EFT34624	18/10/2019	THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS.	1		321.45
INV 1168146	628/08/2019	THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS.	1	153.15	
INV 1171085	017/09/2019	THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS	1	84.15	



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INV 1174193	3426/09/2019	THE WORKWEAR GROUP	UNIFORM FOR YVONNE RYDER	1	84.15	
EFT34625	18/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR P/E 15/09/2019.	1		254.10
INV 0412-S3	6021/07/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR DEPOT & RANGERS P/E 21/07/2019.	1	82.39	
INV 0419-S3	015/09/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR P/E 15/09/2019.	1	137.06	
INV 0420-S3	022/09/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGE FOR P/E 22/10/2019 - FOR DEPOT & HEALTH.	1	34.65	
EFT34626	18/10/2019	VALLEY FORD	30,000 SERVICE ON FORD EVEREST PN1618 REGO N 4030 WITH REPORT	1	1.000	574.47
INV 1404178	8 06/08/2019	VALLEY FORD	30,000 SERVICE ON FORD EVEREST PN1618 REGO N.4030 WITH REPORT	1	574.47	
EFT34627	18/10/2019	VINCENT RYDER JUNIOR	ACAT TALK WITH ACACIA PRISON (8-10-2019)	1		200.00
INV 5	08/10/2019	VINCENT RYDER JUNIOR	ACAT TALK WITH ACACIA PRISON (8-10-2019)	1	200.00	
EFT34628	18/10/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1		4,741.00
INV 02331	21/09/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1	1,089.00	
INV 02336	01/10/2019	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE SEPTEMBER 2019.	1	715.00	
INV 02357	05/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES FROM 23/09/19 - 4/10/19.	1	1,089.00	
INV 02358	08/10/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1	1,848.00	
EFT34629	18/10/2019	WA FARM TREES	TREE SUBSIDY - TRAYS OF SEEDLINGS.	1	24.2	2,046.00
INV 2201	29/07/2019	WA FARM TREES	TREE SUBSIDY - TRAYS OF SEEDLINGS.	1	2,046.00	
EFT34630	18/10/2019	WARRICKS NEWSAGENCY	NEWSPAPERS FOR LIBRARY SEPTEMBER 2019.	1	- 2010	147.41
INV SN0001	7230/09/2019	WARRICKS NEWSAGENCY	NEWSPAPERSFOR LIBRARY SEPTEMBER 2019.	1	147.41	
EFT34631	18/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BARTCO CONTROLLER.	1		5,241.85





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INV INV-94	42511/07/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO TAIL LIGHTS ON BARTCO TRAFFIC LIGHT TRAILER PN1510A.	1	336.50	
INVINV-94	42411/07/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS NOT WORKING ON TOYOTA WORKMATE UTE PN1309.	1	296.50	
INV INV-94	44909/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR RADIO.	1	550.00	
INV INV-94	45009/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REWIRE FRONT DAMAMGED SECTION.	1	285.85	
INV INV-94	45112/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOUNT LEFT BEACON WHITE.	1	1,080.00	
INV INV-94	45412/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INSTALL UHF AND VHF RADIOS.	1	550.00	
INV INV-94	45212/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR AND REPLACE UHF RADIO HANDPIECE.	1	336.50	
INV INV-94	45612/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE MICROSWITCHES IN HAND CONTROLLER AS REQUIRED.	1	506.50	
INV INV-94	45714/08/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BARTCO CONTROLLER.	1	1,300.00	
EFT34632	18/10/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS FER ON GOING CONTRACT 'CEMETERY MAINTENANCE 18/9/2018 TO 26/09/2019.	1	-5.1	2,203.17
INV 003010	04703/10/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 18/9/2018 TO 26/09/2019.	1	2,203.17	
EFT34633	18/10/2019	WILD EYED PRESS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	4.55	340.00
INV 000024	44123/09/2019	WILD EYED PRESS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	340.00	
EFT34634	18/10/2019	WOLFCOM AUSTRALIA PTY LTD	PPE EQUIPMENT FOR RANGER SERVICES.	1		1,962.50
INV 2671	03/10/2019	WOLFCOM AUSTRALIA PTY LTD	PPE EQUIPMENT FOR RANGER SERVICES.	1	1,962.50	
EFT34635	18/10/2019	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	COPIES OF THE AVON ADVOCATE FOR WUNDOWIE	1		25.60
INV 38	30/09/2019	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	COPIES OF THE AVON ADVOCATE FOR WUNDOWIE LIBRARY	1	25.60	





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EFT34636	18/10/2019	ZIPFORM	PRINTING OF RATES NOTICES FOR 2019/2020	1		14,182.38
INV 192127	16/09/2019	ZIPFORM	DLX WINDOW FACE ENVELOPES (ADDITIONAL ENVELOPES TO COVER RATES MAILING).	1	460.19	
INV 192127	16/09/2019	ZIPFORM	POSTAGE & HANDLING OF THE SHIRE RATES FOR 2019/20 FINANCIAL YEAR.	1	6,327.09	
INV 192127	16/09/2019	ZIPFORM	PRINTING OF RATES NOTICES FOR 2019/2020	1	7,395.10	
EFT34637	25/10/2019	DUNNING INVESTMENTS FTY LTD	FUEL CHARGES FOR SEPTEMBER 2019.	1		20,145.33
INV SEPTEM	(B0/09/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR SEPTEMBER 2019.	1	20,145.33	
EFT34638	25/10/2019	MIXED MEDIA CORPORATION PTY LTD	RETENTION CLAIM - BKB SOFTWARE PROGRAMMING	1	2.44	5,011.88
INV INV-311	723/09/2019	MIXED MEDIA CORPORATION PTY LTD	RETENTION CLAIM - BKB SOFTWARE PROGRAMMING	1	5,011.88	
EFT34639	25/10/2019	SAWDUST N SAND	SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE N PL 10.	1	3.14	2,607.44
INV SHIRE_1	N21/10/2019	SAWDUST N SAND	SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE_N_PL_10.	1	2,607.44	
EFT34640	25/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C 201819-09 - SCHEDULE OF RATES	1		11,193.20
INV 3166	21/10/2019	SPECIALISED TREE SERVICE	FRUNE ALL TREES TO THE SKY THAT OVERHANG OLD RAIL LINE DIVIDING FENCE TO DAY CARE SIDE ONLY AT DOKTA	1	1,070.00	
INV 3167	21/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	10,123.20	
EFT34641	25/10/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	SEPTEMBER 2019 FUEL USED AT PUMA.	1		1,176.30
INV 58	30/09/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	SEPTEMBER 2019 FUEL USED AT PUMA.	1	1,176.30	
EFT34642	25/10/2019	ABBOTTSFORGE	FABRICATE SKID PLATES FOR PROFILER ON BOBCAT.	1		500.00
INV 0000375	811/10/2019	ABBOTTSFORGE	FABRICATE SKID PLATES FOR PROFILER ON BOBCAT.	1	500.00	





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EFT34643	25/10/2019	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABLITY PERIOD FOR NYP	1		2,435.40
INV 1097	14/10/2019	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABLITY PERIOD FOR NYP	1	2,435.40	
EFT34644	25/10/2019	ALL-WAYSFOODS	STOCK PURCHASES NORTHAM POOL.	1	7.000	63.05
INV 44595	16/10/2019	ALL-WAYSFOODS	STOCK PURCHASES NORTHAM POOL	1	63.05	
EFT34645	25/10/2019	ANDREW ROLAND VALLANCE	DRIVING & UMPIRING FOR NIGHT HOOPS X 6 WEEKS.	1		1,440.00
INV 0910201	909/10/2019	ANDREW ROLAND VALLANCE	DRIVING & UMPIRING FOR NIGHT HOOPS X 6 WEEKS.	1	1,440.00	
EFT34646	25/10/2019	AUSTRALIAN COMMUNITY MEDIA	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1		872.30
INV 3770224	23/09/2019	AUSTRALIAN COMMUNITY MEDIA	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1	436.15	
INV 3770221	26/09/2019	AUSTRALIAN COMMUNITY MEDIA	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1	436.15	
EFT34647	25/10/2019	AVON VALLEY ARTS SOCIETY (INC)	2019/2020 ANNUAL FINANCIAL ASSISTANCE SUBSIDY.	1		7,500.00
INV 48820	10/09/2019	AVON VALLEY ARTS SOCIETY (INC)	2019/2020 ANNUAL FINANCIAL ASSISTANCE SUBSIDY.	1	7,500.00	
EFT34648	25/10/2019	AVON VALLEY CONTRACTORS	TONNE CRACKER DUST DELIVERED TO SHINGLE HILL	1		508.20
INV 3009	11/10/2019	AVON VALLEY CONTRACTORS	PIT. TONNE CRACKER DUST DELIVERED TO SHINGLE HILL PIT.	1	508.20	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34649	25/10/2019	BEYOND CABINETS & RENOVATIONS	CUTDOWN TOP, RELAMINATE (DARK GREEN AS COLOUR ON OUTSIDE WALLS) AND ADD HUTCH AS PER QUOTE #QU-0022	1		2,860.00
INV INV-00	3921/10/2019	BEYOND CABINETS & RENOVATIONS	CUTDOWN TOP, RELAMINATE (DARK GREEN AS COLOUR ON OUTSIDE WALLS) AND ADD HUTCH AS PER QUOTE #QU-0022	1	2,860.00	
EFT34650	25/10/2019	BRIAN KLOPPER ARCHITECT	NORTHAM INFLUENCERS ACTIVITY- WINE BAR	1		248.00
INV 56072	29/09/2019	BRIAN KLOPPER ARCHITECT	FUNCTION NORTHAM INFLUENCERS ACTIVITY- WINE BAR FUNCTION	1	248.00	
EFT34651	25/10/2019	CARICATURES BY TEL	CARICATRURE DRAWING SERVICES FOR 2019	1		640.00
INV 0991	07/10/2019	CARICATURES BY TEL	VOLUNTEER EMERGENCY SERVICES FAMILY DAY. CARICATRURE DRAWING SERVICES FOR 2019 VOLUNTEER EMERGENCY SERVICES FAMILY DAY.	1	640.00	
EFT34652	25/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 2250 HOUR PN1706 GRADER	1		12,920.29
INV 000028	8618/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 REGO N10759 HINO 500 SERIES TIPPER AUTO 20,000KM SERVICE	1	975.70	
INV 000028	9018/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1413 - REGO 1TQM574 - TRAILER NEEDS BACK TAIL GATE MESH NEEDS REPLACING	1	297.00	
INV 000028	9318/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - REGON 4346 KOMATSU EXCAVATOR 1250HOUR SERVICE	1	766.37	
INV 000028	9218/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 - REGO N 4013 MITSUBISHI CANTER TRUCK 15.000KM SERVICE	1	777.92	
INV 000028	9418/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO SIGHT, INSTALL EXPANSION BOTTLE AND REPAIR AS REQUIRED.	1	509.63	
INV 000028	8918/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	HINO 500 SERIES 110,0000KM SERVICE ON PN1201	1	906.36	
INV 000028	8518/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 REGO N254 ISUZU WATER TRUCK 400HR SERVICE	1	1,237.83	
INV 000028	8818/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 5000 HOUR ON PN1314 GRADER	1	1,320.61	
INV 0000289	9618/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	250 HOUR SERICE ON PN1502 (33HRS OVER) REGO N4174 (LAST SERVICED 4000HRS PLUS TIGHTEN AIR COND BELT	1	1,257.08	
INV 000028	8718/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 2250 HOUR PN1706 GRADER	1	1,798.83	
INV 000028	9118/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	RUBBERS.	1	321.20	





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INV 00002883	318/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	500HR SERVICE ON CASE SKID STEER PN1619.	1	1,300.86	
INV 0000289:	518/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	REPARIS TO BUCKET LOCKING PIN ARM BROKEN(LHS). ATTEND SITE TO TROUBLE SHOOT STEEL DRUM	1	299.75	
INV 00002884	418/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	ROLLER NOT WORKING. INVESTIGATE & REPAIR OIL LEAK ON CLARKE BOBCAT PN0916 - N.006. REPLACE FAN MOTOR SUPPLIED BY SON.	1	1,151.15	
EFT34653	25/10/2019	CID EQUIPMENT PTY LTD	EXPANSION TANK - BOTTLE - 17336823	1	-	385.00
INV 1927582	26/09/2019	CID EQUIPMENT PTY LTD	EXPANSION TANK - BOTTLE - 17336823	1	385.00	
EFT34654	25/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		916.68
INV 2211004	016/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	916.68	
EFT34655	25/10/2019	COMBINED TYRES	REPLACE LOADER TYRES ON INKPEN LOADER 23.5-25	1		6,801.80
INV INV-295	504/10/2019	COMBINED TYRES	SOLIDTRAC E3/L3, 23.5-25 20 LT SOLIDTRAC E3/L3 REPLACE LOADER TYRES ON INKPEN LOADER 23.5-25 SOLIDTRAC E3/L3, 23.5-25 20 LT SOLIDTRAC E3/L3	1	5,885.00	
INV INV-306	315/10/2019	COMBINED TYRES	REPAIR PUNCTURED TYRE.	1	50.00	
INV INV-306	516/10/2019	COMBINED TYRES	REPLACE FRONT TYRES ON PN1412 REGO N11084 205R16 ON NISSAN NAVARA PLUS TYRE DISPOSAL	1	866.80	
EFT34656	25/10/2019	COUNTRYWIDE GROUP	CHLORINE & CHEMICALS FOR WUNDOWIE POOL	1		2,858.35
INV 28290	21/10/2019	COUNTRY WIDE GROUP	CHLORINE & CHEMICALS FOR WUNDOWIE POOL	1	2,088.35	
INV 28297	21/10/2019	COUNTRY WIDE GROUP	CHEMICALS FOR NORTHAM POOL.	1	770.00	
EFT34657	25/10/2019	DEPARTMENT OF HOUSING	RATES CREDT REFUND FOR ASSESSMENT A12898	1		1,516.34
INV A12898	22/10/2019	DEPARTMENT OF HOUSING	RATES CREDT REFUND FOR ASSESSMENT A12898		1,516.34	
EFT34658	25/10/2019	DIANA JOY WARNER	REFUND FOR FEE FOR RURAL ROAD NUMBER APPLICATION - A2390 1 MURESK RD.	1		98.00
INV 125645	23/10/2019	DIANA JOY WARNER	REFUND FOR FEE FOR RURAL ROAD NUMBER AFPLICATION - A2390 1 MURESK RD.	1	98.00	
EFT34659	25/10/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1		100.00





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INV 0000050	0615/10/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34660	25/10/2019	EUREKA TRUCK TRAINING	DRIVE HEAVY RIGID VEHICLE, 2 HOUR LESSON - MURRAY MCGREGOR	1	1.1.1	250.00
INV 0000112	2318/09/2019	FUREKA TRUCK TRAINING	DRIVE HEAVY RIGID VEHICLE, 2 HOUR LESSON - MURRAY MCGREGOR	1	250.00	
EFT34661	25/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - CITIZENSHIP CEREMONY APPROX. 40 GUESTS	1		1,078.00
INV 0029170	0621/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - CITIZENSHIP CEREMONY APPROX. 40 GUESTS	1	693.00	
INV 0029170	0822/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 16 OCTOBER 2019	1	385.00	
EFT34662	25/10/2019	GDR CIVIL CONTRACTING PTY LTD	RELOCATE MULTI TYRE ROLLER FROM MOORE ROAD TO SNOOKE ROAD THURSDAY 11/7/2019.	1	1.1.1.1.1	1,155.00
INV 001524	12/07/2019	GDR CIVIL CONTRACTING PTY LTD	RELOCATE MULTI TYRE ROLLER FROM MOORE ROAD TO SNOOKE ROAD THURSDAY 11/7/2019.	1	1,155.00	
EFT34663	25/10/2019	GETTIN HECTIC AUSTRALIA	GLAMPING CHARGE	1		6,397.90
INV INV-094	4026/09/2019	GETTIN HECTIC AUSTRALIA	GLAMPING CHARGE	1	6,397.90	
EFT34664	25/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1		3,476.00
INV 20	17/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1	1,590.00	
INV 21	17/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1	1,160.00	
INV 25	18/10/2019	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS, RE-ATTACH TOILET ROLL HOLDER AND REMOVE GRAFFITI.	1	99.00	
INV 24	18/10/2019	GLENN STUART BEVERIDGE	APEX PARK TOILETS, INSTALL 2 X SHARPS CONTAINERS DUE TO VANDALISM.	1	99.00	
INV 22	21/10/2019	GLENN STUART BEVERIDGE	TOWN HALL, REINSTALL STAGE CURTAIN AND MAKE SAFE.	1	264.00	
INV 26	21/10/2019	GLENN STUART BEVERIDGE	REPLACE TOILET SEAT IN DISABLE TOILET, RE FIX DOOR HINGE TO DISABLE TOILET DOOR AND REPLACE DOOR LOCK TO FIRST CUBICLE IN LADIES TOILET	1	187.00	
INV 27	27/10/2019	GLENN STUART BEVERIDGE	NORTHAM TIP BUILDING. REPAIR ENTRANCE DOOR LOCK.	1	77.00	





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EFT34665	25/10/2019	GROVE WESLEY DESIGN ART	BKB BROCHURES	1		374.00
INV 5743	25/09/2019	GROVE WESLEY DESIGN ART	BKB BROCHURES	1	374.00	
EFT34666	25/10/2019	HANNAGANS HEARTH HOUSE	RATES CREDIT REFUND FOR ASSESSMENT A11345	1	10.00	2,728.93
INV A11345	24/10/2019	HANNAGANS HEARTH HOUSE	RATES CREDIT REFUND FOR ASSESSMENT A11345		2,728.93	
EFT34667	25/10/2019	HILLS CONCRETE PRODUCTS	525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS	1		11,440.00
INV 9534	08/10/2019	HILLS CONCRETE PRODUCTS	525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS	1	11,440.00	
EFT34668	25/10/2019	HILLS DISTRICT CALISTHENICS CLUB	REFUND OF WITHHOLDING TAX AMOUNT PROCESSED IN ERROR 17/18.	1	1.25	73.50
INV K.S01860	0814/03/2018	HILLS DISTRICT CALISTHENICS CLUB	REFUND OF WITHHOLDING TAX AMOUNT PROCESSED IN ERROR 17/18.	1	73.50	
EFT34669	25/10/2019	HORSEPOWER RIDING FOR THE DISABLED ASSOC. OF WA BAKERS HILL CARRIAGE DRIVING CENTRE INC. T/A HORSEPOWER	2019/2020 SPONSORSHIP FOR SAFETY FENCE AROUND THE ARENA AND EXTRA WATER TANK.	1		5,000.00
INV 15	16/09/2019	HORSEPOWER RIDING FOR THE DISABLED ASSOC. OF WA BAKERS HILL CARRIAGE DRIVING CENTRE INC. T/A HORSEPOWER	2019/2020 SPONSORSHIP FOR SAFETY FENCE AROUND THE ARENA AND EXTRA WATER TANK.	1	5,000.00	
EFT34670	25/10/2019	INCREDIBLE CREATURES MOBILE FARM	ATTENDANCE AT VOLUNTEER RECOGNITION FUNCTION FROM 10AM-2PM ON 20 OCTOBER	1		750.00
INV 3131	20/10/2019	INCREDIBLE CREATURES MOBILE FARM	ATTENDANCE AT VOLUNTEER RECOGNITION FUNCTION FROM 10AM-2PM ON 20 OCTOBER	1	750.00	
EFT34671	25/10/2019	JACK JUPP	REIMBURSMENT FOR POLICE CLEARANCE.	1		49.00
INV 300W41	609/10/2019	JACK JUPP	REIMBURSMENT FOR POLICE CLEARANCE.	1	49.00	
EFT34672	25/10/2019	JANINE HUNTER	BOND REFUND FOR BOOKING #4120.	1		100.00
INV 10181	18/10/2019	JANINE HUNTER	BOND REFUND FOR BOOKING #4120.	1	100.00	
EFT34673	25/10/2019	JH COMPUTER SERVICES PTY LTD	CYBERPOWER ONLINE S 2000VA / 1800W RACKMOUNT UPS	1	-2.14	1,760.00
INV 0000192	014/10/2019	JH COMPUTER SERVICES PTY LTD	CYBERPOWER ONLINE S 2000VA / 1800W RACKMOUNT UPS	1	1,760.00	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34674	25/10/2019	KAREN CULBONG	REFUND OF BOND PAYMENT AFTER CLEANING FEE AND FIRE EXTINGUISHER REPLACEMENT FEE HAS BEEN DEDUCTED.	1		335.50
INV 10044	16/10/2019	KAREN CULBONG	REFUND OF BOND FAYMENT AFTER CLEANING FEE AND FIRE EXTINGUISHER REPLACEMENT FEE HAS BEEN DEDUCTED.	1	335.50	
EFT34675	25/10/2019	LANDGATE	GROSS RENTAL =VALUATIONS CHARGEABLE SCHEDULE	1		1,200.82
INV 945175	01/08/2019	LANDGATE	NO:G2019/9 DATED 27/07/2019 TO 23/08/2019. OTHER DKI INVOICES FROM LANDGATE	1	340.60	
INV 351409-	1024/09/2019	LANDGATE	GROSS RENTAL =VALUATIONS CHARGEABLE SCHEDULE	1	792.37	
INV 351502-	1@5/09/2019	LANDGATE	NO:G2019/9 DATED 27/07/2019 TO 23/08/2019. RURAL UV'S CHARGEABLE SCHEDULE R2019/8 DATED 17/08/2019 TO 12/09/2019.	1	67.85	
EFT34676	25/10/2019	LANDMARK	20L GLADIATOR HERBICIDE.	1		112.20
INV 9022140	126/09/2019	LANDMARK	20L GLADIATOR HERBICIDE.	1	112.20	
EFT34677	25/10/2019	MARKETFORCE	COMBINED EMPLOYMENT ADVERT IN THE AVON VALLEY ADVOCATE 04/09/2019 FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARDS/COMMUNITY SERVICES OFFICERS	1		6,482.55
INV 29318	27/08/2019	MARKETFORCE	ADVERT FOR INFORMATION SESSION BY WAEC	1	345.82	
INV 29842	25/09/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 11/09/2019 FOR LOCAL PLANNING POLICY NO. 26 - CONTAINER DEPOSIT INFRASTRUCTURE LOCAL PLANNING SCHEME NO 6	1	335.52	
INV 29843	25/09/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 11/09/2019 FOR TENDER V1/2019	1	288.13	
INV 29839	25/09/2019	MARKETFORCE	ADVERT ON SEEK FOR GARDENER POSITION	1	225.50	
INV 29844	25/09/2019	MARKETFORCE	PUBLIC NOTICE - PROPOSAL TO DISPOSE OF PROPERTY HANGAR 14 NORTHAM AIRPORT - AVON VALLEY ADVOCATE 18/09/2019	1	240.75	
INV 29846	25/09/2019	MARKETFORCE	BEREAVEMENT NOTICE FOR JAMES SMITH - PREVIOUS TOWN OF NORTHAM COUNCILLOR - AVON VALLEY ADVOCATE 25/09/2019	1	75.82	



EFT34680 25/10/2019

INV 124713 01/07/2019

25/10/2019

18/10/2019

25/10/2019

21/10/2019

EFT34681

INV 4301

EFT34682

INV 7212

NEIL EDWARD WHITMARSH

NEIL EDWARD WHITMARSH

NORTHAM BOWLING CLUB INC

NORTHAM BOWLING CLUB INC

NORTHAM & DISTRICTS GLASS SERVICE

NORTHAM & DISTRICTS GLASS SERVICE



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INV 29847	25/09/2019	MARKETFORCE	PROPOSAL TO DISPOSE OF PROPERTY BY LEASE PORTION OF RESERVE 44700 AND LOT 291 BLACKBERRY CLOSE BAKERS HILL - AVON VALLEY ADVOCATE 25/09/2019	1	382.91	
INV 2984 5	25/09/2019	MARKETFORCE	ADVERTISEMENT IN THE AVON VALLEY ADVOCATE 25/09/2019 & SEEK FOR A CBFCO	1	949.52	
INV 29841	25/09/2019	MARKETFORCE	COMBINED EMPLOYMENT ADVERT IN THE AVON VALLEY ADVOCATE 04/09/2019 FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARDS/COMMUNITY SERVICES OFFICERS	1	1,975.82	
INV 29840	25/09/2019	MARKETFORCE	SEEK ADVERTS FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARDS/COMMUNITY SERVICES OFFICERS	1	434.50	
I NV 29848	25/09/2019	MARKETFORCE	ADVERTISEMENT IN THE AVON VALLEY ADVOCATE 25/09/2019 & SEEK FOR A CBFCO	1	1,228.26	
EFT34678	25/10/2019	MICHAEL GEOFFREY O'DEA	REFUND OF OVERPAID ACCOUNT PAID INVOICE 22290 TWICE RECEIPT NO'S 125556 & 125782	1		117.00
INV 22722	23/10/2019	MICHAEL GEOFFREY O'DEA	REFUND OF OVERPAID ACCOUNT PAID INVOICE 22290 TWICE RECEIPT NO'S 125556 & 125782.	1	117.00	
EFT34679	25/10/2019	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1	a de la che	103.87
INV 000001:	5125/09/2019	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1	103.87	

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SENIOR SPORT FUNDING F

SENIOR SPORT FUNDING F

REFUND FOR FEE FOR RURAL ROAD NUMBER

REFUND FOR FEE FOR RURAL ROAD NUMBER.

REPLACE MIRROR FOR PN1502 - REGO N4174

REPLACE MIRROR FOR PN1502 - REGO N4174

APPLICATION - FEE NO LONGER APPLICABLE - 80 LUNT

APPLICATION - FEE NO LONGER APPLICABLE - 80 LUNT

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EFT34683	25/10/2019	NORTHAM FAMILY PRACTICE	FRE EMPLOYMENT MEDICAL - BARB SAGE, SAFETY OFFICER	1		236.50
INV 104715	15/04/2019	NORTHAM FAMILY PRACTICE	FRE EMPLOYMENT MEDICAL - BARB SAGE, SAFETY OFFICER	1	236.50	
EFT34684	25/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1		222.00
INV 0000238	401/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238	1502/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238	602/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	31.50	
INV 0000238	803/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238	904/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000239	307/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000239	408/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000240	0709/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000240	810/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	25.50	
INV 0000240	911/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000241	014/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000241	216/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
EFT34685	25/10/2019	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	_	352.90
INV 220525	21/10/2019	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	352.90	
EFT34686	25/10/2019	NORTHAM SENIOR CITIZEN'S SOCIAL CLUB INC	SENIOR SPORT FUNDING	1		100.00





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INV 8	19/09/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34687	25/10/2019	PALMER CIVIL CONSTRUCTION	LEAVER ROAD CULVERT DECOMMISSION OLD AND RE	1		49,020.95
INV 0000251	927/09/2019	PALMER CIVIL CONSTRUCTION	INSTALL NEW AS PER QUOTE QT2296 AS ATTACHED LEAVER ROAD CULVERT DECOMMISSION OLD AND RE INSTALL NEW AS PER QUOTE QT2296 AS ATTACHED	1	49,020.95	
EFT34688	25/10/2019	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2019.	1		482.51
INV AUGUS	T02/09/2019	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES AUGUST 2019.	1	227.03	
INV SEPTEM	4101/10/2019	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2019.	1	255.48	
EFT34689	25/10/2019	REGIONAL PHY SIOTHERAFY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		407.00
INV 0039815	5 15/10/2019	REGIONAL PHY SIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039831	15/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
NV 0039816	5 15/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039891	16/10/2019	REGIONAL PHY SIOTHERAFY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	110.00	
EFT34690	25/10/2019	RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM FORTNIGHTLY WAGES.	1		50.00
INV 22721	23/10/2019	RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM FORTNIGHTLY WAGES.	1	50.00	
EFT34691	25/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	IRISHTOWN BFB PREMISES - ANNUAL FIRST AID KIT SERVICING	1		275.87
NV CYINV(0008/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	RISHTOWN BEB PREMISES - ANNUAL FIRST AID KIT SERVICING	1	142.87	
INV FAINVO	010/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	SUE CONNELL FIRST AID TRAINING 10/10/2019	1	133.00	
EFT34692	25/10/2019	STATE WIDE TURF SERVICES	ANNUAL RENOVATIONS ON HENRY STREET OVAL - VERTI MOW AND SWEEP IN TWO DIRECTONS, SOLID TYNE WITH 22MM TYNES, TOPDRESS WITH SAND 200M2 AND TOPDRESS WITH COMPOST 60M3	1		25,850.00





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INV 0000460027/09/201 9	STATE WIDE TURF SERVICES	ANNUAL RENOVATIONS ON HENRY STREET OVAL - VERTI MOW AND SWEEP IN TWO DIRECTONS, SOLID TYNE WITH 22MM TYNES, TOPDRESS WITH SAND 200M2 AND TOPDRESS WITH COMPOST 60M3	1	25,850.00	
EFT34693 25/10/2019	STEPHEN CARRICK ARCHITECTS	REVIEW OF DRAFT HERITAGE LIST AND COMMENTS ON	1		1,650.00
INV SCA143820/10/2019	STEPHEN CARRICK ARCHITECTS	SUBMISSIONS REVIEW OF DRAFT HERITAGE LIST AND COMMENTS ON SUBMISSIONS	1	1,650.00	
EFT34694 25/10/2019	THE PRINT SHOP BUNBURY	3000x NORTHAM VISITOR GUIDE AS PER ATTACHED	1		1,956.00
INV 24488 25/09/2019	THE PRINT SHOP BUNBURY	QUOTE 3000x NORTHAM VISITOR GUIDE AS PER ATTACHED QUOTE	1	1,956.00	
EFT34695 25/10/2019	THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1		248.20
INV 1174533226/09/2019	THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1	248.20	
EFT34696 25/10/2019	TOTAL EDEN	SPRINKLER GEARDRIVE -	1		2,559.59
INV 4091826210/10/2019	TOTAL EDEN	SPRINKLER GEARDRIVE -	1	2,076.14	
INV 4091937311/10/2019	TOTAL EDEN	SPRINKLERS & PARTS.	1	483.45	
EFT34697 25/10/2019	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - OCTOBER 2019	1		200.00
INV 56 17/10/2019	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - OCTOBER 2019	1	200.00	
EFT34698 25/10/2019		CARAVAN AND CAMPING FEASIBILITY STUDY	1		7,337.00
INV INV-020916/09/2019	ANNA DIXON CONSULTING & CREATIVEIQ TRUSTEE FOR THE GREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ	CARAVAN AND CAMPING FEASIBILITY STUDY	1	7,337.00	
EFT34699 25/10/2019	TYREPOWER	TOYO 265/60R18 TYRES PLUS FITTING FOR PN 1609 - REGO N11363	1		1,189.09
INV 8265.130416/10/2019	TYREPOWER	TOYO 265/60R18 TYRES PLUS FITTING FOR PN 1609 - REGO N11363	1	1,189.09	
EFT34700 25/10/2019	UNITED EQUIPMENT PTY LTD	ANNUAL ROUTINE MAINTENANCE INSPECTION & SERVICE TO HAULOTTE HTA13P EWP PN1604.	1		565.40





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INV SVC06	83.18/10/2019	UNITED EQUIPMENT PTY LTD	ANNUAL ROUTINE MAINTENANCE INSPECTION & SERVICE TO HAULOTTE HTA13P EWP PN1604.	1	565.40	
EFT34701	25/10/2019	VODAFONE	HARVEST BAN LINE, 01/10/2019 TO 31/10/2019.	1	- 7.	440.00
INV 112441	4106/10/2019	VODAFONE	HARVEST BAN LINE, 01/10/2019 TO 31/10/2019.	1	440.00	
EFT34702	25/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/10/19 - 18/10/19	1	A 3.2.7	1,089.00
INV 02379	20/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/10/19 - 18/10/19	1	1,089.00	
EFT34703	25/10/2019	WA RANGERS ASSOCIATION INC	VEHICLE DOOR DECALS REFLECTIVE	1		62.00
INV 92	15/10/2019	WA RANGERS ASSOCIATION INC	VEHICLE DOOR DECALS REFLECTIVE	1	62.00	
EFT34704	25/10/2019	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA	1		174.25
INV SN0001	7302/09/2019	WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES SEPTEMBER 2019.	1	43.80	
INV 55903	03/10/2019	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA	1	130.45	
EFT34705	25/10/2019	WCP CIVIL PTY LTD	SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16	1		126,870.98
INV 20980	28/06/2019	WCP CIVIL PTY LTD	SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16	1	126,870.98	
EFT34706	25/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SUE CONNELL TRAINING 25/10/2019 LOCAL GOVERNMENT ACT 1995 - THE ESSENTIALS	1		578.00
INV I30789:	58 24/09/2019	GOVERNMENT ASSOCIATION WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SUE CONNELL TRAINING 25/10/2019 LOCAL GOVERNMENT ACT 1995 - THE ESSENTIALS	1	578.00	
EFT34707	25/10/2019	WHEATBELT SAFETYWEAR	SAFETY BOOTS - SHARLENE MOORE	1		193.00
INV 9048	24/09/2019	WHEATBELT SAFETYWEAR	CHEMICAL GLOVES.	1	15.00	
INV 9054	27/09/2019	WHEATBELT SAFETYWEAR	BLACK L NITRILE GLOVES	1	23.00	
INV 9053	27/09/2019	WHEATBELT SAFETYWEAR	CHEMICAL GLOVES.	1	15.00	
INV 9075	08/10/2019	WHEATBELT SAFETYWEAR	SAFETY BOOTS - SHARLENE MOORE	1	140.00	
EFT34708	25/10/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		59.94





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INV 0268622	223/09/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	59.94	
EFT34709	25/10/2019	ZENIEN	REMEIDATION OF RIVERSIDE HOTEL TO WAPOL CCTV LINK	1		3,025.68
INV 1686 5	16/10/2019	ZENIEN	REMEIDATION OF RIVERSIDE HOTEL TO WAPOL CCTV LINK	1	3,025.68	
EFT34710	25/10/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY ASPER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1		1,389,483.32
INV 3487	04/10/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY ASPER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1	1,389,483.32	
EFT34711	31/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1	and the l	89,928.83
INV 224	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
35210	04/10/2019	NORTHAM AND DISTRICTS HISTORICAL SOCIETY INC	COMMUNITY SPONSORSHIP GRANT 2019/2020	1	100	4,804.00
I NV 62	18/09/2019	NORTHAM AND DISTRICTS HISTORICAL SOCIETY INC	COMMUNITY SPONSORSHIP GRANT 2019/2020	1	4,804.00	
35211	04/10/2019	PETTY CASH	P/C VISITORS CENTRE 19/07/2019-06/09/2019	1		187.85
INV P/C VISI	F106/09/2019	PETTY CASH	P/C VISITORS CENTRE 19/07/2019-06/09/2019	1	187.85	
35212	04/10/2019	SHIRE OF NORTHAM	RATES FOR 185 FITZGERALD ST NORTHAM (POP UP SHOP)	1		4,145.06
INV A11080	02/09/2019	SHIRE OF NORTHAM	RATES FOR 185 FITZGERALD ST NORTHAM (POP UP SHOP)	1	4,145.06	
35213	04/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUC	T.17/09/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
INV DEDUC	T01/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	





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35214	04/10/2019	SYNERGY	GROUPED ELECTRICITY 05/08/2019-05/09/2019	1		11,720.75
INV 7921	766205/09/2019	SYNERGY	GROUPED ELECTRICITY 05/08/2019-05/09/2019	1	7,191.51	
INV 2931	107311/09/2019	SYNERGY	BKB 14/08/2019-11/09/2019	1	1,538.63	
INV 9414:	532312/09/2019	SYNERGY	GRASS VALLEY FIRE SHED 16/07/2019-12/09/2019	1	280.68	
INV 09293	125212/09/2019	SYNERGY	GRASS VALLEY OVAL 16/07/2019-12/09/2019	1	111.19	
INV 7471	705313/09/2019	SYNERGY	SKATE PARK 1707/2019-13/09/2019	1	141.22	
INV 18199	945019/09/2019	SYNERGY	KILLARA NEW BUILDING 15/08/2019-19/09/2019	1	1,362.95	
INV 13653	377419/09/2019	SYNERGY	AIRPORT 22/07/2019 TO 19/09/2019.	1	1,094.57	
35215	04/10/2019	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT SEPTEMBER 2019 TO OCTOBER 2019.	1	-	8,548.72
INV 27260	008910/09/2019	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/09/2019-09/10/2019	1	299.98	
INV 3864	754812/09/2019	TELSTRA CORPORATION	HENRY ST OVAL 04/09/2019-04/10/2019	1	46.96	
INV 90266	075012/09/2019	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT SEPTEMBER 2019 TO OCTOBER 2019.	1	8,161.83	
INV 2000	049018/09/2019	TELSTRA CORPORATION	SES ACCOUNT 15/08/2019-14/09/2019	1	39.95	
35216	04/10/2019	WATER CORPORATION	REC CENTRE10/07/2019-12/09/2019	1		13,367.29
INV 90079	945103/09/2019	WATER CORPORATION	KATRINE TOILETS 02/07/2019-02/09/2019	1	41.55	
INV 9011	154703/09/2019	WATER CORPORATION	VANCANT LAND 03/07/2019-02/09/2019	1	360.88	
INV 90079	901606/09/2019	WATER CORPORATION	RAILWAY MUSEUM 03/07/2019 TO 05/09/2019.	1	164.50	
INV 90079	901709/09/2019	WATER CORPORATION	PURSLOWE PARK 04/07/2019 TO 06/09/2019.	1	11.65	
INV 90078	899909/09/2019	WATER CORPORATION	GIRL GUIDES HALL - 04/07/2019 TO 06/09/2019.	1	68.44	
INV 90079	909710/09/2019	WATER CORPORATION	SES BUILDING - 06/07/2019 TO 09/09/2019.	1	2,145.88	
INV 90079	903710/09/2019	WATER CORPORATION	TOWN & LESSER HALL 05/07/2019 TO 09/09/2019.	1	447.85	
INV 90079	906710/09/2019	WATER CORPORATION	OLD NORTHAM FIRE STATION - 06/07/2019 - 09/09/2019.	1	320.35	
INV 90079	908610/09/2019	WATER CORPORATION	KILLARA - 05/07/2019 - 09/09/2019	1	799.04	





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INV 9007	909710/09/2019	WATER CORPORATION	JUBILEE OVAL 06/07/2019 TO 09/09/2019.	1	623.35	
INV 9008	729710/09/2019	WATER CORPORATION	ADMIN BUILDING 03/07/2019 TO 06/09/2019.	1	174.79	
INV 9007	906710/09/2019	WATER CORPORATION	OLD NORTHAM FIRE STATION 05/07/2019-09/09/2019	1	320.35	
INV 9007	908011/09/2019	WATER CORPORATION	OLD POST OFFICE 05/07/2019-10/09/2019	1	86.62	
INV 9007	903911/09/2019	WATER CORPORATION	ST JOHNS HALL 08/07/2019-10/09/2019	1	142.44	
INV 9007	904011/09/2019	WATER CORPORATION	SENIORS MEMORIAL HALL - 09/07/2019 - 10/09/2019.	1	377.42	
INV 9007	908011/09/2019	WATER CORPORATION	OLD GIRLS SCHOOL 05/07/2019-10/09/2019	1	68.44	
INV 9007	907411/09/2019	WATER CORPORATION	BERNARD PARK PLAY CENTRE08/07/2019-10/09/2019	1	117.13	
INV 9007	906911/09/2019	WATER CORPORATION	OLD INFANT HEALTH CLINIC 05/07/2019-10/09/2019	1	74.30	
INV 9007	903911/09/2019	WATER CORPORATION	BKB CENTRE 08/07/2019-10/09/2019	1	215.03	
INV 9007	904011/09/2019	WATER CORPORATION	NORTHAM LIBRARY 08/07/2019 10/09/2019	1	333.33	
INV 9007	907411/09/2019	WATER CORPORATION	BERNARD PARK 08/07/2019-10/09/2019	1	340.38	
INV 9007	908111/09/2019	WATER CORPORATION	TRAFFIC ISLANDS 05/07/2019-10/09/2019	1	7.79	
INV 9007	907311/09/2019	WATER CORPORATION	BROOME TCE SIDE 08/07/2019-10/09/2019	1	298.66	
INV 9007	907212/09/2019	WATER CORPORATION	185 FITZGERALD ST NORTHAM08/07/2019-10/09/2019	1	412.78	
INV 9007	904012/09/2019	WATER CORPORATION	CREATE 298 08/07/2019-10/09/2019	1	804.62	
INV 9007	913112/09/2019	WATER CORPORATION	NORTHAM DEPOT 10/07/2019-11/09/2019	1	168.81	
INV 9008	729812/09/2019	WATER CORPORATION	VISITORS CENTRE 08/07/2019-10/09/2019	1	468.22	
INV 9007	908712/09/2019	WATER CORPORATION	MAY ST GARDEN 09/07/2019-11/09/2019	1	106.08	
INV 9011	070412/09/2019	WATER CORPORATION	SNACK BAR AT RIVERSEDGE 01/09/2019-31/10/2019	1	215.54	
INV 9007	909717/09/2019	WATER CORPORATION	REC CENTRE10/07/2019-12/09/2019	1	2,871.53	
INV 9007	923623/09/2019	WATER CORPORATION	POOL HOUSE 19/07/2019-20/09/2019	1	274.93	
INV 9007	926024/09/2019	WATER CORPORATION	SPORTS GROUND 22/07/2019-23/09/2019	1	115.06	
INV 9007	929402/10/2019	WATER CORPORATION	AVON MALL MTE WORKS 08/07/2019-10/09/2019	1	389.55	



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35217 18/10/2019	EF STATHIOS ZAHAROPOULOS	CROSSOVER REBATE PAYMENT FOR 45 STIRLING	1		742.50
NV CK1010240/10/2019	HESTATHIOS ZAHAROPOULOS	STREET NORTHAM CROSSOVER REBATE PAYMENT FOR 45 STIRLING STREET NORTHAM	1	742.50	
35218 18/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		65.00
INV DEDUCT15/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35219 18/10/2019	SYNERGY	SHIRE ADMIN BUILDING - 15/08/2019 TO 19/09/2019.	1		3,093.67
INV 7968413419/09/2019	SYNERGY	SHIRE ADMIN BUILDING - 15/08/2019 TO 19/09/2019.	1	1,769.66	
NV 1539025126/09/2019	SYNERGY	OLD SHIRE DEPOT - 30/07/2019 TO 26/09/2019.	1	133.33	
NV 1648520327/09/2019	SYNERGY	OLD GIRLS SCHOOL - 31/07/2019 TO 27/09/2019.	1	148.75	
INV 1127695001/10/2019	SYNERGY	OLD FIRE STATION - 01/08/2019 TO 01/10/2019.	1	310.10	
INV 2931107309/10/2019	SYNERGY	BKB - 11/09/2019 TO 09/10/2019.	1	731.83	
35220 18/10/2019	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/08/2019 to 27/09/2019.	1		3,302.09
NV 6305302927/09/2019	TELSTRA CORPORATION	BAKERS HILL BFB 23/08/2019 TO 22/09/2019.	1	30.00	
INV 2726009028/09/2019	TELSTRA CORPORATION	MOBILES FOR DEPOT/KILLARA -A/H 28/09/2019 TO 27/10/2019.	1	86.03	
NV 2726009028/09/2019	TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLERS 28/09/2019 to 27/10/2019.	1	50.00	
INV 2726008928/09/2019	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/08/2019 to 27/09/2019.	1	3,136.06	
35221 18/10/2019	WATER CORPORATION	COMMERCIAL/PRIVATE STANDPIPE - 17/07/2019 TO	1		6,212.04
INV 9007909708/07/2019	WATER CORPORATION	18/09/2019. SES BUILDING - 08/05/2019 TO 05/07/2019	1	1,248.74	
NV 9007840315/08/2019	WATER CORPORATION	GRASS VALLEY BFB - 11/06/2019 TO 14/08/2019.	1	2.53	
NV 9007913513/09/2019	WATER CORPORATION	DEPOT BUILDING - 11/07/2019 TO 12/09/2019.	1	249.31	
NV 9007916616/09/2019	WATER CORPORATION	MORBY COTTAGE - 13/07/2019 TO 13/09/2019 -	1	44.06	
INV 9007917016/09/2019	WATER CORPORATION	CEMETERY - 13/07/2019 TO - 13/09/2019.	1	270.09	





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INV 901247	5717/09/2019	WATER CORPORATION	VACANT LAND - GARDEN - 13/07/2019 TO 13/09/2019.	1	316.83	
INV 900791	5518/09/2019	WATER CORPORATION	AIRPORT- 16/07/2019 TO 17/09/2019.	1	1,539.85	
INV 900792	3418/09/2019	WATER CORPORATION	APEX PARK TOILETS - 16/07/2019 TO 17/09/2019.	1	104.15	
INV 900791	7219/09/2019	WATER CORPORATION	SPORTS GROUND - 17/07/2019 TO 18/09/2019.	1	186.98	
INV 902205:	3219/09/2019	WATER CORPORATION	COMMERCIAL/PRIVATE STANDPIPE - 17/07/2019 TO 18/09/2019.	1	1,762.11	
INV 900791	8420/09/2019	WATER CORPORATION	PLAYGROUND AT PERINA WAY - 18/07/2019 TO 19/09/2019.	1	77.08	
INV 902149	9423/09/2019	WATER CORPORATION	NORTHAM POOL - 20/07/2019 TO 20/09/2019.	1	187.46	
INV 901256	2923/09/2019	WATER CORPORATION	ROAD VERGE - 20/07/2019 TO 20/09/2019.	1	8.48	
INV 900792	7524/09/2019	WATER CORPORATION	OLD QUARRY REFUSE SITE 23/07/2019 TO 23/09/2019.	1	59.73	
INV 900792:	5924/09/2019	WATER CORPORATION	ANIMAL POUND OLD QUARRY ROAD - 23/07/2019 TO 23/09/2019.	1	153.22	
INV 901059	6325/09/2019	WATER CORPORATION	GEORGE NUICH PARK 24/07/2019 TO 24/09/2019.	1	1.42	
35222	23/10/2019	PETTY CASH	FLOAT NORTHAM POOL SEASON 2019/2020	1	100	500.00
INV P/C FLO	OA22/10/2019	PETTY CASH	FLOAT NORTHAM POOL SEASON 2019/2020	1	300.00	
INVP/CFLC	OA22/10/2019	PETTY CASH	FLOAT WUNDOWIE POOL SEASON 2019/2020.	1	200.00	
35223	25/10/2019	DENNIS GRAHAM FALCONBRIDGE	RATES CREDIT REFUND FOR ASSESSMENT A1404	1		404.94
INV A1404	18/10/2019	DENNIS GRAHAM FALCONBRIDGE	RATES CREDIT REFUND FOR ASSESSMENT A1404		404.94	
35224	25/10/2019	PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE.	1	6.000 L	187.55
INV P/C RE	C 60/08/2019	PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE.	1	141.05	
INV P/C DE	₽Q0/09/2019	PETTY CASH	PETTY CASH REIMBURSEMENT FOR DEPOT 05/08/2019 TO 20/09/2019.	1	46.50	
35225	25/10/2019	SYNERGY	STREET LIGHTS - 02/10/2019 TO 02/10/2019.	1		26,638.90
INV 935600	1427/09/2019	SYNERGY	VISITORS CENTRE CONF ROOM - 31/07/2019 TO 27/09/2019.	1	617.57	
INV 335596	9227/09/2019	SYNERGY	VISITORS CENTRE - 31/07/2019 TO 27/09/2019.	1	1,639.83	





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INV 236109	98002/10/2019	SYNERGY	RAP PARK - AVON YOUTH - 02/08/019 - TO 02/10/2019.	1	108.22	
INV 915241	16402/10/2019	SYNERGY	AUXILLARY LIGHTING CHARGE 02/09/2019 TO 02/10/2019.	1	134.32	
INV 168614	19902/10/2019	SYNERGY	STREET LIGHTS - 02/10/2019 TO 02/10/2019.	1	23,975.47	
INV 157822	25604/10/2019	SYNERGY	BUSHFIRE IRISHTOWN - 26/07/2019 TO 04/10/2019.	1	163.49	
35226	25/10/2019	TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER - NOVEMBER 2019.	1	10000	7,778.33
INV 902607	/5012/10/2019	TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER - NOVEMBER 2019.	1	7,778.33	
35227	25/10/2019	WATER CORPORATION	HOOPER PARK - 10/08/2019 TO 11/10/2019.	1		72.47
INV 900792	25920/09/2019	WATER CORPORATION	RESERVE NEWCASTLE RD - 18/07/2019 TO 19/09/2019.	1	4.95	
INV 900789	91714/10/2019	WATER CORPORATION	HOOPER PARK - 10/08/2019 TO 11/10/2019.	1	67.52	
DD14286.1	01/10/2019	WA SUPER	Payroll deductions	1	a de la composición d	25,584.14
INV SUPER	R 01/10/2019	WA SUPER	Superannuation contributions	1	21,847.75	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	2,092.31	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	84.73	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	30.03	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	269.22	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	25.00	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	734.00	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	310.79	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	44.01	
INVDEDU	CT01/10/2019	WA SUPER	Payroll deductions	1	146.30	
DD14286.2	01/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	R 01/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD14286.3	01/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		159.15





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INV SUPER	01/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	159.15	
DD14286.4	01/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1		457.20
INV SUPER	01/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	457.20	
DD14286.5	01/10/2019	PRIME SUPER	Payroll deductions	1		441.83
INV SUPER	01/10/2019	PRIME SUPER	Superannuation contributions	1	318.53	
INV DEDUC	T01/10/2019	PRIME SUPER	Payroll deductions	1	123.30	
DD14286.6	01/10/2019	ONEPATH	Superannuation contributions	1		195.23
INV SUPER	01/10/2019	ONEPATH	Superannuation contributions	1	195.23	
DD14286.7	01/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	01/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14286.8	01/10/2019	MEDIA SUPER	Superannuation contributions	1		145.33
INV SUPER	01/10/2019	MEDIA SUPER	Superannuation contributions	1	145.33	
DD14286.9	01/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	01/10/2019	UNISUPER.	Superannuation contributions	1	414.91	
INV DEDUC'	T01/10/2019	UNISUPER	Payroll deductions	1	160.61	
DD14332.1	09/10/2019	BANKWEST	MASTERCARD CHAD HUNT 23/08/19 TO 20/09/19	1	10.000	6,540.51
INV B RUTT.	E 09/10/2019	BANKWEST	MASTERCARD BRENDON RUTTER 23/08/19 TO 20/09/19	1	293.42	
INV C KLEY	N09/10/2019	BANKWEST	MASTERCARD CLINTON KLEYNHANS 23/08/19 TO 20/09/19	1	336.36	
INV C YOUN	f@9/10/2019	BANKWEST	MASTERCARD COLIN YOUNG 23/08/19 TO 20/09/19	1	681.07	
INVR RAYS	009/10/2019	BANKWEST	MASTERCARD ROSS RAYSON 23/08/19 TO 20/09/19	1	4,255.66	
INV C HUNT	F 109/10/2019	BANKWEST	MASTERCARD CHAD HUNT 23/08/19 TO 20/09/19	1	974.00	
DD14348.1	15/10/2019	WA SUPER	Payroll deductions	1		25,456.34





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INV SUPE	iR 15/10/2019	WA SUPER	Superannuation contributions	1	21,737.05	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	2,110.52	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	91.49	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	35.46	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	230.76	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	25.00	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	734.00	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	301.75	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	44.01	
INVDEDU	JCT15/10/2019	WA SUPER	Payroll deductions	1	146.30	
DD14348.2	2 15/10/2019	SUNSUPER	Superannuation contributions	1		702.88
INV SUPE	iR 15/10/2019	SUNSUPER.	Superannuation contributions	1	702.88	
DD14348.3	3 15/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		142.30
INV SUPE	R 15/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	142.30	
DD14348.4	4 15/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		150.74
INV SUPE	R 15/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	150.74	
DD14348.5	5 15/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1		450.81
INV SUPE	R 15/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	450.81	
DD14348.6	6 15/10/2019	PRIME SUPER	Payroll deductions	1		443.29
INV SUPE	R 15/10/2019	PRIME SUPER	Superannuation contributions	1	319.58	
INVDEDU	JCT15/10/2019	PRIME SUPER	Payroll deductions	1	123.71	
DD14348.7	7 15/10/2019	ONEPATH	Superannuation contributions	1		195.87
INV SUPE	R 15/10/2019	ONEPATH	Superannuation contributions	1	195.87	





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DD14348.8 15/10/20	19 ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
NV SUPER 15/10/20	19 ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14348.9 15/10/20	19 MEDIA SUPER	Superannuation contributions	1		157.19
NV SUPER 15/10/20	19 MEDIA SUPER	Superannuation contributions	1	157.19	
D14361.1 18/10/20	19 CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE CANON PHOTOCOPIER ADMINISTRATION	1		4,471.50
NV OCT 18/118/10/20	19 CANON FINANCE AUSTRALIA PTY LTD	OFFICE OCTOBER 2018 LEASE FEE CANON PHOTOCOPIER ADMINISTRATION OFFICE OCTOBER 2018	1	4,471.50	
DD14386.1 29/10/20	19 TENNANT AUSTRALIA	LEASE FEE OCTOBER 2019 CLEANING EQUIPMENT	1		1,046.85
INV OCTOBE29/10/20	19 TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE OCTOBER 2019 CLEANING EQUIPMENT RECREATION CENTRE	1	1,046.85	
DD14392.1 29/10/20	19 WA SUPER	Payroll deductions	1	7.1.15	25,575.04
NV SUPER 29/10/20	19 WA SUPER	Superannuation contributions	1	21,952.68	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	2,110.43	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	80.29	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	28.85	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	230.76	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	25.00	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	296.43	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	660.44	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	44.82	
NV DEDUCT29/10/20	19 WA SUPER	Payroll deductions	1	145.34	
DD14392.2 29/10/20	19 SUNSUPER	Superannuation contributions	1	1.00	695.19
NV SUPER 29/10/20	19 SUNSUPER	Superannuation contributions	1	695.19	





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29/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		142.30
29/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	142.30	
29/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		162.26
29/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	162.26	
29/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	-	465.29
29/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	465.29	
29/10/2019	PRIME SUPER	Payroll deductions	1		443.44
29/10/2019	PRIME SUPER	Superannuation contributions	1	319.69	
29/10/2019	PRIME SUPER	Payroll deductions	1	123.75	
29/10/2019	ONEPATH	Superannuation contributions	1		202.18
29/10/2019	ONEPATH	Superannuation contributions	1	202.18	
29/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	- 9,01	50.00
29/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
29/10/2019	MEDIA SUPER	Superannuation contributions	1		169.06
29/10/2019	MEDIA SUPER	Superannuation contributions	1	169.06	
01/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
01/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
01/10/2019	HESTA SUPER FUND	Superannuation contributions	1		50.41
01/10/2019	HESTA SUPER FUND	Superannuation contributions	1	50.41	
01/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	0.01	3,022.07
01/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,744.13	
01/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	277.94	
01/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	Electron	
29/1 29/1 29/1 29/1 29/1 29/1 29/1 29/1	10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019 10/2019	1002019MACQUARIE SUPER MANAGER1002019MACQUARIE SUPER MANAGER1002019ESSENTIAL SUPER1002019ESSENTIAL SUPER1002019REST INDUSTRY SUPER1002019REST INDUSTRY SUPER1002019PRIME SUPER1002019PRIME SUPER1002019PRIME SUPER1002019ONEPATH1002019ONEPATH1002019ASGARD EMPLOYEE SUPERANNUATION1002019MEDIA SUPER1002019MEDIA SUPER1002019MEDIA SUPER1002019MEDIA SUPER1002019MLC NOMINEES PTY LTD1002019HESTA SUPER FUND1002019HESTA SUPER FUND1002019AUSTRALIAN SUPER PTY LTD1002019AUSTRALIAN SUPER PTY LTD1002019AUSTRALIAN SUPER PTY LTD	10/2019 MACQUARIE SUPER MANAGER Superannuation contributions 10/2019 MACQUARIE SUPER MANAGER Superannuation contributions 10/2019 ESSENTIAL SUPER Superannuation contributions 10/2019 ESSENTIAL SUPER Superannuation contributions 10/2019 ESSENTIAL SUPER Superannuation contributions 10/2019 REST INDUSTRY SUPER Superannuation contributions 10/2019 REST INDUSTRY SUPER Superannuation contributions 10/2019 PRIME SUPER Payroll deductions 10/2019 ONEPATH Superannuation contributions 10/2019 ONEPATH Superannuation contributions 10/2019 ONEPATH Superannuation contributions 10/2019 ASGARD EMPLOYEE SUPERANNUATION Superannuation contributions 10/2019 MEDIA SUPER Superannuation contributions 10/2019 MEDIA SUPER Superannuation contributions 10/2019 MEDIA SUPER FTY LTD Superannuation co	MACQUARLE SUPER MANAGER Superamnation contributions 1 MACQUARLE SUPER MANAGER Superamnation contributions 1 MACQUARLE SUPER MANAGER Superamnation contributions 1 MO2019 ESSENTIAL SUPER Superamnation contributions 1 MO2019 ESSENTIAL SUPER Superamnation contributions 1 M02019 ESSENTIAL SUPER Superamnation contributions 1 M02019 REST INDUSTRY SUPER Superamnation contributions 1 M02019 REST INDUSTRY SUPER Superamnation contributions 1 M02019 PRIME SUPER Payroll deductions 1 M02019 PRIME SUPER Payroll deductions 1 M02019 ONEPATH Superamnation contributions 1 M02019 ONEPATH Superamnation contributions 1 M02019 ONEPATH Superamnation contributions 1 M02019 ASGARD EMPLOYEE SUPERANNUATION Superamnation contributions 1 M02019 MEDIA SUPER Superamnation contr	MACQUARE SUPER MANAGERSuperannuation contributions11002019MACQUARE SUPER MANAGERSuperannuation contributions11002019ESSENTIAL SUPERSuperannuation contributions11002019ESSENTIAL SUPERSuperannuation contributions11002019ESSENTIAL SUPERSuperannuation contributions11002019REST INDUSTRY SUPERSuperannuation contributions11002019REST INDUSTRY SUPERSuperannuation contributions11002019REST INDUSTRY SUPERSuperannuation contributions11002019FRIME SUPERPayroll deductions11002019FRIME SUPERSuperannuation contributions11002019FRIME SUPERPayroll deductions11002019FRIME SUPERSuperannuation contributions11002019ONEPATHSuperannuation contributions11002019ONEPATHSuperannuation contributions11002019ASGARD EMPLOYEE SUPERANNUATIONSuperannuation contributions11002019ASGARD EMPLOYEE SUPERANNUATIONSuperannuation contributions11002019MEDIA SUPERSuperannuation contributions11002019MEDIA SUPERSuperannuation contributions11002019MEDIA SUPERSuperannuation contributions11002019MEDIA SUPERSuperannuation contributions11002019MEDIA SUPERSuperannuation contributions11002019MEDIA SUPERSuperannua





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14286.13	01/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS	Superannuation contributions	1		84.98
NV SUPER	01/10/2019	SUPER FUND THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	84.98	
DD14286.14	01/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	01/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUC	T01/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD14286.15	01/10/2019	IOOF FORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		196.25
INV SUPER	01/10/2019	NOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	196.25	
DD14286.16	01/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		532.75
INV SUPER	01/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	532.75	
DD14286.17	01/10/2019	AMP LIFE LIMITED	Superannuation contributions	1		745.36
INV SUPER	01/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	745.36	
DD14286.18	01/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		274.30
INV SUPER	01/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	274.30	
DD14286.19	01/10/2019	HOSTPLUS SUPER	Superannuation contributions	1		595.40
INV SUPER	01/10/2019	HOSTPLUS SUPER	Superannuation contributions	1	595.40	
DD14286.20	01/10/2019	SUNSUPER	Superannuation contributions	1		702.78
INV SUPER	01/10/2019	SUNSUPER	Superannuation contributions	1	702.78	
DD14348.10	15/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	15/10/2019	UNISUPER.	Superannuation contributions	1	414.91	
INV DEDUC	T15/10/2019	UNISUPER	Payroll deductions	1	160.61	





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No	Date	Name	Invoice Description	Code	Amount	Amount
DD14348.11	15/10/2019	CATHOLIC SUPER	Superannuation contributions	1		77.40
INV SUPER	15/10/2019	CATHOLIC SUPER	Superannuation contributions	1	77.40	
DD14348.12	15/10/2019	HESTA SUPER FUND	Superannuation contributions	1		129.94
INV SUPER	15/10/2019	HESTA SUPER FUND	Superannuation contributions	1	129.94	
DD14348.13	15/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	15/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
DD 14348.14	15/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	- 6.2	82.57
INV SUPER	15/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD14348.15	15/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,980.47
INV SUPER	15/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,693.17	
INV DEDUC	T15/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	287.30	
DD14348.16	15/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	- 11	598.75
INV DEDUC	T.15/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	15/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
DD14348.17	15/10/2019	IOOF FORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	1.1.1	220.54
INV SUPER	15/10/2019	IOOF FORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	220.54	
DD14348.18	15/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		550.16
INV SUPER	15/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	550.16	
DD14348.19	15/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	1.5	739.35
INV SUPER	15/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	739.35	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14348.20	15/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		305.59
INV SUPER	15/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	305.59	
DD14348.21	15/10/2019	HOSTPLUS SUPER	Superannuation contributions	1		613.00
INV SUPER	15/10/2019	HOSTPLUS SUPER.	Superannuation contributions	1	613.00	
DD14392.10	29/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	29/10/2019	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	T29/10/2019	UNISUPER	Payroll deductions	1	160.61	
DD14392.11	29/10/2019	CATHOLIC SUPER	Superannuation contributions	1		39.05
INV SUPER	29/10/2019	CATHOLIC SUPER	Superannuation contributions	1	39.05	
DD14392.12	29/10/2019	HESTA SUPER FUND	Superannuation contributions	1		84.49
INV SUPER	29/10/2019	HESTA SUPER FUND	Superannuation contributions	1	84.49	
DD14392.13	29/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	29/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
DD14392.14	29/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS	Superannuation contributions	1		82.57
INV SUPER	29/10/2019	SUPER FUND THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD14392.15	29/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	2010/01/201	3,010.89
INV SUPER	29/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,730.57	
INV DEDUC	T29/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	280.32	
DD14392.16	29/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.75
INV DEDUC	T29/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	29/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	





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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14392.17	29/10/2019	IOOF FORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		439.92
INV SUPER	29/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	439.92	
DD14392.18	29/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		541.45
INV SUPER	29/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	541.45	
DD14392.19	29/10/2019	AMP LIFE LIMITED	Superannuation contributions	1		739.17
INV SUPER	29/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	739.17	
DD14392.20	29/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	29/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD14392.21	29/10/2019	HOSTPLUS SUPER.	Superannuation contributions	1		496.42
INV SUPER	29/10/2019	HOSTPLUS SUPER	Superannuation contributions	1	496.42	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNIFUND	3,362,063.28
2	TRUST FUND	8,400.00
TOTAL		3,370,463.28





Attachment 2

Payment dates 1 October 2019 to 31 October 2019

- Municipal Fund payment cheque numbers 35210 to 35227 Total \$91,901.16.
- Trust Fund payment cheque numbers 2062 total \$8400.00

Electronic Funds Transfer

• Municipal Fund EFT34345 to EFT34711 Total \$3,153,464.10.

Direct Debits Total \$116,698.02

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 \$5.42).

Month	Cheques	EFT Payments	Direct Debits	Payroll	Total Payments
	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020
July	\$ 206,266.12	\$ 3,308,502.03	\$ 76,110.78	\$ 432,960.90	\$ 4,023,839.83
August	\$ 49,915.44	\$ 2,828,610.12	\$ 79,487.55	\$ 455,717.69	\$ 3,413,730.80
September	\$ 55,440.41	\$ 2,948,297.32	\$ 72,450.07	\$ 429,744.94	\$ 3,505,932.74
October	\$ 100,301.16	\$ 3,153,464.10	\$116,698.02	\$ 651,629.55	\$ 4,022,092.83
November					\$-
December					\$-
January					\$-
February					\$-
March					\$-
April					\$-
May					\$-
June					\$-
Total	\$411,923.13	\$12,238,873.57	\$344,746.42	\$1,970,053.08	\$14,965,596.20



The Following table presents all payments made for the month from Council credit cards paid by direct debit DD14332.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
LUME - STAFF LUNCH	219.50	
LIBERTY CERVANTES - DIESEL FUEL	116.86	336.36
CESM		
SUBWAY NORTHAM - REFRESHMENTS FOR BFB TRAINING - 24/08/2019	110.00	
COUNTRY COPIERS NORTHAM - STATIONERY FOR SES	48.90	
DOMINOS NORTHAM - REFRESHMENTS FOR FCO TRAINING -	98.90	
13/09/2019		
COLES NORTHAM - REFRESHMENTS FOR TRAINING - 19/09/19	15.00	
COLES NORTHAM - REFRESHMENTS FOR TRAINING EX GTT - 19/09/19	20.62	293.42
Executive Manager Corporate Services		
MICROSOFT MONTHLY FEES OFFICE 365 BUSINESS	47.19	
LITTLE GREEN BUTTON - ANNUAL LICENCE FOR UP TO 50 DEVICES	314.00	
07/08/19 - 07/08/20		
ADOBE CREATIVE CLOUD - MONTHLY FEES	189.17	
ADOBE CREATIVE CLOUD - MONTHLY FEES	101.19	
AMAYSIM - MONTHLY FEES - MOBILE SUPPORT LIBRARY	10.00	
FOREIGN TRANSACTION FEE	19.52	681.07
Executive Manager Development Services		
DEPARTMENT OF MINES, INDUSTRY, REGULATION, SAFTEY - BUILDING	974.00	
SURVEYOR REGISTRATION RENEWAL FOR GORDON TESTER		974.00
Executive Manager Community Services		
OCEAN BEACH HOTEL - JACK LITTLE ACCOMMODATION FOR ROYAL	499.95	
LIFESAVING COURSE		
TOWN TEAM CONFERENCE - TOWN TEAMS CONFERENCE FOR	506.97	
MICHELLE BLACKHURST		
DUKES INN - LGIS MEETING	88.50	
LUME - DINNER FOR COUNCIL MEETING AT CREATE 298	476.00	
FACEBOOK - AVON RIVER FESTIVAL BOOST	57.32	
CPP STATE LIBRARY - STATE LIBRARY CARPARK	12.12	
QANTAS AIRWAYS LIMITED - FLIGHTS FOR CHADD HUNT	842.60	
QANTAS AIRWAYS LIMITED - FLIGHTS FOR MICHELLE BLACKHURST &	1685.20	
ROSS RAYSON	07.00	
NORTHAM POST OFFICE - WORKING WITH CHILDREN CHECK FOR	87.00	A DEE 11
NADEGE VINICOMBE		4,255.66
Total Credit Card Expenditure		\$6,540.51



CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$4,022,092.83 was submitted to the Ordinary Meeting of Council on Wednesday, 20 November 2019.

CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$4,022,092.83 was submitted to each member of the Council on Wednesday, 20 November 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 31 October 2019

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

For Council to receive the Financial Statement for the period ending 31 October 2019.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 October 2019.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31 October 2019 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- 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, **new items this month are in bold**.





Notes to the Financial Statements

Operating Income

- 1. Transport is over budget by 9.69% predominantly due to the receipt of unbudgeted funds from extractive industries road maintenance contribution of \$42,525.
- 2. Economic Services is under budget 11.73%, predominantly relating to the timing of grant funding for the Avon Decent \$27,000.

Operating Expenditure

- 3. Governance is under budget by 8.91% due to the items presented below;
 - Advertising is under by \$6,433
 - Computer Consultancy is under by \$8,297
 - Printing and Stationery is under by \$6,230
- 4. Recreation and culture is under budget \$62,608 due predominantly to timing of Pools and water parks \$60,000 (timing)
- 5. Transport is over budget by \$76,740 due to depreciation expense of \$78,275.

Operating Income by Nature and Type

- 6. Operating grants and contributions revenue is over budget by 4% due to the item disclosed at Item 1 above.
- 7. Other Revenue is over budget \$84,072 predominantly relating to the items disclosed below;
 - Rates legal Fees \$46,056
 - DEFES Reimbursements \$18,373.

Operating Expenditure by Nature and Type

- 8. Utility charges are under budget \$29,580 (timing).
- 9. Depreciation is over budget predominantly relating to item 5 disclosed above.
- 10. Other Expenditure is under budget 89% due to the timing of internal allocations, (non-cash)

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2019/20 Budget.

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B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (consequenc e x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	The Report is to be presented to Council each month in order to comply with relevant legislation	Low	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 October 2019.



Attachment 1

	SHIRE OF NO	RTHAM
	MONTHLY STATEMENT OF I	FINANCIAL ACTIVITY
	FOR THE PERIOD ENDING	31 OCTOBER 2019
	TABLE OF CON	
		Page
stateme	ent of Financial Activity	2 to 4
lotes to	and Forming Part of the Statement	
1	Acquisition of Assets	5 to B
2	Disposal of Assets	9 to 10
	Information on Borrowings Reserves	11 12
	Net Current Assets	13
6	Rating Information	14





SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 OCTOBER 2019

Shire of Northam	NOTE				Variances	Variance
		19/20	Ytd	19/20	Actuals to	Actuals
Operating		Budget	Budget	Ytd Actual	Budget	Budge
		\$	\$	\$	\$	%
Revenues						
Governance		48,6DD	3,188	3,161	(27)	(D.86%
General Purpose Funding Ot	her	2,265,384	647,451	677,671	30,220	4.67%
General Purpose Funding Ra	ates	10,417,484	10,357,961	10,362,692	4,731	D.D5%
Law, Order, Public Safety		1,939,333	454,357	483,707	29,35D	6.46%
Health		61,DDD	28,14D	29,920	1,78D	6.339
Education and Welfare		1,176,072	608,441	607,586	(855)	(D.149
Housing		£2,277	20,756	16,955	(3,8D1)	(18.319
Community Amenities		2,704,576	1,857,286	1,876,360	19,074	1.039
Recreation and Culture		2,694,D1D	1,329,964	1,324,639	(5,325)	(D.4D%
Transport	1	3,496,860	791,926	868,666	76,74D	9.69%
Economic Services	2	598,150	161,113	142,210	(18,903)	(11.739
Cther Property and Services		160,200	38,778	34,700	(4,D78)	(1D.52°
Total Operating Revenue		25,623,946	16,299,361	16,428,266	128,905	D.799
Expenses						
Governance	3	(1,369,648)	(499,252)	(454,768)	44,484	8.919
General Purpose Funding		(289,104)	(129,814)	(146,339)	(16,525)	(12.73
Law, Order, Public Safety		(1,503,081)	(490,957)	(475,777)	15,18D	3.099
Health		(322,270)	(106,123)	(111,208)	(5,D85)	(4.799
Education and Welfare		(1,419,D6D)	(486,943)	(482,34D)	4,6D3	D.959
Housing		(75,223)	(24,159)	(19,957)	4,202	17.399
Community Amenities		(3,683,616)	(960,872)	(938,423)	22,449	2.349
Recreation & Culture	4	(5,689,382)	(1,472,943)	(1,410,335)	62,608	4.259
Transport	5	(5,6DD,D97)	(2,DD3,928)	(2,090,461)	(86,533)	(4.329
Economic Services		(2,570,843)	(953,298)	(891,499)	61,799	6.489
Cther Property and Services		(47,6D7)	(85,546)	(103,088)	(17,542)	(20.51°
Total Operating Expenses		(22,569,931)	(7,213,835)	(7,124,195)	89,64D	1.24%
Removal of Non-Cash Item	5					
(Profit)/Loss on Asset Dispos	als	881,489	5,896	59,606	53,71D	
Movement in Employee Bena	efit Provisions	(22,339)	D	(6,879)	(6,879)	
Cepreciation on Assets		4,156,954	1,385,596	1,491,032	105,436	
Non Operating Items						
Purchase Land and Buildings	6	(2,507,264)	(172,808)	(39,423)	133,385	
Purchase Plant and Equipme		(1,546,138)	(71,204)	(42,249)	28,955	
Purchase Furniture and Equi		(61,286)	D	D	D	
Purchase Infrastructure Asse		(3,769,439)	(1,517,507)	(76D,489)	757,D18	
Purchase Infrastructure Asse		(259,14D)	D	(197)	(197)	
Purchase Infrastructure Asse	A STATE OF A	(1,913,159)	(545,734)	(131,718)	414,D16	
Purchase Infrastructure Asse		(7,978,674)	(4,520,088)	(4,500,26D)	19,828	
Purchase Infrastructure Asse		(193,6DD)	(64,532)	(4,000,200) D	64,532	
Purchase Infrastructure Asse		(175,DDD)	(55,DDD)	(12,601)	42,399	
Purchase Infrastructure Asse	A second s	(689,265)	(74,128)	(18,288)	55,841	
Proceeds from Disposal of A		1,901,700	97,907	97,907	D	
Repayment of Debentures	96, R ⁶ 0	(345,853)	(109,125)	(109,125)	D	
Proceeds from New Debentu	res	4,500,000	4,500,000	4,500,000	D	
Self-Supporting Loan Princip		22,812	3,236	3,236	D	
Transfers to Restricted Asset	s (Reserves)	(2,497,936)	(241,216)	(241,216)	D	
Transfers from Restricted As		2,978,239	798,527	798,527	D	
Net Current Assets July 1 B/F	Fixed	4,463,884	4,463,884	4,463,884	D	
Net Current Assets Year to D		4,403,504 D	12,969,230	15,656,167	2,686,937	
		<u>D</u>	D	(863,461)		
Surplus/Deficit					(863,461)	

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





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

1. OPERATING STATEMENT

					Variances	Variances
	Note	19/20 Budget	Ytd Budget	19/20 Ytd Actual	Actuals to Budget	Actual to Budget
OPERATING REVENUES		\$		\$	\$	%
Rates	[10,417,484	10,357,961	10,362,692	4,731	0%
Operating Grants Subsidies and Contributions	6	4,592,711	1,460,876	1,519,552	58,676	4%
Fees and Charges		3,848,003	2,299,420	2,295,397	(4,023)	0%
Interest Earnings		372,500	136,786	124,276	(12,510)	-9%
Other Revenue	7	863,177	267,870	351,323	83,453	31%
TOTAL OPERATING REVENUE		20,093,875	14,522,913	14,653,240	130,327	1%
OPERATING EXPENSES						
Employee Costs		(8,363,699)	(2,992,136)	(2,944,985)	47,151	2%
Materials and Contracts		(7,014,040)	(1,932,765)	(1,842,186)	90,579	5%
Utility Charges	8	(1,000,558)	(234,254)	(204,674)	29,580	13%
Depreciation of Non Current Assets	9	(4,156,954)	(1,385,596)	(1,491,032)	(105,436)	-8%
Interest Expenses		(199,187)	(58,548)	(68,447)	(9,899)	-17%
Insurance Expenses		(516,245)	(509,699)	(502,396)	7,303	1%
Other Expenditure	10	(121,759)	(94,941)	(10,869)	84,072	89%
TOTAL OPERATING EXPENSE		(21,372,442)	(7,207,939)	(7,064,589)	143,350	-2%
Non Operating Grants Subsidies and						-
Contributions		5,214,069	1,776,448	1,774,815	(1,633)	0%
Profit on Asset Disposals		318,000	0	0	0	0%
Loss on Asset Disposals		(1,199,489)	(5,896)	(59,606)	(53,710)	-911%
RESULTING FROM OPERATIONS		3,054,013	9,085,526	9,303,860	218,334	2%





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

2. BALANCE SHEET

	1	18/19 Actual
	YTD Actual	Estimated
	\$	\$
CURRENT ASSETS		
Cash Assets	12,636,090	7,177,762
Receivables	8,859,593	6,036,934
Inventories	0	0
TOTAL CURRENT ASSETS	21,495,683	13,214,696
NON-CURRENT ASSETS		
Receivables	554,831	564,092
Land and Buildings	52,891,780	53,117,800
Property, Plant and Equipment	7,005,871	6,970,777
Infrastructure	164,508,184	158,573,097
TOTAL NON-CURRENT ASSETS	224,960,666	219,225,766
TOTAL ASSETS	246,456,349	232,440,462
CURRENT LIABILITIES		
Payables	683,352	3,384,493
Interest-bearing Liabilities	170,858	279,984
Provisions	1,200,546	1,207,424
TOTAL CURRENT LIABILITIES	2,054,756	4,871,901
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,809
TOTAL NON-CURRENT LIABILITIES	6,723,506	2,223,505
TOTAL LIABILITIES	8,778,262	7,095,406
NET ASSETS	237,678,087	225,345,056
EQUITY		
Retained Surplus	119,240,288	106,350,156
Reserves - Cash Backed	4,458,787	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,012
TOTAL EQUITY	237,678,087	225,345,056







NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

ACQUISITION OF ASSETS	19/20 Budget	19/20 Ytd Actual
	\$	\$
The following assets have been acquired during		
the period under review:		
By Program		
Governance	Note	
Admin Building	697,500	4,776
Admin Building Solar	19,010	t
CEO Vehicle	58,000	t
New Telephone System	42,276	t
Law, Order & Public Safety		
Rangers Ute	56,220	t
3.4 Urban Fire Appliance	470,491	t
Irish Town Light Tanker	169,800	
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	3
Bakers Hill Fire Shed	413,350	
LED Fire Danger Rating Signs	39,450	6
Automated Weather Station	8,149	
Water Tank Smith Road	9,800	1
CCTV Wundowie	257,166	
SES Building Replace Sliding Door	30,320	1
Health		
Manager Health Vehicle	35,000	
Education & Welfare		
Solar, Killara	11,300	
Structural Repairs Memorial Hall	20,000	
Community Amounting		
Community Amenities Design of Recycling Station Inkpen	40,000	9,94
Old Quarry Drainage	100,000	8,34
Rehab Investagation Old Tip Site	35,000	0,044
Wind Blown Waste Fence Old Quarry	25,000	
Transfer Station Tip Shop	576,850	
King Creek Drainage	7,150	
Area Drainage	128,669	16,07
Planners Vehicle	35,000	10,011
Minson Avenue Streetscape	165,000	5,58
CBD Streetscape	0	7,01
Duracote Doors Bernard Park	5,100	
Recoat Floor Bernard Park	16,385	







NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget	19/20 Ytd Actual
	HOLD	\$	\$
By Program (Continued)			
Recreation & Culture			
Wundowie Hall, Solar, Replace Ceiling, Toilet		19,950	t
Southern Brook Hall, New Ceiling, A/C to Kitcher	i i	6,700	t
Northam Hall, New Curtain & Track		10,000	t
Wundowie Pool Solar		30,360	ţ
Wundowie Pool Bowl Repainting		10,000	t
Northam Aquatic Facility		6,961,942	4,018,852
Bert Hawke Pavilion - Upgrade, Including Kitcher C/fwd	1	40,000	(
Rec Centre, Roller Shutters & Remark Floor,			
CCTV		80,760	24,947
Solar Recreation Centre		38,130	t
Jubilee Oval Upgrade Electric Boards		40,750	t
Community Plan Implemetation		90,000	t
Bert Hawke - Drainage C/fwd		40,000	τ
Bert Hawke - Lighting C/fwd		20,000	4,093
POS Playground Improvements		122,920	13,950
Northam Youth Space		210,859	31,604
Notham Youth Space Programed Maintenance		26,500	1,031
Artificial Hockey Turf		414,453	430,728
Bridge Crossing Fixings C/fwd		10,000	t
St Johns Ambulance Site Improvements		80,000	t
Wundowie Family Space		50,000	t
Southern Brook Hall Nature Playground General Library Upgrades, DAP, Paint interior,		42,000	I
Solar, CCTV		121,054	1,800
AVVVA - Drainage Works		22,850	498
AVVVA - Roof Replacement C/fwd		145,000	
Old Railway Station, Exit Gates & Ceiling Fans		18,500	τ
Transport			
Northam Depot Redesign		10,000	t
Install Light and Pole Rear Shed Wundowie		3,500	t
Solar Northam Depot		11,300	τ
Fitzgerald Footpath		60,280	t
Hovea Footpath		91,960	t
Balga Footpath		74,950	t
Wattle Crescent		31,950	197
Drainage - Rural Including WANDRRA		1,665,338	115,644
Spencers Brook Road SLK 5400 - 7360		142,000	284,521
Spencers Brook Road SLK 8650 - 10250		555,892	119,894
Spencers Brook Road 12000 - 12800		334,623	2,060
Zamia Terrance (0 - 480)		61,835	(
Chidlow Street West (360 - 670)		27,000	(
Coates Road (0 - 1700) Vivan Street (0-200)		71,400	((

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NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

		19/20	19/20	
ACQUISITION OF ASSETS (Continued)	Note	Budget	Ytd Actual	
Transport		\$	\$	
Qualup Place (0 - 140)		15,102	C	
Boondine Road (0-640)		70,345	t	
Katrine Road		66,000	t	
Tamma (1100 - 2400)		58,506	t	
Chidlow Street West (20 - 300)		51,915	t	
Chidlow Street West (1480 - 1950)		33,675	t	
Park Lane (0 - 230)		31,548	t	
Carlin Road (2740 - 3550)		50,537	82	
Carter Street (200 - 410)		67,980	t	
Ord Street (0 - 190)		15,310	t	
rishtown Road (0 - 10000)		159,078	1,212	
Maintenance Capitalised		100,000	1,015	
Coates Road		135,706	116,362	
D'Neill Road		175,092	177,423	
Charles Street (510 - 1070)		83,054	3,208	
(ennedy Street (320 - 920)		54,563	Ţ	
Henty Place (0 - 270)		58,408	י 1 2,601 י ו ו	
Martin Street (0 - 300)		70,909		
Southern Brook Road (0 - 3070)		536,382		
aneway Land Acquisition		32,000		
Keane Street		22,000		
Spencers Brook Road (16430 - 19340)		473,164	1	
Gravel Resheeting		87,000	t	
Kerb Renewal		109,238	7,543	
Culvert Renewal		84,238	44,565	
Kubota F3680 NS Front Mower, Canopy & Cato	cher	47,100		
Bobcat Attachment		15,000		
/olvo BL71 Backhoe		87,141	(
Fuso Canter 4 Tonne Tipper Truck with Hiab Cr	rane	82,701		
suzu MLR 200 Tipper Manual		82,701	1	
Dynapac Vibro Ride on Roller		51,372	(
Sobcat Trailer 4500kg		25,000	I	
Honda Four Wheel Motor Cycle		23,090		
Fandem Trailer		15,250	I	
Pegasus 200 Verge Mower		15,510	t	
Foyota Hilux workmate 2.71		26,040	, (
Mazda BT50T-top		26,041		
Mazda Brisori iop Mitsubishi Outland Diesel 7 Seat			ſ	
Holden Trail Blazer 7 Seat Diesel		35,000 45,000	42,249	
Rock Bucket		200 0000	22 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C	
DOCK DUCKEL		10,000	(





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget \$	19/20 Ytd Actual \$
By Program (Continued)			
Transport			
Upgrade Runway		193,600	0
Economic Services			
Solar Visitor Centre		11,300	C
Signage Tower GEH Mitchell Avenue		10,000	0
Clark Street Water Metre		8,950	0
Water Pump Station Upgrade		169,681	0
Bakers Drainage		25,000	0
BKB Building		75,000	7,401

SHIRE OF NORTHAM

19,092,963

5,505,225

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget \$	19/20 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		2,507,264	39,423
Plant and Equipment		1,546,138	42,249
Furniture and Equipment		61,286	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,769,439	760,489
Infrastructure Assets - Footpaths		259,140	197
Infrastructure Assets - Bridges & Culverts		Û	0
Infrastructure Assets - Drainage		1,913,157	131,718
Infrastructure Assets - Parks & Ovals		7,978,674	4,500,260
Infrastructure Assets - Airfields		193,600	0
Infrastructure Assets - Streetscape		175,000	12,601
Infrastructure Assets - Other		689,265	18,288
	-	19,092,963	5,505,225







NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 OCTOBER 2019

4. DISPOSALS OF ASSETS

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

	Written Dor	wn Value	Sale Proceeds		Profit(Loss)	
<u>By Program</u>	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$
Governance						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
Law Order & Public Safety						
PN 1514 Rangers Triton Ute	15,162	0	12,000	٥	(3,162)	0
Health						
Manager Health Vehicle	19,015	0	15,000	0	(4,015)	C
Killarra Commuter Bus C/fwd					0	C
Community Amenities					0	
Manager Planning	20,176	0	17,000	0	(3,176)	C
Recreation & Culture					0	
Victoria Street Oval	2,046,800	0	969,000	0	(1,077,800)	C
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	(
					0	(
Transport					0	(
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	0	7,000	0	(5,823)	(
Bobcat Attachment	3,000	0	3,000	0	0	{
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	(
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	(
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	(
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	(
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	{
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	(
Toyota Hilux workmate 2.71	11,219	0	11,000	0	(219)	{
Mazda BT50T-top	14,230	0	9,000	٥	(5,230)	(
Mitsubishi Outland Diesel 7 Seat	21,221	0	18,000	0	(3,221)	{
Hino Water Truck PN1501	0	132,290	0	73,816	0	(58,474
Holden Trail Blazer 7 Seat Diese I	25,591	25,223	24,000	24,091	(1,591)	(1,132
	2,783,189	157,513	1,901,700	97,907	(881,489)	(59,60)



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY. FOR THE PERIOD ENDING 31 OCTOBER 2019

4. DISPOSALS OF ASSETS

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

	Written Down Value		Sale Proceeds		Profit(Loss)	
By Class	19/20 Budget \$	Ytd Actual S	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual S
Plant & Equipment	6					
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
PN1514 Rangers Triton Ute 4*4	15,162	0	12,000	0	(3,162)	C
Manager Health Vehicle	19,015	0	15,000	0	(4,015)	C
Manager Planning	20,176	0	17,000	0	(3,176)	C
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	0	7,000	0	(5,823)	0
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	C
Toyota Hilux workmate 2.71	11,219	0	11,000	0	(219)	C
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outland Diesel 7 Seat	21,221	0	18,000	0	(3,221)	0
Hino Water Truck PN1501	0	132,290	0	73,816	0	(58,474)
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
Land						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	C
Victoria Street Oval	2,046,800	٥	969,000	0	(1,077,800)	0
	2,783,189	157,513	1,901,700	97,907	(881,489)	(59,606)
					19/20 Budget	Ytd Actual

Summary Profit on Asset Disposals Loss on Asset Disposals

rađe \$ \$ 318,000 ٥

(1,199,489) (58,474) (881,489) (58,474)







NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars				Contrast and Contrast		Principal Repayments		ipal nding	Interest Repayments	
				19/20 Yid Actual \$	19/20 Budget \$	19/20 Yid Actual \$	19/20 Budget \$	19/20 Yid Actual \$	19/20 Budget \$	19/20 Yid Actual \$
Recreation & Culture										
Loan 208 - Northam Country Club **	7.36%	3,238	D	0	3,238	3,236	D	0	153	119
Loan 219A - Northam Bowling Club **	3.18%	163,040	D	0	19,575	0	143,465	163,040	8,854	0
Loan 223 - Recreation Facilities	6.06%	130,049	D	0	130,049	64,053	D	65,996	10,136	3,941
Loan 224 - Recreation Facilities	6.48%	816,395	D	0	46,765	23,010	769,630	793,385	57,285	35,413
Loan 227 - Youth Space	1416-27-04-2	500,000	D	0	45,097	D	454,903	500,000	12,110	D
New - Swimming Pool		0	4,500,000	4,500,000	62,868	0	4,437,132	4,500,000	58,868	D
Economic Services	1.1.1									
Loan 225 - Victoria Oval Purchase	6.48%	667,960	0	0	38,262	18,826	629,698	649,134	51,781	28,974
	1	2,280,682	4,500,000	4,500,000	345,854	109,125	6,434,828	6,671,555	199,187	68,447

Note: ** indicates self - supporting loans

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

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





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

	19/20 Budget					19/20 Ytd Act	ual			
	Opening Bal	Interest	Tir To Reserve	Tir From Reserve	Total	Opening Bal	Interest	Tir To Reserve	Tir From Reserve	Total
RESERVES - CASH BACKED										
Employee Liability Reserve	427,796	10,234		(32,574)	405,456	427,796	1,854		(32,574)	397,076
Aged Accomodation Reserve	227,403	5,440	5,000		237,843	227,403	1,031			228,43
Housing Reserve	265,507	6,352			271,859	265,507	1,204			266,71
Office Equipment Reserve	74,735	1788		(42,276)	34,247	74,735	616			75,35
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	549	220,000	(230,000)	117,38
Road & Bridgeworks Reserve	89,498	2,141	200,000		291,639	89,498	406			89,90
Refuse Site Reserve	627,552	15,014	120,000	(266,850)	495,716	627,552	2,846			630,39
Regional Development Reserve	73,599	1,761	and a second second	(50,000)	25,360	73,599	334			73,93
Speedway Reserve	147,600	3,531	1.1		151,131	147,600	669			148,26
Community Bus Replacement Reserve	2,414	58	15,000		17,472	2,414	11			2,42
Septage Pond Reserve	267,085	6,390		(58,643)	214,832	267,085	1,211			268,29
Killara Reserve	276,579	6,617	4,000	(59,643)	227,553	276,579	1,254			277,83
Stormwater Drainage Projects Reserve	33,593	804		1. A. A.	34,397	33,593	152			33,74
Recreation and Community Facilities Reserve	584,376	13,981	1,193,500	(1,209,953)	581,904	584,376	1,685		(364,453)	221,60
Administration Office Reserve	685,801	16,407	300,000	(697,500)	304,708	685,801	2,833			688,63
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(211,850)	435,673	348,744	1,167		(156,500)	193,41
River Management Reserve	360,240	8,618	A-09-347.0	(20,000)	348,858	360,240	1,634			361,87
Parking Facilities Construction Reserve	216,138	5,171		(65,000)	156,309	216,138	980			217,11
Art Collection Reserve	23,205	555			23,760	23,205	105			23,31
Reticulation Scheme Reserve	80,662	1,930	10,000	(8,950)	83,642	80,662	366		in the second second	81,02
Election Reserve	15,165	363	and the second	(15,000)	528	15,165	29		(15,000)	19
Revaluation Reserve	61,351	1,468	10,000		72,819	61,351	278			61,62
Total Cash Backed Reserves	5,015,881	120,000	2,377,936	(2,978,239)	4,535,578	5,015,881	21,216	220,000	(798,527)	4,458,57

Total Interest & Transfers

2,497,936

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





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

			Estimated
	19/20	19/20	18/19
	Budget	Ytd Actual	Financial
			Report
	\$	\$	\$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset P	osition		
CURRENT ASSETS			
Cash - Unrestricted	B42,676	B,177,303	3,025,32
Cash - Restricted Unspent Grants	0	0	
Cash - Restricted Reserves	4,535,57B	4,458,787	5,015,BB
Self Supporting Loan	25,095	11,910	7,51
Receivables	2,915,065	251,946	6,041,03
Rates - Current	0	6,788,052	
Pensioners Rates Rebate	0	34,627	
Provision for Doubtful Debts	0	(131,842)	
GST Receivable	0	250,052	
Accrued Income/Prepayments	0	1,654,848	
Inventories	1,000	0	1,22
	B,319,414	21,495,683	14,090,98
LESS: CURRENT LIABILITIES			
	(4,825,204)	(2,030,022)	(5,491,301
NET CURRENT ASSET POSITION	3,494,210	19,465,661	B,599,6B
Less: Cash - Reserves - Restricted	(4,535,578)	(4,458,787)	(5,015,881
Add: Current Loan Liability	385,911	170,858	202,28
Add: Leave Liability Reserve	405,457	228,434	427,79
Add: Budgeted Leave	250,000	250,000	250,00
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	15,656,167	4,463,BB







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

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
vey Rating Dates									
RATESISSUED	08/08/2011	5/08/2012	4/09/2013	10/08/10	14/08/15	15/08/2016	1/06/2017	15/08/2018	4/09/2019
RATESOUE	22/09/2011	24/05/2012	23/16/2013	8/16/2014	25/05/2015	30/09/2016	14/09/2017	19/09/2018	5/10/2019
2nd INSTALMENT DUE	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	5/12/2019
Grd INSTALMENT DUE	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/62/2620
IIIr INSTALMENT DUE	22/03/2012	29/05/2013	24/04/2014	9/04/2015	26/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2520
Outstanding fst July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,18
Rales Levied	\$5,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,58
(meres). Exgratia, interim and back rates less writeoff's	450.070	450.057	470.000	400.454	400.470	4000 0.77	tons ous	4474 774	*ca.a
	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$68,90
Rates Paid by month			and the second						
July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,54
August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,064,983	1,856,869	213,19
September	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,22
October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,03
November	0.0000		- State and a state of	Sec. on Section 2		a finite second second		100000000	
December									
January									
February									
March									
Apol									
May									
June									
TotalYTD	4,743,376	5,129,995	5,014,466	5,382,905	5,880,032	5,820,532	6,364,323	6,557,066	6,384,99
		Not on the second			38.2%	43.2%	43.4%		
% Ytd Rates Outstanding	36.2%	35.4%	40.3%	40.3%	38.2%	43.2%	43.4%	45.1%	47.43
	and the second		to Area deals		San Shares			and an a sea	
% Ytd Rates Outstanding Yd Outstanding	36 2%	35 .4%	40.3% 3,385,958 Rates Outstar	3,635,984	3,629,015	435,023	4,889,131	45.1%	5,763,68
Yid Outstanding \$12,00 \$10,00 \$8,00 \$6,00 \$4,00	2,652,604	2,813,423	3,385,958 Rates Outstar	3,635,984 Inding	3,629,015	4,435,023		and an a sea	de strate
Yid Outstanding \$12,00 \$10,00 \$8,00 \$6,00 \$4,00			3,385,958 Rates Outstar	3,635,984	3,629,015		4,889,131 50.0% 45.0% 40.0% 30.0% 22.0% 15.0% 10.0% 5.0% 0.0% 0.0%	and an a sea	5,763,66





12.4.3 Repeal of Policy A 8.1 Policy on Harvest, Vehicle Movement and/or Hot Works Bans

Address:	N/A
Owner:	Shire of Northam
Applicant:	Internal
File Reference:	2.3.1.2
Reporting Officer:	Cheryl Greenough, Coordinator Governance /
	Administration
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

For Council to repeal Policy A 8.1 Harvest Vehicle Movement &/or Hot Works Ban.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

At the Bush Fire Advisory Committee Meeting dated 9 July 2019 the Committee decided to request the Council to repeal Policy A8.1 Harvest Vehicle Movement &/or Hot Works Ban as follows:

<u>Council Policies</u>

With the adoption of the Bush Fire Manual there is a number of council policies that have now been superseded by either the manual itself or by the formalisation of any SOP's.

A8.1 – Harvest, Vehicle Movement &/or Hot Works Ban has been superseded by SOP 16. As a result of the policy being superseded, officers will recommend the policy be rescinded by Council.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5: Environment and Heritage.

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Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

Objective: Continued bushfire management planning and mitigation works.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995 s 2.7 Role of Council (2)(b) determine the local government's policies.

B.4 Policy Implications

The repeal will remove Policy A 8.1 from Administrations portfolio.

B.5 Stakeholder Engagement / Consultation

Discussed at the Bush Fire Advisory Committee (BFAC) meeting

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Potential for non- compliance with the Act	Low (1)	Ensure Harvest Bans are complied with
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.6 Risk Implications

C. OFFICER'S COMMENT

It is recommended that Policy A 8.1 be removed from the Administration Policies and to be superseded by the Bushfire Manual.

RECOMMENDATION

That Council repeal Policy A 8.1 Harvest, Vehicle Movement &/or Hot Works Ban as per the BFAC meeting 9 July 2019.



12.4.4	Adoption	of Pest Plant	Local Law 2019
--------	----------	---------------	----------------

Address:	N/A
Owner:	Shire of Northam
Applicant:	Internal
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough, Coordinator Governance /
	Administration
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Absolute Majority
Press release to be	No
issued:	

BRIEF

For Council to adopt the following local law as presented at this Council meeting or very close to the local law as presented in accordance with s3.12(4)

ATTACHMENTS

Attachment 1:Pest Plant Local Law 2019.Attachment 2:Letter of support from Minister MacTiernan.

A. BACKGROUND / DETAILS

Every eight years the local laws must be reviewed in accordance with the section 3.16 of the *Local Government Act 1995*. There are two local laws left to be completed. The Pest Plant Local law 2019 will be presented at this meeting for adoption prior to Gazettal and approval by the Joint Standing Committee on Delegated Legislation.

The last local law being the Waste Local Law 2019, is still awaiting approval by the Minister.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment & Heritage.

	0
Outcome 4.3:	Residents and organisations within the Shire of Northam are
	supported to reduce their environmental impact.
Objective:	Sustainable waste management with the aim of reducing
	and reusing waste effectively.

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Theme Area 6: Governance & Leadership.

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

Objective: Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications

The Government Gazette pricing per page is \$165.35, there are a total of 8 pages making the cost approximately \$1,322.8 for this local law.

B.3 Legislative Compliance

Local Government Act 1995 section 3.12

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* Absolute majority required.

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice
 - (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

B.4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation

6 weeks consultation was advertised on 24 July 2019 in the West Australian and the local newspaper for a period of six weeks. Consultation has taken place internally with Councillors and staff, and also the Department of Local Government, Sport and Cultural Industries as well as Minister MacTiernan.

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	\$13,338	Minor (2)	Ensure compliance with the Act

B.6 Risk Implications

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Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service	N/A	N/A	N/A
Interruption			
Compliance	Not completing local laws would create non- compliance issues	Medium (3)	Comply with all legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The Pest Plant Local Law 2019 will be the only local law presented and considered for adoption at this Council meeting as the Minister has requested some changes to the Waste Local Law. Below is a table explaining at which stage each local law is currently at.

2019 Local Laws	Stage 2	s3.12 (2-4)	Council moved to make changes to the local law and advertise changes for 6 weeks	Ministerial Approval Received	Stage 3	s3.12 (5-7)	Council adopt the new local law, advertise & send for Gazettal	Final Stage	Send to JSC for final approval
Parking Local Law				N/A					Completed
Cats local law				N/A					Completed
Fencing Local Law				N/A					Completed
Pest Plant Local law				Yes					
Waste Local Law				In progress					

The following minor edits were suggested to the Pest Plant Local Law, by the Department of Local Government, Sport and Cultural Industries:

Pest Plant Local Law 2019

- Contents Page Ensure the entry for clause 2.1 reflects the same title in clause 2.1;
- Clause 1.5 change 'schedule' to 'Schedule';
- Clause 2.1 Insert a heading for that clause;
- Clause 3.2 Change 'specified therein' to specified in the notice'; and
- First Schedule remove Italics from 'Caltrop' and remove highlighting from the last two lines.



All changes to the above local law have been made in accordance with the Departments suggestions.

The local law was presented to Minister MacTiernan and the Minister has replied with her support for the local law (letter attached)

RECOMMENDATION

That Council

- 1. Adopt the Pest Plant Local Law 2019 as presented or not significantly different to the presented local law;
- 2. Authorise the CEO to proceed with section 3.12(5-7).



Attachment 1

BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007 LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

PEST PLANTS LOCAL LAW 2019



BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007 LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

PEST PLANTS LOCAL LAW 2019

CONTENTS

PART 1 - PRELIMINARY

- 1.1 Title
- 1.2 Commencement
- 1.3 Repeal
- Application Interpretation 1.4
- 1.5

PART 2 - PEST PLANTS

2.1 Pest Plants

PART 3 - NOTICES

- 3.1 Serving of a notice
- Obligation to comply with a notice 3.2
- 3.3 Failure to comply with a notice

FIRST SCHEDULE PEST PLANTS

SECOND SCHEDULE PEST PLANT NOTICE





BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007 LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

PEST PLANTS LOCAL LAW 2019

PART 1 - PRELIMINARY

1.1 Title

This local law may be cited as the Shire of Northam Pest Plants Local Law 2019.

1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.3 Repeal

The *Shire of Northam Pest Plants Local Law 2011* published in the *Government Gazette* on 22 July 2011 and all amendments thereto are hereby repealed on the day this local law comes into operation.

1.4 Application

This local law applies throughout the district or part thereof, as prescribed in the First Schedule.

1.5 Interpretation

In this local law, unless the context requires otherwise -

Act means the Biosecurity and Agriculture Management Act 2007;

Authorised Person means a person appointed by the local government under section 9.10 of the *Local Government Act 1995* to perform any of the functions of an Authorised Person under this local law;

Council means the Council of the Shire of Northam;

district means the district of the local government;

land means land in the district and includes houses, buildings, works and structures, in or upon the land;

local government means the Shire of Northam;



notice means a notice referred to in clause 3.1;

occupier has the meaning given to it in the Local Government Act 1995;

owner has the meaning given to it in the Local Government Act 1995;

person means any person, company, public body, association or body of persons corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

pest plant means a plant described in the First Schedule of this local law;

Schedule means a schedule to this local law, and

treat means to take action to either -

- (a) destroy the pest plant so that the pest plant is fully and continuously suppressed and destroyed;
- (b) eradicate the pest plant from the land so that the land is kept free of the pest plant; or
- (c) control the growth of the pest plant so the pest plant does not spread.

PART 2 - PEST PLANTS

2.1 Pest Plants

Every plant described in the First Schedule of these local laws is a Pest Plant.

PART 3 - NOTICES

3.1 Serving of a notice

The local government may serve on the owner or occupier of private land within the district a duly completed notice in the form of the Second Schedule to this local law requiring the owner or occupier to treat any pest plant on that land

3.2 Obligation to comply with a notice

A person served with a notice under clause 3.1 shall comply with the notice within the time and manner specified in the notice.



3.3 Failure to comply with a notice

Where an owner or occupier fails to comply with a notice under clause 3.1 of this local law, the local government may:

- (a) without payment of any compensation in respect thereof, take the action that was required by the notice; and
- (b) recover in a court of competent jurisdiction the amount of the expense of the action from that owner or occupier.



First Schedule

PEST PLANTS

[clause 2.1]

COMMON NAME	SCIENTIFIC NAME	DISTRICT FOR WHICH DESCRIBED
Watsonia	Watsonia <i>meriana var bulbilifera</i> Watsonia <i>merians var meriana</i>	The whole of the district
African Love Grass	Eragrostis curvula (Schrad.) Nees	The whole of the district
Caltrop	Tribulus terrestris	The whole of the district



[clause 3.1]

SECOND SCHEDULE

PEST PLANT NOTICE

BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007

Shire of Northam Pest Plants Local Law 2019.

	No:
То	
(full nam	es)
of	-
(addres	5)
You are hereby given notice under the above local (specify whether required to destroy, eradicate, or otherwise o	
(Common Name)	(Scientific Name)
on	
(specify the	land)
of which you are the	
(owner or oc	cupier)
This notice may be complied with by	
specify manner of achieving destruction, eradication or contro))
Such measures shall be commenced not later than	1
	(date)
and shall be completed by	
	(date)
Upon failure to comply with this notice within the tir destroy, eradicate or control, as the case may be, a if necessary recover the expense in a court of com	any specified pest plant at your expense, and
Date of service of notice	

Signature of Person Authorised by the Shire of Northam





The Common Seal of the)Shire of Northam was)affixed by authority of)a resolution of the Council)in the presence of)

CHRISTOPHER ANTONIO

Shire of Northam President

JASON WHITEAKER

.........

Chief Executive Officer



Attachment 2



Hon Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food; Ports; Minister Assisting the Minister for State Development, Jobs and Trade

Our ref: 64-13472

Ms Cheryl Greenough Governance/Administration Coordinator Shire of Northam PO BOX 613 NORTHAM WA 6401 governance@northam.wa.gov.au

Dear Ms Greenough

REVIEW OF PEST PLANTS LOCAL LAW 2019

Thank you for your email dated 21 August 2019 regarding a draft Pest Plants Local Law (Local Law) for the Shire of Northam (Shire) pursuant to the *Local Government Act* 1995 (LG Act) and the *Biosecurity and Agriculture Management Act* 2007 (BAM Act).

I note that the Shire intends to prescribe two plant species, African Love Grass (*Eragrostis curvula (Schrad.) Nees*) and Caltrop (*Tribulus terrestris*) as Pest Plants under the Local Law and Section 193 of the BAM Act. This Section of the BAM Act allows Local Governments, such as your Shire, to manage plants that are considered pests in their area. Both of the plant species listed in your draft schedule are permitted species under the BAM Act for the Shire, and therefore can be prescribed as Pest Plants under Local Law.

The Department of Primary Industries and Regional Development endorses the Shire's action managing widespread and established weeds that are a problem in your area.

Thank you for informing me of this matter.

Yours sincerely

HON ALANNAH MACTIERNAN MLC MINISTER FOR REGIONAL DEVELOPMENT; AGRICULTURE AND FOOD; PORTS MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT, JOBS AND TRADE 1 9 OCT 2019

Level 11, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005 Telephone: +61 8 6552 6200 Fax: +61 8 6552 6201 Email: Minister.MacTiernan@dpc.wa.gov.au

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12.5 COMMUNITY SERVICES

12.5.1 Redesign of Layout of Northam Library

Address:	298 Fi	tzgerald S [.]	t Northam		
Owner:	Shire o	of Northar	n		
Applicant:	N/A				
File Reference:	1.3.12	.5			
Reporting Officer:	Ross	Rayson,	Executive	Manager	Community
	Servic	es			
Responsible Officer:	Ross	Rayson,	Executive	Manager	Community
	Servic	es			
Officer Declaration of	Nil				
Interest:					
Voting Requirement:	Simple	e Majority			
Press release to be	No				
issued:					

BRIEF

For Council to consider the plan and costings prepared in relation to the redesign of the layout of the Northam Library.

ATTACHMENTS

Attachment 1: Consultants concept plan Option B. Attachment 2: Costing summary.

A. BACKGROUND / DETAILS

As a result of access issues identified within the internal design of the Northam Library, the Shire of Northam has commissioned a number of reports into the access issues and possible solutions.

These reports include:

- 1. Disability Access Audit Report and Action Plan- Compiled by Code Access Consulting.
- 2. Northam Library-Risk Assessment for the Use of Mobility Devices.

Additionally, in June 2019, the Shire commissioned Parry & White Architects to undertake a redesign of the internal layout of the Northam Library.

The purpose of the redesign was to look at ways of reconfiguring the Library to suit all users, and providing innovative solutions to the access and equity issues without any major disruption to Library services.





Parry & White Architects have over 20 years' experience in working in the disability sector.

Parry & White have developed a number of options for consideration. Each of these has considered the current layout, and explored options to provide additional space in the vicinity of the current Library building.

Once the options were considered, the consultants have provided a cost estimate to undertake the works of \$630,000.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: A cohesive community with access to quality services Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objective: Deliver a supportive library service

B.2 Financial / Resource Implications

The costs for these works is estimated at \$630,000. This project is not currently identified in the Long Term Financial Plan, and no alternative funding sources have been identified.

B.3 Legislative Compliance

Disability (Access to Premises-Buildings) Standards 2010. Disability Discrimination Act 1992 Shire of Northam Disability Access and Inclusion Plan 2019-2023

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Stakeholder engagement was undertaken by the Architect and consisted of discussions with staff, and a public workshop.

Library patrons, particularly those with a disability, were encouraged to participate in the stakeholder engagement. However, only 6 people attended the public workshop, and no written responses were received.

Risk Category	Description	Rating	Mitigation Action
		(consequence x likelihood)	
Financial	There is significant cost to Council to	Low (4)	Ensure there are sufficient financial

B.6 Risk Implications



	undertake the works, which could result in other projects being delayed.		resources available before undertaking the works.
Health & Safety	Failure to undertake works may result in the Library becoming non-compliant	Low (3)	Ensure any works undertaken are compliant
Reputation	Council seen as not providing equitable access to all residents	Low (4)	Works undertaken to provide maximum access possible.
Service Interruption	Proposed works result in a reduction of service provision	Low (4)	Works undertaken do not decrease service provision
Compliance	The proposed works are not sufficient to en sure the facility is compliant in future	Low (1)	Ensure all relevant compliance legislation is met
Property	NA		
Environment	NA		

C. OFFICER'S COMMENT

In addition to the provided design, staff are of the view Council has a number of other options open to it, including;

1. Do nothing

Council could take the position that the costs of proposed remedial work are unachievable at this time. This being the case Council could make a determination that due to financial limitations it is not feasible to undertake the recommended works;

Option – NOT recommended

That Council does not undertake any internal remedial works to the Northam library to make it more accessible, due to the Councils current financial limitations;

2. Reduce the level of service

There is a view that in order to make it at lease 'more accessible' Council could adjust the internal elements of the library that are moveable. For example a reduction in the number of bookshelves and/or removal of the 'quiet area' at the front of the library. This could result in at least some level of access inside the building for gopher users. Council would need to be mindful that resolving to undertake



these works, while cost effective, would result in a loss of service provided to the community.

Option – NOT recommended

That Council:

- 1. receives the concept plan and costings for the proposed redesign of the layout of the Northam Library;
- 2. does not undertake any internal remedial works to the Northam library to make it more accessible, due to the Councils current financial limitations;
- 3. refers the full scope of the project to the 2020/21 draft budget for consideration,
- 4. authorises the Chief Executive Officer to seek grant funding for the project, in the context of point 3 of this decision of Council.
- 3. Defers Action

The proposed modifications to the Northam Library were designed to provide more equitable access to the Library services for all members of the community, without reducing the levels of service currently provided.

However, to achieve this will result in a significant capital investment from the Shire to ensure the compliance.

In assessing the requirement for the recommended works, Council should also consider the current works being undertaken to provide fully accessible toilet facilities for both staff and patrons, as well as modifications to the main reception desk, and other minor amendments to make the Library more accessible.

Given that the proposed changes are designed to make the Library fully accessible for personal mobility devices (i.e. gophers), Council also needs to be confident that any works undertaken will meet, or exceed, the legislative requirements which have not been finalised at this time.

RECOMMENDATION

That Council:

- 1. Receives the concept plan and costings for the proposed redesign of the layout of the Northam Library;
- 2. Does not undertake the internal remedial works identified in the Parry & White Architects design to the Northam library to make it more accessible, due to the Councils current financial limitations;
- 3. Refers the full scope of the project to the 2020/21 draft budget for consideration,
- 4. Authorises the Chief Executive Officer to seek grant funding for the project, in the context of point 3 of this decision of Council.



4. Undertakes the recommended works

Option – NOT recommended

That Council:

- 1. endorses the concept plan and costings for the proposed redesign of the layout of the Northam Library;
- 2. authorises the Chief Executive Officer to advertise the redevelopment of the Northam Library for Tender, in accordance with the Parry & White Architects design
- 3. requests that as part of the tender award report to be provided to Council, staff present a project funding plan

Absolute Majority of 6 required

Council needs to be mindful that as the project has not been identified within the Councils long term financial plan, any additional capital costs will have an impact on future provisioned projects.

While staff are mindful of Councils commitment to providing safe and accessible services and facilities to the community, in this instance, it is considered that a complete redesign of the library floor plan and the significant costs associated with this works, are unreasonable. As a consequence option 4 has been discounted by staff, however this options remains available to Council.

It final option or approach would be a combination of options 2 and 3. Accessibility of our public library is a critical and while the funds are not available currently there may be an opportunity to identify external funding to assist Council in its endeavours. Additionally, in order to achieve an immediate outcome Council could resolve to not undertake the full extent of the remedial works, request staff look for external funding and in the meantime provide an area within the library where gopher users can enter and station themselves.

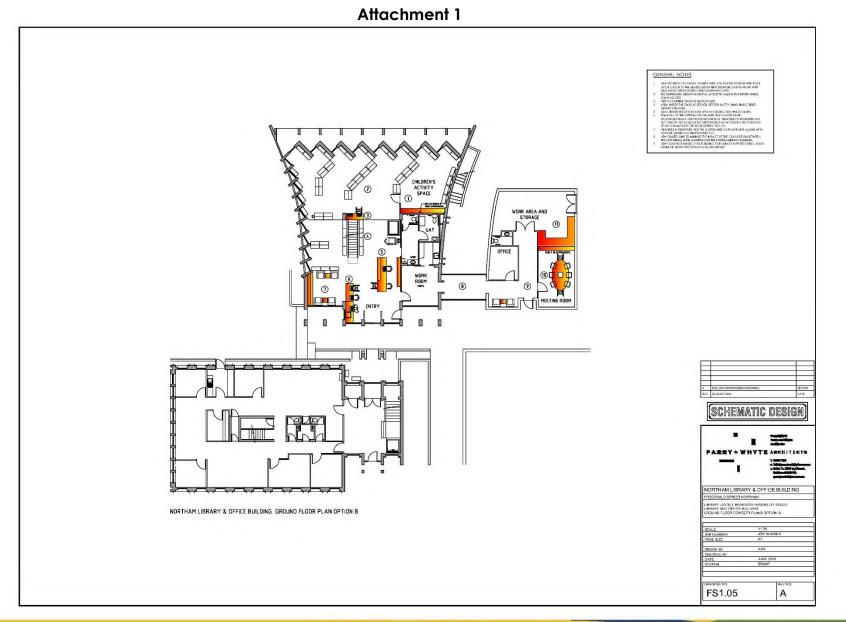
RECOMMENDATION

That Council:

- 1. Receives the concept plan and costings for the proposed redesign of the layout of the Northam Library;
- 2. Does not undertake any internal remedial works to the Northam library to make it more accessible, due to the Councils current financial limitations;
- 3. Refers the full scope of the project to the 2020/21 draft budget for consideration,
- 4. Authorises the Chief Executive Officer to seek grant funding for the project, in the context of point 3 of this decision of Council.

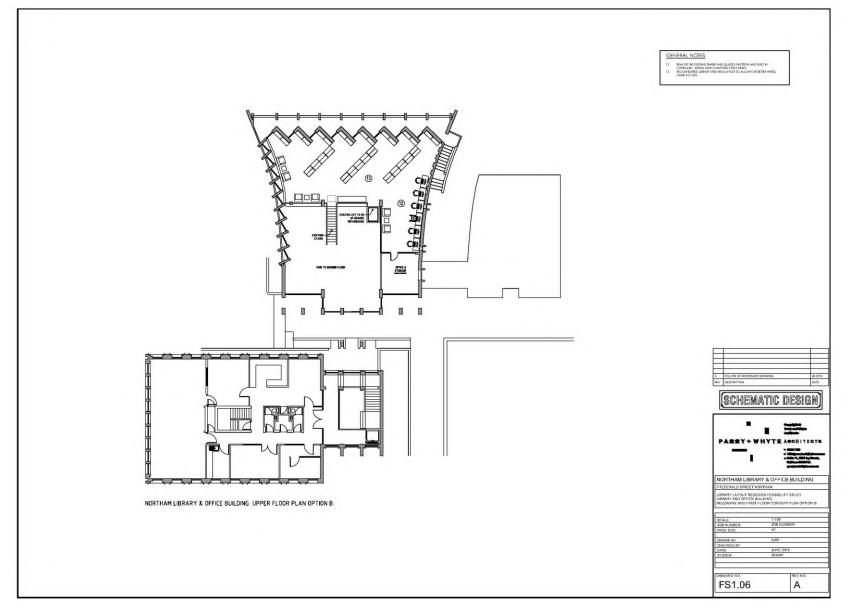
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Attachment 2

HW & Associates

ABN 57 945 258 671 Suite 88 City West Centre 102 Railway Parade WEST PERTH WA 6005 Ph: (08) 9321 0102

19103313.001

3 October 2019

Parry + Whyte Architect Suite 14, 100 Hay Street Subiaco WA 6008

Attention: Alec Whyte

Dear Alec,

NORTHAM LIBRARY & OFFICE BUILDING FEASIBILITY COST ESTIMATE – OPTION B

We have reviewed the drawings for the proposed Option B refurbishment and office addition to the existing Northam Library, we have prepared a feasibility cost estimate for the works. Please find attached our estimate backup, summarised below:

New Single Storey Office Building and Link	\$298,000
Refurbishment Works to the Existing Library Building	136,000
External Works	55,000
	489,000
Design Contingency 5%	25,000
Construction Contingency 5%	25,000
Authority Costs	3,000
Client Relocation & Disbursements	10,000
Professional Fees	68,000
Escalation	10,000
Total, excluding GST	\$630,000

Excluded from the estimate is any loose furniture, equipment and computer services.

We trust this meets with your current requirements.

Yours sincerely,

Brad Bell

ad Bell M: 0408.896.666 E: BradBell@HWAssociates.com.au am Tomlin M: 0434.611.782 E: LiamTomlin@HWAssociates.com.au





13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

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

- 13.1 Request for Fee Adjustment Donovan Payne, Aquatic Facility Project as the matter relates to a contract entered into, or which may be entered into, by the local government and legal advice obtained, by the local government.
- 13.2 Appointment of Acting Chief Executive Officer December / January 2019 as it relates to a matter affecting an employee or employees.

13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT

13.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – DECEMBER / JANUARY 2019

RECOMMENDATION

That Council move out from behind closed doors.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE