



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

16 September 2020



DISCLAIMER

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

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

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

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

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

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

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

Contents

1.	DECLARATION OF OPENING	5
2.	ATTENDANCE.....	5
2.1	APOLOGIES.....	5
2.2	APPROVED LEAVE OF ABSENCE	5
2.3	ABSENT.....	5
3.	DISCLOSURE OF INTERESTS.....	6
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	8
5.	PUBLIC QUESTION TIME	10
5.1	PUBLIC QUESTIONS.....	10
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	10
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	10
7.1	PETITIONS.....	10
7.2	PRESENTATIONS.....	10
7.3	DEPUTATIONS.....	11
8.	APPLICATION FOR LEAVE OF ABSENCE.....	11
9.	CONFIRMATION OF MINUTES	11
9.1	ORDINARY COUNCIL MEETING HELD 19 AUGUST 2020	11
9.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 AUGUST 2020	11
9.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 9 SEPTEMBER 2020	12
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY	30
11.	REPORTS OF COMMITTEE MEETINGS	30
11.1	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 AUGUST 2020	30
11.2	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 20 AUGUST 2020	46
11.3	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020.....	118
11.4	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020.....	133
11.5	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020	151

12.	OFFICER REPORTS	199
12.1	CEO'S Office	199
12.1.1	Fee Waiver Request for Silver Wings.....	199
12.1.2	Council-Owned Buildings – Leased.....	205
12.2	ENGINEERING SERVICES.....	208
12.2.1	RFT 6 of 20 Cleaning of Public Toilets & Outlying areas.....	208
12.2.2	RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	212
12.3	DEVELOPMENT SERVICES	217
12.3.1	Proposed Amendments to Development Approval – 61 Old York Road, Northam	217
12.4	CORPORATE SERVICES.....	254
12.4.1	Accounts & Statements of Accounts – 31 August 2020....	254
12.4.2	Financial Statement for the period ending 31 st July & 31 st August 2020.....	311
12.5	COMMUNITY SERVICES	342
13.	MATTERS BEHIND CLOSED DOORS	342
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	342
14.1	Shire of Northam State of Emergency	342
14.2	Disbanding of the Local Business Support Committee	346
15.	URGENT BUSINESS APPROVED BY DECISION	346
16.	DECLARATION OF CLOSURE	347

1. DECLARATION OF OPENING

The Shire President Cr Antonio declared the meeting open at 5.30pm.

2. ATTENDANCE

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

J E G Williams

M I Girak

A J Mencshelyi

D Galloway

C P Della

T M Little

R W Tinetti

M P Ryan

S B Pollard

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker (at 5.33pm)

C D Kleynhans

C B Hunt

R Rayson

C Young

N K Vinicombe

Gallery:

Public

S Hart

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020	11.4	Cr S B Pollard	Impartiality	Unsuccessful applicant Christine Dunkerton is Cr Pollard's daughter
Fee Waiver Request for Silver Wings	12.1.1	Cr T M Little	Impartiality	Members of the Silver Wings club are known to Cr Little
Fee Waiver Request for Silver Wings	12.1.1	Cr C R Antonio	Impartiality	Committee members of the Silver Wings club are known to Cr Antonio
Fee Waiver Request for Silver Wings	12.1.1	Cr D Galloway	Impartiality	Members of the Silver Wings club are known to Cr Galloway
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr C R Antonio	Impartiality	Some of the tenderers are known to Cr Antonio

RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr C R Antonio	Impartiality	Some of the tenderers are known to Cr Antonio
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr S B Pollard	Impartiality	Some of the tenderers are known to Cr Pollard
RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr S B Pollard	Impartiality	Some of the tenderers are known to Cr Pollard
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr R W Tinetti	Impartiality	One of the unsuccessful tenderers is known to Cr Tinetti
RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr R W Tinetti	Impartiality	One of the unsuccessful tenderers is known to Cr Tinetti

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
20/08/2020	Meeting with new Northam Primary School Principal
21/08/2020	Avon Midland Country Zone Meeting - York
22/08/2020	Buckland Estate Wedding Open Day
24/08/2020	MMM Weekly Radio Interview
24/08/2020	Voice of the Avon Quarterly Radio Interview - York
26/08/2020	Wheatbelt Tour Meeting with WAGLA Representatives
28/08/2020	Citizenship Ceremony - Northam
31/08/2020	MMM Weekly Radio Interview
01/09/2020	Minister for Tourism visit - Northam
02/09/2020	Avon Valley Toyota Field Day
03/09/2020	Wheatbelt OASG – Interagency Scenario - Narrogin
05/09/2020	Lions Community Markets - Northam
05/09/2020	Performance by Phil Walleystack - Northam
06/09/2020	Father's Day
07/09/2020	MMM Weekly Radio Interview
08/09/2020	Forget me not Café event - Northam
11/09/2020	AROC Fortnightly COVID-19 President's Video Conference
12/09/2020	Northam Agricultural Show event
15/09/2020	OASG Fortnightly Video Conference
15/09/2020	Nyoongar Cultural Advisory Committee Meeting - Northam
<u>Upcoming Events</u>	
21/09/2020	MMM Weekly Radio Interview
25/09/2020	WALGA Breakfast Event - Perth
25/09/2020	WALGA 2020 Political Forum - Perth
25/09/2020	WALGA AGM
29/09/2020	Fortnightly OASG Video Conference
30/09/2020	Minister Christian Porter Visit - Northam
03/10/2020	Lions Community Markets - Northam
04/10/2020	Avro Anson Memorial Service - Mokine
05/10/2020	MMM Weekly Radio Interview
07/10/2020	LIWA Seminar Presentation - Northam
09/10/2020	AROC Fortnightly COVID-19 President's Video Conference
12/10/2020	MMM Weekly Radio Interview
13/10/2020	OASG Fortnightly Video Conference
15/10/2020	RCAWA Meeting - Perth
16/10/2020	RCAWA Meeting - Perth
19/10/2020	MMM Weekly Radio Interview

Operational Matters:

As part of the Shire of Northam COVID-19 response, funds were allocated toward Local Business Support and Community Grants. These committees have been meeting regularly, and successful applicants have been and are being advised of funds allocated.

Regional Migration

Recent studies, as shown by various reports including Ripehouse Advisory and the Australian Newspaper, have shown an upward trend in regional residential sales. The acronym depicted in these reports is "VESPA", meaning Virus Escapees Seeking Provincial Australia.

The Shire of Northam is well positioned to welcome and accommodate these VESPAs, and others who are seeking a better or alternative lifestyle.

Strategic Matters:

Orange Link

Planning and design for the long-awaited "Orange Route", or alternatively known as Eastlink, can now be started. The recent announcement by the WA State Government of the allocation of \$10M, adds to the previously committed \$10M by the Federal Government for the study.

The Shire of Northam officially supports the Orange Route planning and design.

Projects

There are a number of private developments currently underway within the Shire of Northam. As these near completion, they will be welcome additions to the many current successful businesses within the Shire.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the name, address and signature of each elector making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request; and Page 13

(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).

(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

(a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

Nil.

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

(1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

Nil.

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
- (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
- (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 AUGUST 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4023

Moved: Cr Mencshelyi

Seconded: Cr Galloway

That the minutes of the Ordinary Council meeting held on Wednesday, 19 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 AUGUST 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4024

Moved: Cr Little

Seconded: Cr Girak

That Council receives the notes from the Strategic Council meeting held Wednesday, 26 August 2020.

CARRIED 10/0

9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 9 SEPTEMBER 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4025

Moved: Cr Mencshelyi

Seconded: Cr Girak

That Council receives the notes from the Council Forum meeting held Wednesday, 9 September 2020.

CARRIED 10/0



Shire of Northam

Notes

Council Forum Meeting

9 September 2020

Council Forum Meeting Notes
9 September 2020



DISCLAIMER

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

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

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

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

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

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

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

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

Preface

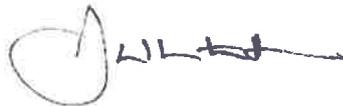
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

Unconfirmed Notes

These notes were approved for distribution on 11 September 2020.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 16 September 2020.

Signed:

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

Council Forum Meeting Notes
9 September 2020



Contents

1.	DECLARATION OF OPENING.....	6
2.	ATTENDANCE.....	6
2.1	APOLOGIES.....	6
2.2	APPROVED LEAVE OF ABSENCE.....	6
2.3	ABSENT.....	6
3.	DISCLOSURE OF INTERESTS.....	6
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)....	8
5.	PUBLIC QUESTION TIME.....	8
5.1	PUBLIC QUESTIONS.....	8
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	8
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	8
7.1	PETITIONS.....	8
7.2	PRESENTATIONS.....	8
7.3	DEPUTATIONS.....	8
8.	APPLICATION FOR LEAVE OF ABSENCE.....	8
9.	CONFIRMATION OF MINUTES.....	8
9.1	ORDINARY COUNCIL MEETING HELD 19 AUGUST 2020.....	8
9.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 AUGUST 2020.....	8
9.3	NOTES FROM THE COUNCIL FORUM MEETING HELD 9 SEPTEMBER 2020.....	9
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	9
11.	REPORTS OF COMMITTEE MEETINGS.....	9
11.1	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 AUGUST 2020.....	9
11.2	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 20 AUGUST 2020.....	9
11.3	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020.....	10
11.4	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020.....	10
11.5	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020.....	11

Council Forum Meeting Notes
9 September 2020



12.	OFFICER REPORTS	11
12.1	CEO'S Office	11
12.1.1	Fee Waiver Request for Silver Wings.....	11
12.1.2	Council-Owned Buildings – Leased.....	11
12.2	ENGINEERING SERVICES.....	11
12.2.1	RFT 6 of 20 Cleaning of Public Toilets & Outlying areas.....	12
12.2.2	RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	13
12.3	DEVELOPMENT SERVICES	13
12.3.1	Proposed Amendments to Development Approval – 61 Old York Road, Northam	13
12.4	CORPORATE SERVICES.....	13
12.4.1	Accounts & Statements of Accounts – 31 August 2020	13
12.4.2	Financial Statement for the period ending 31 st July & 31 st August 2020	16
12.5	COMMUNITY SERVICES	16
13.	MATTERS BEHIND CLOSED DOORS	16
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	16
14.1	Shire of Northam State of Emergency	16
15.	URGENT BUSINESS APPROVED BY DECISION	17
16.	DECLARATION OF CLOSURE	17

Council Forum Meeting Notes
9 September 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.30pm.

2. ATTENDANCE

Council:

Shire President	C R Antonio
Deputy Shire President	J E G Williams
Councillors	M I Glak
	A J Mencshelyl
	D Galloway
	C P Della
	T M Little
	R W Tinetti
	M P Ryan
	S B Pollard

Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	N K Vinicombe
Manager of Planning Services	J Jurmann
Building Maintenance Supervisor	S Moorhead

2.1 APOLOGIES

Executive Manager Engineering Services	C D Kleynhans
Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

Council Forum Meeting Notes
9 September 2020



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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020	11.4	Cr S B Pollard	Impartiality	Unsuccessful applicant Christine Dunkerton is Cr Pollard's daughter
Fee Waiver Request for Silver Wings	12.1.1	Cr T M Little	Impartiality	Members of the Silver Wings club are known to Cr Little
Fee Waiver Request for Silver Wings	12.1.1	Cr C R Antonio	Impartiality	Committee members of the Silver Wings club are known to Cr Antonio
Fee Waiver Request for Silver Wings	12.1.1	Cr D Galloway	Impartiality	Members of the Silver Wings club are known to Cr Galloway
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr C R Antonio	Impartiality	Some of the tenderers are known to Cr Antonio
RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr C R Antonio	Impartiality	Some of the tenderers are known to Cr Antonio
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr S B Pollard	Impartiality	Some of the tenderers are known to Cr Pollard

Council Forum Meeting Notes
9 September 2020



RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr S B Pollard	Impartiality	Some of the tenderers are known to Cr Pollard
RFT 6 of 20 Cleaning of Public Toilets & Outlying areas	12.2.1	Cr R W Tinetti	Impartiality	One of the unsuccessful tenderers is known to Cr Tinetti
RFT 7 of 20 Cleaning of Northam Town Site Public Buildings	12.2.2	Cr R W Tinetti	Impartiality	One of the unsuccessful tenderers is known to Cr Tinetti

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

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

Nil.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 AUGUST 2020

There was no clarification sought in relation to this item.

9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 AUGUST 2020

Council Forum Meeting Notes
9 September 2020



Clarification was sought regarding when this Item would be available for Councillors to view. The Chief Executive Officer advised that the notes would be available for Councillors the following morning.

The Chief Executive Officer checked the Strategic Council Meeting notes and the Executive Assistant to the CEO placed the notes in the Councillor's shared folder the following morning.

9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 9 SEPTEMBER 2020

There was no clarification sought in relation to this Item.

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 AUGUST 2020

Clarification was sought regarding the ceasing of the State of Emergency as recommended in section 14.1, and whether this would affect committees such as the Local Business Support Committee. The Chief Executive Officer advised that the committee would only cease once grant funding has been exhausted or a motion is passed by the committee and / or Council to cease the committee.

11.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 20 AUGUST 2020

Clarification was sought regarding updating of Items and comments, and consistency within the report. The Chief Executive Officer advised that the formats are different as each of the reports has been developed independently and for a different purpose. The Chief Executive further advised that as items are completed, they are marked off as complete however do not generally remain in each action plan, once all items have been completed staff recommend to the Audit and Risk Management Committee that the plan be removed from the agenda in its entirety. The Chief Executive Officer advised that items are marked off as complete at each successive committee meeting, and as such "date complete" is not required/recorded.

Clarification was sought regarding the date (18/09/2020) mentioned on page 72 of the Audit and Risk Management Committee meeting minutes. The Chief Executive Officer advised that he would confirm the date but it was most likely meant to be 18/09/2019.

Council Forum Meeting Notes
9 September 2020



The Executive Assistant to the CEO checked the minute number in the motion tracker during the meeting and confirmed that the date was indeed incorrectly recorded in the committee meeting minutes, and should be 18/03/2019.

11.3 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020

Clarification was sought regarding the Northam Agricultural Show and whether it was progressing. The Chief Executive Officer and Shire President advised that the Show would be progressing this weekend however it would be much smaller than in past years, and as such has been termed the Northam Farmers Fair, rather than the Northam Agricultural Show.

Cr Pollard declared an impartiality interest in 11.4 – LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020 as the unsuccessful applicant Christine Dunkerton is Cr Pollard's daughter.

11.4 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020

Clarification was sought into the reasons for the officer's recommendation to reject the application from AutoPro. The Chief Executive Officer advised that reasons for the officer's recommendations are provided in a separate confidential attachment when the agenda for the committee meeting is sent out.

Clarification was sought regarding the small numbers at the bottom of the spreadsheet shown on page 19 of the committee meeting minutes. The Chief Executive Officer advised that this number was likely a running total of the grant funding that has been provided to date, and he would confirm this.

The Executive Assistant to the CEO checked the background section on page 6 of the committee meeting minutes and confirmed during the meeting that this number (\$112,057) was indeed a running total of the grant funding provided.

Clarification was sought regarding the dissolving of committees. The Chief Executive Officer advised that the dissolving of committees is a Council-led decision, and can be done either by writing a notice of motion to Full Council, or approaching a member of the committee to suggest a recommendation to Council, via the Committee, to dissolve the committee.

Council Forum Meeting Notes
9 September 2020



11.5 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020

There was no clarification sought in relation to this item.

12. OFFICER REPORTS

12.1 CEO'S Office

Cr Little declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as members of the Silver Wings club are known to Cr Little.

Cr Antonio declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as committee members of the Silver Wings club are known to Cr Antonio.

Cr Galloway declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as members of the Silver Wings club are known to Cr Galloway.

12.1.1 Fee Waiver Request for Silver Wings

Clarification was sought regarding waiver limits according to delegated authority in policy C 3.4, and whether other groups have received full discounts. The Chief Executive Officer advised that this item could indeed have been waived through delegated authority, which has a limit of up to \$5000, however the item was being brought to Council with particular regard to the second recommendation, suggesting an annual waiver for the club be considered by Council. The Chief Executive Officer advised that to his knowledge he was not aware of any other groups receiving similar discounts, but he would take the question on notice and report his findings to Council.

The only other group, outside of formally leased premises, who receive 100% discount for use of facilities is Volunteering WA, who utilise the Recreation Centre.

12.1.2 Council-Owned Buildings – Leased

There was no clarification sought in relation to this item.

12.2 ENGINEERING SERVICES

Cr Antonio declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as some of the tenderers are known to Cr Antonio.

Council Forum Meeting Notes
9 September 2020



Cr Pollard declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as some of the tenderers are known to Cr Pollard.

Cr Tinetti declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as one of the unsuccessful tenderers is known to Cr Tinetti.

12.2.1 RFT 6 of 20 Cleaning of Public Toilets & Outlying areas

Clarification was sought regarding local businesses and noncompliance. The Chief Executive Officer and Building Maintenance Supervisor advised that tender processes are formal and inflexible, different to Request for Quote processes, and the only other option Council would have if they desired local businesses to resubmit their tenders would be to reject all tenders and start the tendering process all over again, which would not be recommended by staff. The Building Maintenance Supervisor advised that although the recommended tenderer is not a local business, the recommended tenderer would be hiring local individuals/contractors to complete the project.

Clarification was sought regarding the tender evaluation/pricing schedule. The Chief Executive Officer advised that this had been left out as an oversight, and would be provided to Councillors as soon as possible.

The Executive Assistant to the CEO placed the required documents into the Councillor's shared folder during the meeting.

Clarification was sought regarding the ability to split tenders among smaller businesses. The Chief Executive Officer advised that there are anti avoidance provisions within the Functions & General (tender) regulations that prohibit splitting of works to avoid tender provisions.

Clarification was sought regarding how compliance was assessed. The Chief Executive Officer advised that compliance was assessed by a staff member and confirmed by an Executive Manager.

Clarification was sought regarding the inconsistencies between recommendations in 12.2.1 and 12.2.2. The Chief Executive Officer advised that recommendation 1a would be amended in 12.2.1 to remain consistent with the recommendation provided in 12.2.2.

Cr Antonio declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as some of the tenderers are known to Cr Antonio.

Council Forum Meeting Notes
9 September 2020



Cr Pollard declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as some of the tenderers are known to Cr Pollard.

Cr Tinetti declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as one of the unsuccessful tenderers is known to Cr Tinetti.

12.2.2 RFT 7 of 20 Cleaning of Northam Town Site Public Buildings

There was no clarification sought in relation to this item.

12.3 DEVELOPMENT SERVICES

12.3.1 Proposed Amendments to Development Approval – 61 Old York Road, Northam

Clarification was sought regarding the driver for the amendment. The Manager of Planning Services advised that there had been no request for a change in conditions, the business was simply reviewing their costs/business strategies and proposing the amendments in line with this review.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 31 August 2020

The Shire President and the Executive Manager Corporate Services advised that several queries had already been sent through to the Executive Manager Corporate Services, and these and any other queries would be answered in due course.

The following queries and answers were provided by the Executive Manager Corporate Services after the Forum meeting:

Reference	Page#	Amount	Details Reference	Question	Query By	Answer
35336	197	3222.70	Water - Aquatic Centre	Evaporation related, as pool closed??	Cr Pollard	This Water bill Actually covers the Aquatic centre (back washes are required to be carried out fortnightly regardless of whether or whether not

Council Forum Meeting Notes
9 September 2020



						the centre is open), Recreation centre and both Jubilee and Henry Street Ovals, usage has increased over the same period last year (30%), some of which is attributed to the Aquatic facility, also see response below regarding reduced rainfall over the winter.
	197	1369.32	Water - Purslowe Park	Excessive use given winter???	Cr Pollard	Purslowe Park has a high number of mature trees in the grassed areas which utilise the rainfall and some. In order to maintain the cover of grass required this Park takes a little more to maintain. If you look at last year's total over winter there has been a slight increase this year which can be attributed to the timing of this year's rainfall. This year's rainfall over the period of the bill amounted to 86 mm compared to 129 mm at the same time last year.
	198		St John Hall description - confusing to me	Should read "Wheatbelt NRM" or the street address of	Cr Pollard	Yes we are looking at renaming some redundant accounts

Council Forum Meeting Notes
9 September 2020



				the building?		before the next financial year, I will add this to my list
37503	228	103.37	RAP Park	Same invoice numbers = Duplicated?	Cr Pollard	No, the \$113 costs were for each individual staff member, with some invoices having two staff members on them
		103.37	RAP Park	Same invoice numbers = Duplicated?	Cr Pollard	
37397	201	55.41	Burgess Rawson (WA) Pty Ltd	Water rates and usage - what is this for please?	Cr Williams	This is payment for costs associated with the caravan dump site on Peel avenue
37414	204	97.98	Kim Colbourne	Purchase of patron - requested book, is this usual practice	Cr Williams	No, if a patron requests an item we try everything possible to deliver it - in this case the book was only available from one seller, it was an urgent request, and the seller was not interested in becoming a creditor via our system. Future items of this nature will be paid for with an Executive Manager's credit card.
37463	212	3025.00	Wildlife Services	Trapping and culling of corellas, confirming that no culling actually occurred?	Cr Williams	No culling took place, the costs are for the setting up of feed stations, and traps plus monitoring etc., however the corellas never came!
34563	230/1	323.86	Perth Energy Pty Ltd	Electricity charges for pop-up shop, not Synergy	Cr Williams	Yes, the shop uses an independent provider

Council Forum Meeting Notes
9 September 2020



37572	232	880.00	Sport and Recreation Surfaces	Sweep artificial hockey turf - \$880.00 - How many sweeps is this and how regularly will this need to be done.	Cr Williams	This was the pre-season sweep necessary and recommended by the installers of the surface. It has been recommended to carry out another sweep 2 weeks out from finals if they are being played. This picks up any debris and re-distributes the sand evenly over the surface, it is expected to be carried out twice per annum, however may need additional sweeps carried out after severe weather events.
-------	-----	--------	-------------------------------	--	-------------	--

12.4.2 Financial Statement for the period ending 31st July & 31st August 2020

Clarification was sought regarding the rates trend. The Chief Executive Officer confirmed that the rates received were higher than in previous years due to the rates being sent out earlier in 2020.

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 Shire of Northam State of Emergency

Clarification was sought regarding the ability to re-declare a State of Emergency should the need arise. The Chief Executive Officer advised that as

Council Forum Meeting Notes
9 September 2020



the declared State of Emergency in the Shire of Northam was not a formal process underpinned by any legislation, Council could resolve at any time to enter back into such a state. The Council was reminded the declaration of a state of emergency was seen as a way of activating certain policy provisions.

15. URGENT BUSINESS APPROVED BY DECISION

The Executive Manager Corporate Services, Executive Assistant to the CEO, Manager of Planning Services, and Building Maintenance Supervisor left the meeting at 6.35pm.

The Chief Executive Officer advised Council of a confidential matter relating to an employee of the Shire of Northam and a range of current vacant positions, which is causing work pressures.

The Executive Manager Corporate Services and Executive Assistant to the CEO entered the meeting at 6.40pm.

16. DECLARATION OF CLOSURE

The Shire President Cr Chris Antonio declared the meeting closed at 6.40pm.

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 AUGUST 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4026

Moved: Cr Antonio

That Council receives the minutes from the Local Business Support Committee meeting held on 17 August 2020.

CARRIED 10/0



Shire of Northam

Minutes

Local Business Support

Committee Meeting

17 August 2020



Local Business Support Committee Meeting Minutes
17 August 2020



DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

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

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

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

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

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

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

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

Local Business Support Committee Meeting Minutes
17 August 2020



Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES	5
4.1	COMMITTEE MEETING HELD 27 JULY 2020	5
5.	COMMITTEE REPORTS	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	6
6.	URGENT BUSINESS APPROVED BY DECISION	15
7.	DATE OF NEXT MEETING	15
8.	DECLARATION OF CLOSURE	15

Local Business Support Committee Meeting Minutes
17 August 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.15pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

CR Antonio
J E G Williams
A J Menashely

Staff:

Community Development Officer
Communist Development Officer
Chief Executive Officer

M Blackhurst
J Budas
J Whiteaker

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Ryan, from 17 August 2020 to 21 August 2020 (inclusive).

3.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

Local Business Support Committee Meeting Minutes
17 August 2020



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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Cr Antonio knows Applicants 40, 41, 42, 44, and 47
LOCAL BUSINESS SUPPORT GRANT APPLICATIONS	5.1	Cr A J Mencshelyi	Impartiality	Applicant 46 is a contractor for Cr Mencshelyi, and Applicant 47 is known to Cr Mencshelyi
LOCAL BUSINESS SUPPORT GRANT APPLICATIONS	5.1	Ms M Blackhurst	Impartiality	Applicant 46 is known to Ms Blackhurst

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 27 JULY 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.51

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the minutes of the Local Business Support Committee meeting held on 27 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
17 August 2020



5. COMMITTEE REPORTS

Cr C R Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 40, 41, 42, 44 and 47 are known to Cr Antonio.

Cr A J Mencshelyi declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 46 is a contractor for Cr Mencshelyi, and Applicant 47 is known to Cr Mencshelyi.

Ms M Blackhurst declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 46 is known to Ms Blackhurst.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on a grant application received as part of the Local Business Support Grant Scheme.

ATTACHMENTS

Applications have been provided as a separate confidential attachment to this agenda/minutes.

A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide the application process and evaluation of the Business Support Grants.

Local Business Support Committee Meeting Minutes
17 August 2020



Applications opened on Monday, 27 April 2020 and will remain open until further notice.

The Shire of Northam Business Support Committee has assessed 39 applications to date and of these 31 have been approved at a value of \$86,107.

The following applications have been received and are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 40 Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of website Total project cost: \$1,950	\$2,000
Application 41 Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Build factory new workshop include showroom and offices Total project cost: \$539,355	\$10,000
Application 42 Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Develop Website Total project cost: \$2,600	\$2,000
Application 43 Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Hold 2 workshops and purchase laser projectors Total project cost: \$5,648	\$4,050
Application 44 Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching – dollar-for-dollar) to adapt to changing conditions	Purchase event venue equipment Total project cost: \$10,659	\$7,185.20
Application 45 Physio-Chi Jenny Lucy Physiotherapy	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website Total project cost: \$4,895	\$5,000

Local Business Support Committee Meeting Minutes
17 August 2020



Application 46 Whittington Electrical Contracting (assessed by Ross Rayson)	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new Imac System Total project cost: \$2,799	\$2,799
Application 47 Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment Total project cost: \$40,913	\$10,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$12,950 in grant funding.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

Local Business Support Committee Meeting Minutes
17 August 2020



Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as Confidential Attachment 5.1.1.

Application 40

Applicant	Funding stream	Project	Amount requested
Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of website	\$2000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.52

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant of \$1,950 to the business 'Better Health Support'.

CARRIED 3/0

Clarification was sought regarding the normal funding provided to applicants seeking website purchases, and a description of the COVID-related loss-of-income impacts. The Community Development Officer advised that website upgrade projects are normally funded up to 50% of the total cost, however new website purchases providing companies with a new online presence are typically provided with more than 50% of the total cost. The Community Development Officer advised that information relating to COVID impacts had been sufficiently provided by the applicant.

Local Business Support Committee Meeting Minutes
17 August 2020



Application 41

Applicant	Funding stream	Project	Amount requested
Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.	Build factory new workshop include showroom and offices	\$10,000

RECOMMENDATION

That the Local Business Support Committee do not approve a grant to the business 'Beyond Cabinets & Renovations'.

COMMITTEE DECISION

Minute No: LBSC.53

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$10,000 to the business 'Beyond Cabinets & Renovations' for the construction of a new workshop including showroom and offices.

CARRIED 3/0

Clarification was sought regarding the reasoning for the officer recommendation. The Community Development Officer advised that although there are no guidelines relating to such projects, it was decided that the requested funding would not affect the applicant's project progress, and the applicant would likely be progressing with the project regardless of whether grant funding was received or not; also diversification of business would not be achieved through the proposed project.

REASON FOR NOT SUPPORTING OF OFFICER'S RECOMMENDATION:

The officer's recommendation was not supported, as the committee formed a view that previous similar applications has been supported by the Committee, and that the proposal would result in the growth of the business.

Local Business Support Committee Meeting Minutes
17 August 2020



Application 42

Applicant	Funding stream	Project	Amount requested
Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Develop Website	\$2000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.54

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$2,000 to the business 'Jobs for Mark' for the development of a website.

CARRIED 3/0

Application 43

Applicant	Funding stream	Project	Amount requested
Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Hold 2 workshops and purchase laser projectors	\$4,050

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.55

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee do not approve a grant to the business 'Northam Church of Christ' and recommend that 'Northam Church of Christ' apply for grant funding under the community grant scheme.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
17 August 2020



Clarification was sought regarding further information behind the officer's recommendation, not-for-profit organisations, and the community grant scheme. The Community Development Officer advised that the guidelines do support not-for-profit organisations, however the applicant would not meet an economic outcome or an increase in employment opportunities. The Community Development Officer advised that the applicant could instead apply for a community grant when the community grant funding scheme begins.

Application 44

Applicant	Funding stream	Project	Amount requested
Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching -dollar-for-dollar) to adapt to changing conditions.	Purchase event venue equipment	\$7,185.20

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.56

Moved: Cr Mencshelyi

Seconded: Cr Antonio

That the Local Business Support Committee do not approve a grant to the business 'Northam Race Club'.

CARRIED 2/1

Clarification was sought regarding a previous similar application that was also recommended to be unapproved, and the reasoning behind the officer's recommendation. The Community Development Officer advised the applications were similar enough to justify the officer's recommendation for Application 44, and the proposed equipment could be hired locally, which would be more beneficial than purchasing.

Application 45

Applicant	Funding stream	Project	Amount requested
Physio-Chi Jenny Lucy Physiotherapy	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000

Local Business Support Committee Meeting Minutes
17 August 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.57

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

That the Local Business Support Committee approve a grant of \$2,000 to the business 'Physio -Chl Jenny Lucy Physiotherapy' to support the development of a website.

CARRIED 3/0

Clarification was sought regarding funding for website applications. The Community Development Officer advised that each website project application has been provided with grant funding of around \$2000 – new website development has typically been provided with the full amount requested, website upgrades have been provided with 50% of the project cost, and this particular application will diversify Applicant 45's business opportunities, justifying the recommended grant funding.

Application 46 (assessed by Ross Rayson)

Applicant	Funding stream	Project	Amount requested
Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new Imac System	\$2,799

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.58

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

That the Local Business Support Committee do not approve a grant to the business 'Whittington Electrical Contracting' and encourage the applicant to provide further information regarding how the Imac system will diversify business and increase business opportunity and sustainability.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
17 August 2020



Application 47

Applicant	Funding stream	Project	Amount requested
Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment	\$10,000

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$5,000 to the business 'Way Signs' to purchase specialist printing equipment to diversify business.

COMMITTEE DECISION

Minute No: LBSC.59

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$10,000 to the business 'Way Signs' to purchase specialist printing equipment to diversify business.

CARRIED 3/0

Clarification was sought regarding the applicant's original funding request and total project cost. The Community Development Officer advised that \$5,000 was considered a more suitable amount to provide for such a project rather than \$10,000, particularly as the project would not have a high return for the community.

REASON FOR NOT SUPPORTING OF OFFICER'S RECOMMENDATION:

The Committee formed a view that the maximum allocation should be made in this instance due to the scale of the proposal and potential economic outcomes.

Local Business Support Committee Meeting Minutes
17 August 2020



6. URGENT BUSINESS APPROVED BY DECISION

Nil.

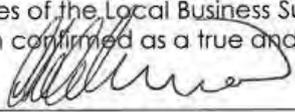
7. DATE OF NEXT MEETING

To be confirmed – pending applications.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 6.11pm.

"I certify that the Minutes of the Local Business Support Committee held on 17 August 2020 have been confirmed as a true and correct record."

 President

3/9/2020 Date

11.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 20 AUGUST 2020

Receipt of Minutes:

<p>RECOMMENDATION/COUNCIL DECISION</p> <p>Minute No: C.4027</p> <p>Moved: Cr Antonio</p> <p>That Council receives the minutes from the Audit and Risk Management Committee meeting held on 20 August 2020.</p> <p>CARRIED 10/0</p>
--

Adoption of Recommendations:

<p>RECOMMENDATION/COUNCIL DECISION</p> <p>Minute No: C.4028</p> <p>Moved: Cr Antonio</p> <p>That Council:</p> <ol style="list-style-type: none">1. Receives the update as provided in Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.2. Receives the update toward the Procurement Process review as provided in Attachment 1 and close the review.3. Receives the update as provided in Attachment 1 in relation to the progress made towards the OSH Action Plan.4. Receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.5. Receives the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.6. Receives the update as provided in Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.7. Receives the progress of the recommended actions from the Financial Management Systems Review report for 2018/19 and close this item as completed.8. Receives the July 2020 Shire of Northam Risk Register update.9. Receives the update as provided in the monthly Compliance Calendar Report.10. Receives the 2019/20 Interim Audit findings. <p>CARRIED 10/0</p>



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

20 August 2020

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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 these minutes should be read to ascertain the decision of the Council.

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

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

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

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

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

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

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE.....	4
2.3	ABSENT.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES.....	5
4.1	COMMITTEE MEETING HELD ON 5 MARCH 2020.....	5
5.	COMMITTEE REPORTS.....	6
5.1	PROGRESS TOWARDS BETTER PRACTICE REVIEW.....	6
5.2	PROGRESS TOWARDS PROCUREMENT PROCESS REVIEW REPORT... ..	15
5.3	PROGRESS TOWARDS THE OSH ACTION PLAN 2019.....	21
5.4	PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN.....	29
5.5	PROGRESS TOWARDS THE IT AUDIT SERVICE REPORT.....	43
5.6	PROGRESS TOWARDS THE PARKS AND GARDENS AUDIT.....	54
5.7	PROGRESS TOWARDS FINANCIAL MANAGEMENT REVIEW.....	61
5.8	RISK REGISTER.....	73
5.9	MONTHLY COMPLIANCE REPORT FOR 2020.....	84
5.10	INTERM AUDIT REPORT.....	88
6.	URGENT BUSINESS APPROVED BY DECISION.....	91
7.	DATE OF NEXT MEETING.....	92
8.	DECLARATION OF CLOSURE.....	92

Audit & Risk Management Committee Meeting Minutes
20 August 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.04pm.

2. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshely
(arrived at 5.10pm)
Cr S B Pollard

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Coordinator Governance / Administration

J B Whiteaker
C Young
C Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Ryan, from 17 August 2020 to 21 August 2020 (inclusive).

2.3 ABSENT

3. DISCLOSURE OF INTERESTS

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

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

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

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

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

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 5 MARCH 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.156

Moved: Cr Pollard

Seconded: Cr Antonio

That the minutes of the Audit & Risk Management Committee meeting held on 5 March 2020 be confirmed as a true and correct record of that meeting.

CARRIED 2/0

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5. COMMITTEE REPORTS

5.1 PROGRESS TOWARDS BETTER PRACTICE REVIEW

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	1.6.1.6
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 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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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.
Provide outstanding customer service
Maintain a high standard of corporate governance
Encourage active community participation in our local government

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

It is not a requirement under the Act to conduct a Better Practice Review

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		

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Service Interruption	Nil		
Compliance	Potential for short term non-compliance	Medium(3) Rare(1) Low(3)	x =
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The 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.

Officers are continually 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.

Table Legend:

Completed

No Action

Underway

Cr Menshelyl arrived at 5.10pm

Chief Executive Officer left the meeting at 5.12pm

Chief Executive Officer returned to the meeting at 5.13pm

Coordinator Governance / Administration left the meeting at 5.13pm and returned at 5.14pm.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.157

Moved: Cr Pollard

Seconded: Cr Mentshelyi

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

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Attachment 1 – BPR Action Plan

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Governance				
Business Continuity Plan	1. Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Finalised June 2016.
Council forum meetings	2. Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3. Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the <i>Local Government Act 1995</i> .	2016/17	Gov Officer	All Local Laws have been Gazetted and presented to the Joint Standing Committee on Delegated Legislation
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.

Page | 10

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

Page | 11

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Heritage	14. Continue working towards developing a heritage list and revising and amending the Municipal inventory.	February 2017	Manager Planning Services	Heritage List adopted by Council on 19 February 2020.
Plan for the Future				
Corporate Business Plan	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed.
	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed.
Asset and Finance				
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. More detailed Parks & Gardens plan nearing completion. Building Asset Plans adopted June 2019.
	18. As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed.
	19. Consider developing an asset disposal policy.	November 2016	EMCS	Asset disposal policy was adopted at OMC on April 2019
	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.

Page | 12

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Long Term Financial Plan	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	Plan being reviewed annually with adjustments carried out if necessary, updated 28/02/2019
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP. Recent and future projected ratios all meet minimum requirements established by the DLGC.
	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	Completed
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
Workforce Planning and 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 adopted by Council on 18 December 2019.

Page | 13

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.2 PROGRESS TOWARDS PROCUREMENT PROCESS REVIEW REPORT

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	T.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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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	Possible(3) Medium(3) = 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	Possible(3) Major(4) 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. 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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

Staff had been working to resolve the issue raised and had completed all except for item 5. However at the Ordinary Council Meeting 20/5/20 Council adopted Policy F4.9 Panels of Pre-Qualified Suppliers. This adoption completed item 5. Improvement Opportunities. As there were no further actions required from the report by Moore Stephens, the officer suggests this item now be closed.

Table Legend

Completed

No Action

Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.158

Moved: Cr Pollard

Seconded: Cr Mencshelyi

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

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Attachment 1 - Outcomes from the Procurement Process Review Report

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



IMPROVEMENT OPPORTUNITIES				
ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>It was noted during the audit that the Shire currently does not operate any formal panels of pre-qualified suppliers. Rather, through the years, it has maintained an informal list of suppliers which it has consistently used for recurring needs such as electrical services, painting, etc. Use of an informal list may present the following limitations:</p> <ul style="list-style-type: none"> 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. 	<p>The following contractors were used multiple times for the period 1 July 2017 to 31 January 2018.</p> <p>Examples:</p> <p><u>Plumbing Services</u></p> <ul style="list-style-type: none"> Andy's Plumbing [43 POs; spend @ \$14,000] Blackwell Plumbing [17 POs; spend @ \$15,500] <p><u>Electrical Services</u></p> <ul style="list-style-type: none"> Grafton Electrics [46 POs; \$22,000] Verlindens Electrical [4 POs; \$11,600] 	<p>It is recommended that goods and services which are:</p> <ul style="list-style-type: none"> 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. <p>Determination of these services could be based on spend data by service category for the past 2 or 3 years. Any services which are likely to reach \$150,000 however, must undergo a public tender process as per Section 11.</p>	<p>Staff will investigate and establish pre-qualified panels where appropriate.</p>	<p>Limited Progress staff investigating No changes - Have budgeted for vendor panel software, 3/10/2019.</p> <p>Vendor panel software now in place, policy on pre-qualified panels being developed, 25/02/2020</p> <p>At the Ordinary Council meeting 20/5/20 Council adopted Policy F4.9 Panels of Pre-Qualified Suppliers</p> <p>Completed</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



SPEND ANALYSIS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>Spend analysis will provide insight into current procurement arrangements and identify opportunities for strategic procurement by spend category such as assessment of sole source arrangements and the use of pre-qualified panels (refer to point 1.0 Establishment of Pre-qualified panels).</p> <p>A regular review will also contribute to the understanding of historical spend patterns and whether anticipated value for money outcomes were achieved, thus providing input into subsequent tender planning processes.</p> <p>Spend analysis will also enable the Shire to benchmark suppliers which provide similar services for the purposes of "value for money" assessment for future reference.</p>	<p>The following examples illustrate the information that was obtained through a quick analysis of spend data from 1 July 2017 to 31 January 2018:</p> <ul style="list-style-type: none"> • Glenn Stuart Beveridge @ 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. 	<p>It is recommended that at least annually, a review is performed by a person independent of the Procurement function of spend by supplier, by service type and other relevant criteria to ensure that overall procurement for goods and services is a strategic activity.</p> <p>Procurement planning may also alleviate the reliance on sole source suppliers if request for goods and services on short notice is minimised.</p>	<p>Procedures will be put in place ensuring suppliers that have recurring purchases that may reach the \$150,000 tender threshold are reviewed annually.</p>	<p>Spend Analysis now being performed as part of EOFY procedures, updated 28/02/2019</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.3 PROGRESS TOWARDS THE OSH ACTION PLAN 2019

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
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 Occupational Safety and Health Action Plan.

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

ATTACHMENTS

Attachment 1: OSH Action Plan

A. BACKGROUND / DETAILS

The AS/NZS 4801:2001 Audit Report undertaken by LGIS in May 2019 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 72% which is higher than the previous audit result of 67% which was achieved in 2016.

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

Staffing resources are required in order to action the recommendations detailed within the OSH 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

Nil

B.6 Risk Implications

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.	Insignificant(1) x Rare(1) = Low (1)	Monitoring the progress towards the actions which are regularly reported to the Audit Committee.
Reputation	Nil		
Service Interruption	Nil		
Compliance	Nil		
Property	Nil		
Environment	Nil		

Audit & Risk Management Committee Meeting Minutes
20 August 2020



C. OFFICER'S COMMENT

The Shire, as an employer, must ensure that all employees and contractors across the entire scope of operations are considered and included in the application of occupational safety and health 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 the audit report have assisted the Shire of Northam to improve its current occupational safety and health performance.

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

Table Legend:

Completed

No Action

Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.159

Moved: Cr Mencshelyi

Seconded: Cr Pollard

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the OSH Action Plan.

CARRIED 3/0

Committee Discussion

Confirmation was sought in regard to Action item 11, which the report indicated had not been progressed. Staff advised that the recommendation was to document a process for assessing changes to the workplace and ensuring risk assessments were undertaken. While this is the case, staff are confident that with the recent commitment to SWMS adequate risk assessments were being undertaken.



Attachment 1 – Update on OSH Action Plan

Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Management Commitment						
1	1.1		<i>There is a documented safety and health policy that is reviewed on a regular basis</i>	Ensure that all OSH Policies are identified (Policy Manual and Employee Induction Manual) and ensure that they align. Once this has been done ensure that the Policy is reviewed annually internally and this review is documented.	HR Manager	June 2020 Completed 29/4/20
2	1.3		<i>The Shire identifies and monitors safety and health legislation, codes of practice, guidance notes, agreements and guidelines relevant to its operations</i>	Develop a register that lists relevant legislation, codes of practice, guidance notes and Australian standards etc.	HR Manager	June 2020 Register created, awaiting responses from some Managers



Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Planning						
3	2.1		<i>The Shire's approach to safety and health management is planned and reviewed</i>	Review the Safety Management Plan annually and ensure it is updated appropriately.	HR Manager	June 2020 Completed 29/4/20
4	2.2		<i>Specific safety and health objectives and measurable targets have been established for relevant functions</i>	Review objectives and targets set within the Safety Management Plan and ensure that they are relevant to the overall goal within the OSH Policy.	Executive Team HR Manager	Ongoing Executive Team to liaise with Managers to ensure completion
5	2.3		<i>Arrangements are in place for people with special needs</i>	Develop a process for workers needs to be identified and assessed e.g. return-to-work programs when a worker has been deemed unfit / fit for work and / or a worker raising a medical issue / concern.	HR Manager	June 2020 Completed - Manage Return to Work Program Process created Sep 2019
6	2.5		<i>Policies and procedures for engaging and managing contractors are in place</i>	Develop a policy / procedure regarding the management of contractors.	HR Manager	June 2020 Completed May 2020

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Action Item	Element (taken from checklist)	No. Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Consultation and Reporting						
7	3.6		<i>There are arrangements in place for the acquisition, provision and exchange of safety and health information with external parties, including customers, suppliers, contractors and relevant public authorities</i>	Ensure that records are kept when exchanging safety information with external parties. E.g. letters / notices to / from WorkSafe, DMIRS, Department of Health; correspondence with contractors (emails) etc.	HR Manager	Ongoing (Existing Records system)
8	3.7		<i>Consultative and reporting arrangements are regularly evaluated and modified where required</i>	Ensure that the consultation arrangements (e.g. number of Safety Representatives, how workers are consulted about safety) is evaluated annually and this evaluation is documented.	HR Manager	Ongoing – Regular item of OSH Committee meeting

Page | 26

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Action Item	Element (taken from checklist)	No. Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Hazard Management						
9	4.2		<i>Work environments are regularly inspected and hazards identified</i>	Review the process for workplace inspections to ensure that workplaces are being inspected regularly and the inspections are recorded adequately.	OSH Committee	Ongoing – Regular item of OSH Committee Meeting
10	4.2		<i>Work activities are analysed and hazards identified</i>	Review current development of SWMS.	OSH Committee	Ongoing – Regular item of OSH Committee Meeting
11	4.4		<i>Risk assessments are undertaken on identified hazards</i>	Ensure risk assessments are conducted for changes to the workplace, purchase / hire of new / used items and contracted services.	Executive Manager Corporate Services	Aiming to complete June 2021
12	4.6		<i>The effectiveness of the hazard identification, risk assessment and risk control process is periodically reviewed and documented</i>	Ensure that a review of the hazard management process is conducted to establish its effectiveness.	HR Manager	June 2020 Completed May 2020

Page | 27

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Action Item	Element (taken from checklist)	No. Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Training and Supervision						
13	5.6		<i>The training program is evaluated and reviewed</i>	Ensure that feedback (evaluations) regarding training courses is obtained and recorded. Ensure that the overall training program is reviewed annually.	Safety Officer	Ongoing Training records currently being entered into Microsoft Access. Feedback form to be reviewed
14	5.7		<i>Supervision is undertaken by people with appropriate safety and health knowledge, skills and experience</i>	Ensure that safety and health performance criteria is developed and implemented for supervisors and managers etc.	HR Manager	Completed May 2020 OSH Performance Criteria entered into Workplace Guidelines

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.4 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:	Nil
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 that was presented to Council at the December 2019 OCM for adoption.

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

- Risk management
- Internal controls, and
- Legislative compliance

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



A report was then prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendations were developed into an action plan and are provided in 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;
Maintain a high standard of corporate governance;

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Revenue loss to the Shire.	Unlikely(2) x Insignificant(1) = Low(2)	Managed by ensuring good practices
Health & Safety	N/A	N/A	N/A
Reputation	Disruption to current service.	Unlikely(2) x Insignificant(1) = Low(2)	Ensure IT and other services are managed professionally.
Service Interruption	Potential for IT and Administrative disruption	Rare(1) x Insignificant(1) = Low(1)	Ensure changes are managed professionally.
Compliance	Not compliant with legislation	Unlikely(2) x Insignificant(1) = Low(2)	Review legislation regularly
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

Audit & Risk Management Committee Meeting Minutes
20 August 2020



C. OFFICER'S COMMENT

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

Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway in order to achieve 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.

The previous Regulation 17 Report Action Plan 2016 has been superseded with the current Regulation 17 Report Action Plan 2019. As such any outstanding recommendations have been carried forward.

Table Legend

Completed

No Action

Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.160

Moved: Cr Pollard

Seconded: Cr Mencshelyi

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

CARRIED 3/0

Committee Discussion

Clarification was sought regarding the contract for building security – the question was taken on notice.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Clarification was sought regarding Item 3 and stock control. The Committee acknowledged that given the small amount of stock being carried this would be a challenge. The Committee formed a view that while a system needed to be in place, it should be basic and ensure that it is not time consuming given the level of risk /exposure this provided to Council.

Clarification was sought regarding the red highlight on Appendix C, Item 1. Staff provided an explanation as to why the CAR was not undertaken independently - the Committee felt that the progress should be showing as orange as the action had clearly commenced (in terms of process for reviewing CAR).

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

APPENDIX A
SHIRE OF NORTHAM
RISK MANAGEMENT

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Adopted risk policy requires further refinement to further define risk tolerances.	Inconsistent application of risk assessments	While the risk policy is relatively recent, it is felt it could be improved by further defining the Council's risk tolerances.	Completed	CEO	Completed
2.	Potentially inadequate business continuity plan and Disaster Recovery Plan	Inability of Council to recover from events that impact Council service	1. Business Continuity Plan needs to be tested annually to ensure efficacy; 2. IT Disaster Recovery Plan to be developed and implemented by the Shire of Northam including a mechanism for annual testing. This will require the development of an ICT test environment separate from our live environment	The Shire of Northam has a current business continuity plan, adopted in 2016. The plan is due for review in 2020. While the business continuity plan is in place and an IT Disaster Recovery is briefly referenced in the Business Continuity Plan, the detail is considered insufficient. Further to this there are no formal	EMCS	IT Disaster Recovery Plan completed and adopted on the 18/03/2020

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			and will also provide for the mirroring of systems and data to alternative office locations for the purpose of training as well as testing and Disaster Recovery.	mechanisms in place to test the recovery of data.		
3	I/T framework, policies and procedures require further development	Without proper procedures in place the Shire is leaving itself vulnerable to Cyber Attack and fraud	In accordance with the Department of Local Government I/T framework, policies and procedures are to be developed, outlining terms and conditions in respect to personally owned devices, and access to documented and approved policies implemented and monitored on an ongoing basis. Policies and procedures relating to access and use of Shire CCTV systems also needs to be developed, documented, approved, implemented and monitored.	1. ICT Policy to be put in place for personally owned devices. 2. Policy and procedures to be put in place for the Shire's CCTV network. 3. Create a user access agreement. 4. Create a simplified wireless network. 5. Enter a risk in PROMAPPS to document internal fraud.	EMCS	Limited, these issues are planned to be addressed during the 2020/21 financial year.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			<p>Related ongoing and/or planned projects include (but not limited to):</p> <ul style="list-style-type: none"> • Access to the Shire's network requiring a user to single-click an acknowledgment notification relating to terms of (fair) use and activity monitoring before access to Shire resources is granted. This will assist with the protection of the Shire as an organisation in relation to indemnity and liability related to any incidents of misconduct, fraud, theft, workplace bullying, etc. • Simplified wireless network access in all offices, segregated into Staff, Councillors, Services (such as retic and security), and Guest layers • that can be utilised by Shire resources as well as 			

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			<p>Bring Your Own Device (BYOD).</p> <ul style="list-style-type: none"> • Data encryption of all mobile Shire resources such as laptops, tablets, mobiles, and USB drives. • "Follow me" printing and simplified user workstation access that allows all staff to access print resources, scanned data, usual/favourite browser links and shortcuts (etc.) from any workstation within the organisation. <p>It is recommended that a risk be identified within Promapp to document the internal fraud risk along with any associated treatments to manage this.</p>			

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Procurement framework could be improved with addition of guidelines for when the CEO is managing projects.	Potential inadequate processes for signing variations to projects	Cost Variation Form – Add the following comment: 'In the event that the CEO is project manager, the variation is to be authorised or approved by another executive or a project superintendent, effectively requiring two signatures'	Agree	CEO	Complete.
5	Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.	<p>Potential Internal Risks</p> <ul style="list-style-type: none"> • Corporate card misuse, such as payment for personal expenses • Rectitious names on the payroll system. • Delayed terminations. • Abuse of position and power, including accepting or offering bribes or gifts. • Nepotism. • Submitting false travel claims. 	To ensure there is no perception of inappropriate involvement with suppliers, including: unlawful or unauthorised release of information, knowingly making or using forged or falsified documentation, failing to declare and appropriately manage conflicts of interest, a Fraud and Misconduct Control Framework should be developed and endorsed by the Audit & Risk Committee	A Fraud and Misconduct Framework will be developed	GOV Officer	The Fraud and Misconduct Framework has been started

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		<p>Potential External Risks</p> <ul style="list-style-type: none"> • Consistently recording incorrect hours of work on timesheets. • Unauthorised use of Shire vehicles. • Fuel card misuse • Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery. • Customers deliberately claiming benefits for which they are ineligible. • External providers making claims for services that were not provided. • The provision of false or misleading information, Failure to provide 				

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		information when obliged to do so. • Inappropriate influence over grants and funding applications. • Manipulation of a procurement process.				

Audit & Risk Management Committee Meeting Minutes
20 August 2020



**APPENDIX B
SHIRE OF NORTHAM
INTERNAL CONTROLS**

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	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. Finding Regulation 17 2016 Audit	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.	EMES	As at 24/2/20 an overarching contract is being developed for all buildings to include remote access to minimise callouts.
2	An audit of several registered documents found that some documents which were considered to be sensitive, were not appropriately registered, with limited viewing.	All staff would have access to sensitive documents which would be a breach of privacy.	Process suggestion has been made to make provision for registering sensitive documents. Staff to be provided with training/reminder of the need to register certain documents whilst limiting access.	Staff to investigate	EMCS	Staff are currently reviewing access and looking at ensuring the appropriate level of access is provided in Synergy
3	Some processes being used by external offices do not comply with correct accounting procedures	Cash may be incorrectly recorded, there is also the potential	Develop a process for receipt of all 'offsite' money, inclusive of a mechanism to ensure	1. Staff to develop a process to	Accountant	1. Process developed, as yet not implemented across all departments

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		for money to go missing	accuracy of takings to banking and develop a process for offsite stock management.	receipt all off site money 2. Develop a process and procedure for offsite stock management.		2. Considering options. 24/02/2020

Audit & Risk Management Committee Meeting Minutes
20 August 2020



APPENDIX C
SHIRE OF NORTHAM
LEGISLATIVE COMPLIANCE

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Reviewing the annual Compliance Audit Return and reporting to council the results of that review	There is a risk of complacency and missed documentation.	Have the CAR undertaken independently once in every three years.	It is planned to allocate funds to have the CAR carried out independently for the 2020 return	GOV Officer	Now aiming to have external review completed in 2021
2	Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints		Complaints management process to be amended to include provisions around treatment of confidential and anonymous complaints (internal / external).	Process to be reviewed	GOV Officer	Complete. The complaint process has been amended to include: All elements of the complaint are to be treated with confidentiality (including the identity of the complainant).

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.5 PROGRESS TOWARDS THE IT AUDIT SERVICE REPORT

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	T.6.T.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

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

The report endeavours to establish appropriate and effective compliance with internal controls and although there is no legislative requirement to conduct an IT audit it is recommended as best practice.

ATTACHMENTS

Attachment 1: IT Audit Action Plan

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 Council's 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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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 were:

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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The cost of cyber-attacks can be extremely high	Likely(4) x Medium(3) = High(12)	Put processes in place to mitigate attack
Health & Safety	N/A	N/A	N/A
Reputation	Any disruption to Council's IT infrastructure impacts members of the community and may give them a poor reflection of dealing with Council.	Unlikely(2) x Minor(2) = Low(4)	Put processes in place to mitigate attack
Service Interruption	Disruption to the service provided by Council	Likely(4) x Medium(3) = High(12)	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 (i.e. ADSL connections)

Audit & Risk Management Committee Meeting Minutes
20 August 2020



The attached table details actions taken by officers to address the IT issues raised by Focus Networks.

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.

Table Legend

Completed

No Action

Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.161

**Moved: Cr Mencshelyi
Seconded: Cr Pollard**

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

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Attachment 1 – IT Audit Action Plan

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	HIGH Score 1.5	Two backup technologies are used The backup runs daily Monday to Friday and items 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. <ul style="list-style-type: none"> Onsite and offsite retention of backups Minimum hourly snapshots Hourly daily, weekly, monthly and annual retention periods Regular recovery testing Daily 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 Score 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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						the Telstra MPLS side of things.
3	Anti-Virus	HIGH 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 ihelp@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, WFS 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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			<p>Calls for help are not documented in a helpdesk ticketing system. No utilisation statistics can be documented.</p> <p>PCS provide Level 2 and Level 3 remote IT support on an adhoc basis which can total up to 3 hours per week.</p> <p>No remote monitoring or infrastructure maintenance is delivered but after hours support is offered via mobile phone.</p> <p>There are no Service Level Agreements (SLA's) or minimum response times provided and no management reports.</p>			
5	ISP Links	MEDIUM Score 1.5	<p>The Telstra MPLS NBN link uses FTTN. This services uploads and downloads speeds are different. The Telstra MPLS NBN link was running at a speed of 43Mbps down and 2Mbps up.</p> <p>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.</p> <p>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 FTN disconnection for copper services would affect ADSL services.</p>	<p>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.</p>	Executive Manager Corporate Services	<p>MPLS given 30 days' notice. We are going with IPG to give us a link to the building. They will replace what Telstra couldn't deliver.</p> <p>We are also in process of linking remote offices with Administration building via own fibre / wireless links which replace our dependence on NBN and ADSL services.</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
6	IT DR Plan	MEDIUM Score 0	<p>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.</p> <p>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.</p>	<p>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.</p>	Executive Manager Corporate Services	<p>DRP is presented to the Committee to recommend for adoption to Council, 24/02/2020</p> <p>The disaster recovery plan was adopted by Council on the 18/03/2020</p>
7	Strategic IT Plan	MEDIUM Score 0	<p>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.</p> <p>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.</p>	<p>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.</p>	Executive Manager Corporate Services	<p>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 determined and JHCS, our main ICT support vendor, engaged to assist in what</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						needs to be achieved, ongoing 24/02/2020. This is expected to be presented to the Audit Committee during the next quarter for adoption.
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 installed without testing, which is not recommended.	Microsoft Windows Server Update Services (WSUS) or alternative 3 rd 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	Councils ICT provider is now contracted to carry out updates on a regular basis, 26/02/2020
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.	Centralised printing should be implemented to reduce ongoing consumable costs. Highly sensitive printing for the payroll or HR department should be implemented	Executive Manager Corporate Services	A review of printers has been carried out across all operation centres and stand alone printers decommissioned where

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			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.	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.		possible being replaced by network printers, 25/02/2020
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 1Gb 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, on-board 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 G5748T 48 port gigabit switch has approximately 8 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.	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,

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			<p>A HP J3188A 16 port 10Base-T hub has approximately 10 ports free.</p> <p>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.</p> <p>There is no evidence of separated networks (referred to as VLANs).</p>	<p>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.</p>		<p>VPNs, VLANs, and Wifi hotspots, etc.</p>
12	Uninterrupted Power Supply (UPS)	LOW Score 1	<p>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.</p> <p>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.</p>	<p>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.</p>	Executive Manager Corporate Services	<p>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 older Eaton UPS devices has been repurposed to provide protected power to the managed switches and other gear in a separate comm cabinet. The audit assessment of the Eaton 9125 UPS was correct and it has since been decommissioned.</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.6 PROGRESS TOWARDS THE 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:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No.

BRIEF

This report is for Council to receive an update on the recommended actions identified in the Parks and Gardens Service Review Report since being received in October 2019 from XYST.

ATTACHMENTS

Attachment 1: Northam Parks and Gardens Review Table

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 Parks and Gardens Service Area 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;

Audit & Risk Management Committee Meeting Minutes
20 August 2020



- Run a full day workshop with Parks and Gardens Management and team to identify a comprehensive business improvement program;
- 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 4: Environment and Heritage.

Outcome 4.1: The Shire of Northam is visually pleasing and easy to find your way around.

Objective: Verges and Roadsides are neat, tidy and attractive.

Theme Area 5: Infrastructure and Service Delivery.

Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

Objective: Verges and Roadsides are neat, tidy and attractive.

Theme Area 6: Governance & 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.

Objective: Foster a sense of community pride.

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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Shire facilities are not maintained to acceptable standards	Rare(1) x Minor(2) = Low(2)	Ensure fit for purpose programs are in place with ongoing monitoring
Service Interruption	Ineffective programs causing lost time	Rare(1) x Minor(2) = Low(2)	Ensure programs are being monitored with improvements made where identified
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

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.

However, we have a higher ratio of grass sports fields being 1.42 per thousand residents compared to the average of 0.98 per thousand residents.

The Shire's total expenditure budget of \$132.90 per capita is consistent with our peer groups.

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 further develop the pending Parks and Gardens Asset Management Plan and the associated service levels. This will be presented to Council for adoption prior to the end of this financial year.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Table Legend

Completed

No Action

Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.162

Moved: Cr Mencshelyi

Seconded: Cr Pollard

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.

CARRIED 3/0

Committee Discussion

Clarification was sought regarding Item 1 in relation to the POS bushland and why no progress had been made. Staff advised that on reflection this was not the case as all the POS bushland had been subject to a bushfire preparedness scheme. This being the case it was agreed that actions had commenced, however a full assessment of management requirements had not been completed.

Clarification was sought regarding Item 2 in relation to playground rationalisation and whether this was recommending a decrease in number of playgrounds in the Shire. Staff advised this was not necessarily the case, the assessment would focus on ensuring number and location were appropriate with any final decision being made by Council.



Attachment 1 – Northam Parks and Gardens Review Table

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Provision of actively maintained open spaces is relatively low compared to average industry provision.	Low [4]	Low number of maintained natural open spaces	Identify areas of natural open space land to achieve a more accurate account of provision	The Shire has a number of natural (bushland) Public Open Spaces which were not included in the audit review. These need to be investigated and considered for inclusion of maintenance	EMES	Limited Progress
2	The provision of playgrounds per 1000 children under 15 is 70% higher than both the peer group and total sample.	Mod [9]	Playground can potentially be underutilised	Review level of playground provision to assess whether rationalisation is desirable (Consider preparation of playground strategy)	The review of this provision will be included as part of the Parks and gardens Asset Management Plan/ Strategy development.	EMES	The P&G Asset Management Plan is in the final stages of development, pending review and acceptance of service levels to be proposed.



No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Difficulty in recruiting and retaining staff with suitable skills and aptitude.	High [12]	Unskilled workforce placing greater load on those more qualified	Implement traineeship development program	Appointment of Trainees has already commenced, formalisation of the program is in development	HR	A formal traineeship structure is currently being developed by Human Resources. 1 x horticultural trainees currently assigned to Parks & Gardens team
4	There is opportunity for improvement for communication, organisation and staff development skills.	High [12]	Potential for improvement of programmed activities	Engage support to assist with implementing staff development programs and provide management mentoring	Middle Management training and professional development opportunities are being investigated	HR	Training Register completed. Skills Register currently being created to identify skills gaps within the department. Currently developing a professional development framework for middle management throughout the organisation

Audit & Risk Management Committee Meeting Minutes
20 August 2020



No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
6	There are opportunities to improve the methodology of programming works in terms of combining crews on locations.	Low (4)	Loss of productivity	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 combined staff resources	Opportunities will be investigated and where practicable crews will jointly address works	EMES	Programming of works is being reviewed and will be assessed for any change in productivity or service standard. To date where opportunities have been presented this has occurred.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.7 PROGRESS TOWARDS 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:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

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

ATTACHMENTS

Attachment 1: Review Findings and Recommendations

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 with the progress that has been made toward the recommendations associated with 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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



- 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 (consequence x likelihood)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

C. OFFICER'S COMMENT

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

Table Legend

Completed

No Action

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Underway

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.163

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council receives the progress of the recommended actions from the Financial Management Systems Review report for 2018/19 and close this item as completed.

CARRIED 3/0



Attachment 1 – Review Findings and Recommendations

REVIEW FINDINGS & RECOMMENDATIONS					
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
<p>1. Collection of money The daily banking sheet is not signed by the preparer, nor is there evidence of independent review.</p>	<p>Money going astray without record</p>	<p>Moderate</p>	<p>Daily bank 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.</p>	<p>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.</p>	<p>The Administration Officer now signs the end of day document. 24/02/2020</p>



REVIEW FINDINGS & RECOMMENDATIONS					
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
<p>2. It is suggested the Shire improve security of cash takings across various Shire controlled sites</p>	<p>Values may be incorrect</p>	<p>Moderate</p>	<p>Processes with respect to cash handling and physical storage at Shire managed locations should be reviewed with an objective of enhancing controls over Council monies. Council could 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</p>	<p>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.</p>	<p>Implemented, staff member currently remains in the office whilst the banking is counted and receipted. 24/02/2020 Installation of Safes or secured locations for offsite money, has been completed.</p>

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress	
			locations.	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.		
3. Minor variances were identified when completing petty cash counts at cash collection sites operated by the Shire	Inability to trace small amounts of cash	Low	Petty cash should be reconciled on a regular basis and any variances identified be investigated and rectified in a timely	Staff will be notified and will sign the end of year reconciliation forms that will be amended to	Implemented process in place and working well 24/02/2020	

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress	
			manner.	require a minimum of quarterly submissions be made for reimbursements and that the petty cash be counted at the end of every month		
4. The Shire does not have a current Business Continuity Plan.	Unnecessary Business disruption	Moderate	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.	The Formal documentation of Disaster Recovery Actions will be undertaken.	Draft IT Disaster recovery plan has been developed and is presented to the Audit Committee within the IT Audit Progress Report for Adoption. Was adopted by Council 18/3/20	

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress	
5. Interim Rate notices are not issued throughout the year on a timely basis by the Shire when Landgate updates the property valuations	Community dissatisfaction	Low	Interim rate notices should be issued in a timely manner upon receipt of updated property valuations from Landgate.	Noted, procedures will be put in place to ensure interim rates are processed in a timelier manner.	Rates are good to go but are also dependent on brochures being ready.	
6. There is no formal procedure in place to ensure network access is disabled for terminated employees.	Ex staff may be able to access information	Low	A termination checklist be completed for all terminated employees, including ensuring network access is disabled.	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	Checklist developed for new starters and terminated employees has been developed. 24/02/2020	

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress	
				accesses and permissions and signed by the Manager.		
7. Testing found exceptions where tender and payment procedures had not been complied with.	Potential for tenders to have to be readvertised	Moderate	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.	Noted, procedures will be reviewed	A monthly random check of Tenders, Creditors and Eft payments is now being conducted	
8. Inquiries indicated there is no documented "Terms of Use Agreement" in place with Shire employees who have been allocated store and / or fuel cards.	Abuse of privilege	Moderate	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	To be covered in the induction and termination document as detailed above	Included in new employee checklist. 24/02/2020	

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				agreement should also outline procedures relating to when a cardholder is on extended leave or absent from the Shire.		
9.	Credit card holders are not required to sign a 'user agreement' or 'policy acknowledgement' document'.	Abuse of privilege	Moderate	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.	To be covered in the new starter induction and termination document as detailed above	Included in new employee checklist, 24/02/2020
10.	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	Potential for excess wastage and abuse of privilege	Moderate	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	Noted, will review current procedures.	Currently reviewing options, although current procedures are adequate.

Page | 70

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
	asset, on a periodic or sample basis.			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.		
11.	During the payroll testing, it was noted there were exceptions pertaining to the audit sample of reports and employee deductions.	Potential for miscalculations and over or underpayment	Moderate	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	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	Procedures implemented 24/02/2020

Page | 71

Audit & Risk Management Committee Meeting Minutes
20 August 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				authorised deduction form.	file all amendments in personnel files as per the recommendation	
12.	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.	Excessive payouts at termination	Low	Employees take regular leave through ongoing management of leave scheduling and leave liabilities.	Noted, leave balances will continue to be monitored	Leave balances have been reviewed and a policy has been presented to the Committee and was adopted 18/3/20 by full Council
13.	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.	Inability to check risk and maintain systems in accordance with latest standards	Low	The Shire review and update the Risk Management Policy accordingly.	Policy will be updated. Guidance on Risk Assessment was provided as per Guidelines Standard AS ISO 31000-2018 and noted.	Councils Risk Management Policy was updated and adopted by Council on the 18/09/2020, motion C 3760

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.8 RISK REGISTER

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:	NIL
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Attachment 1: Overdue/Non-compliant Risks

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

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 GI.11 – Risk Management

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.	N/A	N/A
Health & Safety	Nil.	N/A	N/A
Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Service Interruption	Nil.	N/A	N/A
Compliance	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

Audit & Risk Management Committee Meeting Minutes
20 August 2020



C. OFFICER'S COMMENT

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

1. % of high or extreme risks without mitigation / treatment strategies in place;
Currently all high or extreme risks have mitigation/treatment strategies
2. % of risk mitigation / treatment strategies over due
Currently have 101 risk mitigation/treatment strategies, of which 4 are overdue (which equates to 3.96%)

2.1 TREATMENT MC00007

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

2.2 TREATMENT MC00032

Current Community Engagement Plan in Place

2.5 TREATMENT MC00055

Internal audit of project and major project (as defined by corporate business plan) management framework compliance.

2.6 TREATMENT MC00071

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

RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.164

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council receives the July 2020 Shire of Northam Risk Register update.

CARRIED 3/0

Committee Discussion

There was detailed discussion and explanation provided around the risk reporting framework.

It was agreed that the full risk register would be presented to a future committee meeting for review and that this should occur annually.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Attachment 1 – Overdue/Non-compliant Risks

Overdue / Non-Compliant Risks

Filter: Overdue / Non-compliant			
 <p>9.0 INHERENT</p>	<p>CHIEF EXECUTIVES OFFICE - REPUTATION - COMMUNITY</p> <p>Inadequate engagement with Community / Stakeholders / Elected Members</p> <p>Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.</p> <p>OWNER: Jason Whiteaker CREATED: 19/08/2019 09:07:22 LIKELIHOOD: Possible SEVERITY: Medium CONTROL EFFECTIVENESS: Adequate</p>	<p>TREATMENT M000032</p> <p>Current Community Engagement Plan in Place</p>	<p>NON COMPLIANT</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Sep 2019 FREQUENCY: The first Day of every 112 months</p>
		<p>TREATMENT M000033</p> <p>Biannual Customer Satisfaction & Community Needs Survey</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p>

Printed: 12 Aug 2020 09:20:31 by: Isabele Vivicombe for Shire of Northam

Page 1 of 6

Audit & Risk Management Committee Meeting Minutes
20 August 2020



Filter: CORPORATE SERVICES - COMPLIANCE - LEGISLATIVE			
 <p>20.0 INHERENT</p>	<p>Failure to fulfil statutory, regulatory or compliance requirements</p> <p>Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements.</p> <p>OWNER: Chris Young CREATED: 08/04/2019 14:46:49 LIKELIHOOD: Almost Certain SEVERITY: Major CONTROL EFFECTIVENESS: Strong</p>	<p>TREATMENT M000062</p> <p>Audit of monthly compliance calendar</p>	<p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Aug 2020 FREQUENCY: 14th day of every month</p>
		<p>TREATMENT M000067</p> <p>Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p>	<p>OVERDUE - CHANGE(S) PENDING</p> <p>SIGNOFF(S): Jen Jones, Helen Zahra DUE DATE: 07 Aug 2020 FREQUENCY: Fri every week</p>
	<p>TREATMENT M000068</p> <p>Monthly random internet audit of free IT purchases to be performed to ensure compliance with purchasing requirements</p>	<p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Sep 2020 FREQUENCY: 14th day of every month</p>	
	<p>TREATMENT M000069</p> <p>Organisational Compliance Calendar in place and reviewed by Executive Management Group</p>	<p>SIGNOFF(S): Cheryl Greenough DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT M000058</p> <p>Induction & Training provided to elected members</p>	<p>SIGNOFF(S): Aysha McCall DUE DATE: 30 Nov 2021 FREQUENCY: The last Day of every 24 months</p>	
	<p>TREATMENT M000060</p> <p>Complete Annual Compliance Return (Dept Local Governments)</p>	<p>SIGNOFF(S): Cheryl Greenough DUE DATE: 28 Feb 2021 FREQUENCY: The last Day of every 12 months</p>	
	<p>TREATMENT M000053</p> <p>Project management framework in place, providing parameters for staff to operate within</p>	<p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Jul 2021 FREQUENCY: The last Day of every 12 months</p>	
	<p>TREATMENT M000054</p> <p>Major Project status reporting to Council (through monthly elected member report)</p>	<p>SIGNOFF(S): Aysha McCall DUE DATE: Once FREQUENCY: Once</p>	

Printed: 12 Aug 2020 09:20:31 by: Isabele Vivicombe for Shire of Northam

Page 2 of 6

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RESIDUAL 3.6 LOW INHERENT 12.0 R0027	MAJOR PROJECT - AQUATIC FACILITY - FINANCIAL / OPERATIONAL, HEALTH & SAFETY, FACILITY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY Ineffective Project Management Project not managed effectively.	TREATMENT M00064 Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of the project.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once
	OWNER: Jason Whiteaker CREATED: 03/07/2019 16:29:57 LIKELIHOOD: Possible SEVERITY: High CONTROL EFFECTIVENESS: Strong	TREATMENT M00067 Construction project progress reports to be provided.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once
		TREATMENT M00068 Project Superintendent (Donovan Payne) reports to be provided monthly.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once
		TREATMENT M00069 Financial variations to be signed off by Project Manager.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once
		TREATMENT M00070 All request for information and clarification to be signed and dated by Council Project Manager.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once
		TREATMENT M00071 Project assessment / evaluation to be undertaken at completion and reported to audit committee.	OVERDUE: Jason Whiteaker SIGNOFF(S): Bev Jones, Helen Zelling DUE DATE: 16 Feb 2020 FREQUENCY: Once
		TREATMENT M00074 Project time delays to be signed off in accordance with contract.	SIGNOFF(S): Jason Whiteaker DUE DATE: Once FREQUENCY: Once

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RESIDUAL 3.6 LOW INHERENT 12.0 R0031	GENERAL, REPUTATION - COMMUNITY Providing inaccurate advice / information to stakeholders Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	TREATMENT M00067 Manage inductions - Conduct New Employee Inductions All new employees are provided with adequate inductions.	OVERDUE: CHANGE(S) PENDING SIGNOFF(S): Bev Jones, Helen Zelling DUE DATE: 07 Aug 2020 FREQUENCY: Every week
	Examples include: • incorrect planning, development or building advice, • incorrect health or environmental advice • inconsistent messages or responses from Customer Service Staff • any advice that is not consistent with legislative requirements, local laws or policies.	TREATMENT M00073 Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services.	CHANGE(S) PENDING SIGNOFF(S): Jason Whiteaker, Alysha McCall DUE DATE: Once FREQUENCY: Once
	OWNER: Jason Whiteaker CREATED: 02/07/19 13:27:54 LIKELIHOOD: Likely SEVERITY: Medium CONTROL EFFECTIVENESS: Strong	TREATMENT M00051 Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met.	CHANGE(S) PENDING SIGNOFF(S): Bev Jones DUE DATE: 31 Oct 2020 FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RESIDUAL 3.6 LOW INHERENT 12.0 R00033	GENERAL, REPUTATION - COMMUNITY Errors, Omissions & Delays Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of: • Human errors, incorrect or incomplete processing • Inaccurate recording, maintenance, testing and / or reconciliation of data • Errors or inadequacies in model methodology, design, calculation or implementation of needs. This may result in incomplete or inaccurate information. Consequences include: • Inaccurate data being used for management decision making and reporting. • Delays in service to customers • Inaccurate data provided to customers. This excludes process failures caused by inadequate / incomplete procedural documentation - refer 'Inadequate Document Management Processes'. OWNED: Jason Williams CREATED: 02/07/19 13:36:01 LIKELIHOOD: Likely SEVERITY: Medium CONTROL EFFECTIVENESS: Strong	TREATMENT M00002 Audit of monthly compliance calendar TREATMENT M00007 Manage inductions - Conduct New Employee Induction All new employees are provided with adequate inductions TREATMENT M00008 Monthly random internal audit of fire [1] purchase to be performed to ensure compliance with purchasing requirements TREATMENT M00007 Manage inductions - Conduct New Employee Induction Ensure staff are inducted into the organisation TREATMENT M00004 Have critical processes mapped to assist staff eliminate errors, omissions and delays (repeated)	SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Aug 2020 FREQUENCY: 14th day of every month OVERDUE CHANGE(S) PENDING SIGNOFF(S): Ben Jones, Helen Zafra DUE DATE: 07 Aug 2020 FREQUENCY: Ev every week SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Sep 2020 FREQUENCY: 14th day of every month CHANGE(S) PENDING SIGNOFF(S): Ben Jones DUE DATE: 01 Oct 2020 FREQUENCY: The first Day of every 12 months SIGNOFF(S): Alysha McCall DUE DATE: 01 Dec 2020 FREQUENCY: The first Day of every 12 months
--	---	---	--

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RESIDUAL 3.6 LOW INHERENT 12.0 R00035	CHIEF EXECUTIVE'S OFFICE, COMPLIANCE / LEGISLATIVE, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY Misconduct Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of: • Relevant authorisations not obtained. • Distributing confidential information. • Accessing systems and / or applications without correct authority to do so. • Misrepresenting data in reports. • Theft by an employee • Collusion between Internal & External parties. This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice. OWNED: Jason Williams CREATED: 02/07/19 14:09:25 LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Strong	TREATMENT M00007 Manage inductions - Conduct New Employee Induction All new employees are provided with adequate inductions TREATMENT M00005 Induction & Training provided to elected members TREATMENT M00006 Manage inductions - Conduct New Employee Induction Induction of new employees into the organisation assists in creating an expectation in terms of what is required TREATMENT M00007 Manage Purchasing - Request approval Process purchase opportunity for misconduct	SIGNOFF(S): Ben Jones, Helen Zafra DUE DATE: 07 Aug 2020 FREQUENCY: Ev every week SIGNOFF(S): Alysha McCall DUE DATE: 30 Nov 2021 FREQUENCY: The last Day of every 12 months CHANGE(S) PENDING SIGNOFF(S): Ben Jones DUE DATE: 01 Sep 2020 FREQUENCY: The first Day of every 12 months CHANGE(S) PENDING SIGNOFF(S): Colin Young, Kristy Hopkins DUE DATE: 01 Oct 2020 FREQUENCY: The first Day of every 12 months
--	--	--	---

Audit & Risk Management Committee Meeting Minutes
20 August 2020



<p>RISK RATING 2.7 1.99</p> <p>INHERENT 9.0</p> <p>600624</p>	<p>CHIEF EXECUTIVES OFFICE, COMPLIANCE / POLICY, FINANCIAL, OPERATIONAL, HEALTH & SAFETY, OCCUPATIONAL</p> <p>Inadequate Project Management Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes: <ul style="list-style-type: none"> Inadequate Change Management Framework to manage and monitor change activities. Inadequate understanding of the impact of project change on the business. Failures in the transition of projects into standard operations. </p> <p>OWNER Jason Whiteaker CREATED 09/07/2019 15:20:45 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M200052 Project management framework in place, providing parameters for staff to operate within</p> <p>TREATMENT M200054 Major Project status reporting to Council (through monthly elected member report)</p> <p>TREATMENT M200055 Internal audit of project and major project (as defined by corporate business plan) management framework compliance.</p> <p>TREATMENT M200056 Identification of project classification in accordance with corporate business plan. Each Executive Manager to review their budget and identify which is identified of projects and their classification. Ind required for anything identified as work in accordance with corporate business plan</p> <p>TREATMENT M200057 Manage Major Projects - Project Performance and Control Review process for managing projects</p>	<p>SIGNOFF(S) Jason Whiteaker DUE DATE 31 Jul 2021 FREQUENCY The last Day of every 12 months</p> <p>SIGNOFF(S) Alysha McCall DUE DATE FREQUENCY Once</p> <p>OWNER SIGNOFF(S) Jason Whiteaker DUE DATE 31 May 2020 FREQUENCY The last Day of every 12 months</p> <p>SIGNOFF(S) Jason Whiteaker, Chadd Hunt, Colin Young, Ross Reynolds, Clinton Key/ritane DUE DATE 31 Aug 2020 FREQUENCY The last Day of every 12 months</p> <p>CHANGES PENDING SIGNOFF(S) Clinton Key/ritane, Sue Connel DUE DATE 30 Sep 2020 FREQUENCY The last Day of every 12 months</p>
---	---	--	--

Audit & Risk Management Committee Meeting Minutes
20 August 2020



<p>RISK RATING 2.7 1.99</p> <p>INHERENT 9.0</p> <p>600663</p>	<p>CHIEF EXECUTIVES OFFICE, STRATEGIC, ORGANISATIONAL</p> <p>Ineffective People Management / Employment Practices Failure to effectively manage and lead human resources (fullpart time, casual, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are: <ul style="list-style-type: none"> Breaching employee regulations (excluding OHS) Discrimination, Harassment & Bullying in the workplace. Poor employee wellbeing (causing stress) Key person dependencies without effective succession planning in place. Induction issues. Terminations (including any tribunal issues). Industrial activity Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.</p> <p>OWNER Jason Whiteaker CREATED 06/05/2019 13:23:01 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT M200062 Manage inductions - Conduct New Employee Inductions All new employees are provided with adequate inductions</p> <p>TREATMENT M200045 100% of annual performance reviews undertaken</p> <p>TREATMENT M200050 Manage Employee Termination - Reserve notification Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action</p> <p>TREATMENT M200051 Manage Staff Telling - Identify Training Needs, Ensure Staff Training needs are identified and met</p> <p>TREATMENT M200052 Manage Employee Discipline / Misconduct Review Discipline / Identify Misconduct Ensure any / all staff misconduct is managed effectively and consistently</p>	<p>OWNER SIGNOFF(S) Ben Jones, Helen Zaitig DUE DATE 07 Aug 2020 FREQUENCY Every week</p> <p>SIGNOFF(S) Ben Jones DUE DATE 31 Dec 2020 FREQUENCY The last Day of every 12 months</p> <p>SIGNOFF(S) Ben Jones DUE DATE 01 Oct 2020 FREQUENCY The first Day of every 3 months</p> <p>CHANGES PENDING SIGNOFF(S) Ben Jones DUE DATE 31 Oct 2020 FREQUENCY The last Day of every 12 months</p> <p>CHANGES PENDING SIGNOFF(S) Ben Jones DUE DATE 01 Oct 2020 FREQUENCY The first Day of every 3 months</p>
---	---	--	---

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.9 MONTHLY COMPLIANCE REPORT FOR 2020

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:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report aims to provide Council with a regular overview of the Shire's compliance activities and establish a level of accountability with respect to completion of actions and statutory requirements on a monthly basis.

ATTACHMENTS

Nil.

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 compliance was managed on a regular basis. To fulfil this role, the Governance Officer has conducted monthly checks to record and track the Shire of Northam's compliance in the form of a monthly Compliance Calendar which promotes good governance and ethical regulation.

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.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



B.2 Financial / Resource Implications

N/A.

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential disruption to purchases	Unlikely(2) x Minor(2) = Low(4)	Ensure Calendar is followed
Health & Safety	Possible disruption to safety	Rare(1) x Insignificant(1) = Low(1)	Ensure any areas related to safety are followed
Reputation	The potential exists for legal ramifications	Unlikely(2) x Minor (2) = Low (4)	Ensure legislation is followed
Service Interruption	N/A		
Compliance	The Legislative requirements of Council can be missed in error.	Possible(3) x Medium(3) = Moderate(9)	A compliance Calendar provides the mechanism to ensure Legislation is adhered to
Property	N/A		
Environment	N/A		

Audit & Risk Management Committee Meeting Minutes
20 August 2020



C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool which can be used to assist in populating the Annual Compliance Audit Return (CAR) and will ensure the Shire is able to identify and manage any issue which may arise during the year in a timely manner.

The monthly report highlights areas where the local government is demonstrating better practice values as well as providing constructive feedback on addressing any areas requiring further development.

Since the onset of COVID-19 the Shire has had to overcome many difficulties including staff working from home whilst still maintaining the necessary services to the community.

Overall the Shire functions well as an organisation and each department manages their compliance. Minor challenges in the Shire's normal everyday practice including moving toward a paperless operating system, have been made evident in the below statistics particularly for the months of April – June. However these statistics will improve when processes return to normal.

Month	Item	% compliance	Non Compliance
Jan	Calendar	100%	
	Creditor Checks	100%	
Feb	Calendar	100%	
	Creditor Checks	90%	Procedure checklist not completed correctly
March	Calendar	100%	
	Creditor check	100%	
April	Calendar	98%	As many staff are working from home the paper version of the Tender Register had not been updated
	Creditor check	50%	A new paperless system has been instigated and the purchase checklist was not attached, however all other documentation was correctly completed.
May	Calendar	98%	Due to minimal staffing Financial Interests had not been placed on the register.
	Creditor check	70%	Some checklists were not attached to the Purchase Order, however all other documents were correct completed
June	Calendar	100%	
	Creditor checks	50%	Checklists still not being attached to Purchase Orders

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.165

Moved: Cr Pollard

Seconded: Cr Mencshelyi

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

CARRIED 3/0

Committee Discussion

There was detailed discussion regarding the level of compliance with a particular focus on creditor checks. The creditor checklist was provided to the meeting for more detail. An explanation was provided for the creditor check reduction in compliance. It was explained that the non-compliance was largely due to a compliance checklist not being attached, which was becoming problematic because of a new online payment authorisation process. In reviewing the identified noncompliance it was identified that many of the noncompliance checklists were for amounts less than \$1,000. The Committee queried the relevance of the checklist for such small amounts.

On reviewing the checklist, the Committee suggested that perhaps the checklist was not required for amounts under the threshold where there is no requirement to obtain quotes. Staff agreed this would be a practical outcome and would investigate.

The Coordinator Governance / Administration left the meeting at 6.45pm.

The Coordinator Governance / Administration returned to the meeting at 6.46pm.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



5.10 INTERM 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 Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

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 30 March 2020 to 2 April 2020,

ATTACHMENTS

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

A. BACKGROUND / DETAILS

The Interim Audit was carried out from the 30 March 2020 to 2 April 2020, Moore Stephen's conducted the interim audit on behalf of the Office of the Auditor General. It concentrated largely on the overall control environment and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the Annual Financial Report.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective:

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

Audit & Risk Management Committee Meeting Minutes
20 August 2020



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

Nil

B.6 Risk Implications

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

C. OFFICER'S COMMENT

The Auditor has raised six issues as presented below, two items are considered to have significant implications, four items are considered minor in nature. These were received on 13 July 2020

1. Revenue not recognized in accordance with AASB 15 or AASB 1058.

Two new accounting standards AASB 15: Revenue from contracts with customers and AASB 1058: Income for not for profit entities became effective for the Shire from 1 July 2019. Waste collection revenue and

Audit & Risk Management Committee Meeting Minutes
20 August 2020



the Commonwealth home support grant revenue have not been recognized in accordance with AASB 15 or AASB 1058.

Management Comment: Staff do not believe this finding significant, revenue will be fully accounted for under AASB 15 and presented as such under AASB 101 in Council's Financial Statements as of 30 June 2020.

2. Journals not independently reviewed.

It was noted that 3 instances, of Journal samples taken, were not independently reviewed.

Management Comment: Staff will ensure that rates journals are independently reviewed and signed moving forwards. We note the issue of rates journals being independently reviewed has never been raised as an issue in the past by Council's auditors.

3. Borrowings reconciliation between general ledger and the loan register was not performed.

It was noted a reconciliation between the general ledger and the loan register was not performed during the year.

Management Comment: Staff have noted this and will ensure it is prepared and signed.

4. Credit card agreement not signed and acknowledged.

It was noted that credit card holders had not signed/acknowledged a copy of the cardholder agreement at the time they were issued.

Management Comment: Staff have noted this and will ensure procedures are put in place.

5. Operating Lease not recognized in accordance with AASB 16.

The new accounting standard AASB 16: Leases came into effect for the Shire from 1 July 2019 and replaced the previous requirements of AASB 117 Leases. It was noted that the Shire has not recognized the lease liabilities and right of use assets for 2 operating leases. One lease is for office equipment and the other is for land.

Management Comment: This will be carried out as at 30 June 2020.

6. Rates and waste collection revenue recognized from properties owned by the Shire.

Management Comment: Staff have noted this, adjustments will be made to the final trial balance as at 30 June 2020.

Audit & Risk Management Committee Meeting Minutes
20 August 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: AU.166

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council receives the 2019/20 Interim Audit findings.

CARRIED 3/0

Committee Discussion

There was detailed discussion concerning the interim audit findings, particularly the matters which had been raised as significant, which mainly related to the application of accounting standards.

Given the difference in opinion provided by Council staff and the Council auditor, the Committee agreed it would like a more detailed discussion to occur with the Auditor with regard to item 1 – Revenue not recognised in accordance with AASB15 or AASB1058.

6. URGENT BUSINESS APPROVED BY DECISION

Cr Pollard requested a discussion or explanation on the risk rating process. The Shire President (Chairperson) asked if there was any objection to this matter being discussed. There was no objection.

6.1 RISK RATING PROCESS

Cr Pollard sought an explanation as to how the risk rating process was undertaken. The Chief Executive Officer outlined that it would depend on the perceived level of risk for the matter – as an example, for major projects a project team assesses the risk, however for minor works an individual may undertake the assessment. The assessment is undertaken using the Council-adopted risk framework (refer to the Corporate Business Plan) and leveraging the experience and knowledge of the individual or group.

There was a query in regard to Council's 'risk appetite'. Staff confirmed that Council had established its risk appetite in the Council Risk Policy (which was recently workshopped and would be presented to Council for formal review in the coming months).

There were discussions regarding the accuracy of this type of assessment. The Chief Executive Officer advised that the importance is not so much in the individual rating, the focus should be more on the mitigation actions and whether the risk should be considered as breaching the 'high' threshold. Based

Audit & Risk Management Committee Meeting Minutes
20 August 2020



on Council policy, any risk rated high is required to be entered into the Council risk register, which then becomes formally tracked in terms of the mitigation actions, and any noncompliance is reported to the Audit and Risk Management Committee.

7. DATE OF NEXT MEETING

To be advised.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 7.45pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 20 August 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

11.3 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26
AUGUST 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4029

Moved: Cr Antonio

That Council receives the minutes from the Community Grants Assessment Committee meeting held on 26 August 2020.

CARRIED 10/0



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

26 August 2020

Community Grants Assessment Committee Meeting Minutes
26 August 2020



DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

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

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

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

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

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

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

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

Community Grants Assessment Committee Meeting Minutes
26 August 2020



Contents

1.	DECLARATION OF OPENING.....	4
2.	ELECTION OF PRESIDING MEMBER	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	4
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES	6
6.	COMMITTEE REPORTS	6
6.1	COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY.....	6
7.	URGENT BUSINESS APPROVED BY DECISION.....	14
8.	DATE OF NEXT MEETING	14
9.	DECLARATION OF CLOSURE	14

Community Grants Assessment Committee Meeting Minutes
26 August 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.35pm.

2. ELECTION OF PRESIDING MEMBER

The Executive Manager Community Services called for nominations for the role of Presiding Member.

Cr Antonio nominated himself as Presiding Member of the committee. There was a vote for the nomination, with four councillors voting in favour of the nomination, and no councillors voting against. There being no further nominations forthcoming, the Executive Manager Community Services declared the nomination period closed and Cr Chris Antonio was declared Presiding Member.

3. ATTENDANCE

Committee:

Shire President	Cr Antonio
Deputy Shire President	J E G Williams
Councillor	C P Della
Councillor	A J Menshely

Staff:

Community Development Officer	J Hawkins
Executive Manager Community Services	R Rayson
Acting Executive Assistant	N Vinicombe

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

Community Grants Assessment Committee Meeting Minutes
26 August 2020



4. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY	6.1	Cr Antonio	Impartiality	Cr Antonio's family members are members of the Northam Agricultural Society.
COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY	6.1	Cr Williams	Impartiality	Some of the Northam Agricultural Society committee are well known to Cr Williams

Community Grants Assessment Committee Meeting Minutes
26 August 2020



5. CONFIRMATION OF MINUTES

Nil.

6. COMMITTEE REPORTS

Cr Antonio declared an impartiality interest in 6.1 – COMMUNITY GRANT SCHEME APPLICATION – NORTHAM AGRICULTURAL SOCIETY as Cr Antonio's family members are members of the Northam Agricultural Society.

Cr Williams declared an impartiality interest in 6.1 – COMMUNITY GRANT SCHEME APPLICATION – NORTHAM AGRICULTURAL SOCIETY as some of the Agricultural Society committee are well known to Cr Williams.

6.1 COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on a grant application received as part of the Community Grants Scheme.

ATTACHMENTS

Attachment 1 Grant Evaluation Report 2020/2021 Community Grant Application

A. BACKGROUND / DETAILS

The 2020/2021 Community Grants Scheme Guidelines guide the application process and evaluation of the Program and Events and the Sport & Active Recreation Grants.

Community Grants Assessment Committee Meeting Minutes
26 August 2020



Applications opened on Monday, 3 August 2020 and will remain open until further notice.

The Shire of Northam Community Grants Assessment Committee has been formed to oversee and make determinations on all matters associated with the Community Grants Scheme.

The following applications have been received and are being presented for assessment:

Applicant	Grant Type	Project	Amount requested
Application 1 Northam Agricultural Society	Community Program & Event grant	Northam Farmers Show	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Outcome Facilitate the provision of varied cultural and artistic activities

Outcome Provide a range of quality activities for specific demographics, including seniors and youth

B.2 Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for Program/Event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

Community Grants Assessment Committee Meeting Minutes
26 August 2020



B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	COVID-19 risks and social distancing for large gathering.	Minor(2) x Possible(3) = Moderate(6)	COVID-19 Safety Plan to be submitted and approved by the Manager of Health & Environment.
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

B. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Report.

As part of the submitted budget for the event, the Northam Agricultural Society have highlighted expenditure towards hiring of toilets, other hire equipment and advertising for expenditure of grant funds.

Council now has access to the AROC toilet block, which would provide approximately 50% of the additional toilets required.

It is the officer's recommendation that due to the significantly reduced size of the event, a grant of \$3,500.00 be awarded to Northam Agricultural Society on the proviso that all required event applications and COVID-19 Safety Plans are received and meet the necessary requirements.

It should be noted that under the previous community grants programme, the Northam Agricultural Society had been the recipient of a three year rolling grant of \$5,000 p.a. to conduct the Northam Agricultural Show.

Applicant	Grant Type	Project	Amount requested
Application 1 Northam Agricultural Society	Community Program & Event grant	Northam Farmers Show	\$5,000

Community Grants Assessment Committee Meeting Minutes
26 August 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.1

Moved: Cr Mencshelyi

Seconded: Cr Della

That the Community Grants Assessment Committee award \$3,500.00 to the Northam Agricultural Society for the purpose of conducting the Northam Farmers Show, subject to all required approvals being received.

CARRIED 4/0

Clarification was sought regarding similarities between the Northam Agricultural Show and the Royal Show, and whether the applicant would be able to meet the Stage 4 COVID-19 pandemic restrictions. The Executive Manager Community Services advised that the Royal Show had been cancelled due to issues concerning large numbers and the presence of eastern state representatives, which would not affect the Northam Agricultural Show, and the meeting of pandemic restrictions is included in the recommendation clause "subject to all required approvals being received".

Clarification was sought regarding the AROC toilet blocks. The Executive Manager Community Services and Community Development Officer advised that the grant funding did not include the hiring of the AROC toilets, which would have to be hired separately by the Society, and disabled toilets are not included within the AROC toilets blocks, therefore these would also need to be hired externally by the Society.

Clarification was sought regarding local procurement of items. The Executive Manager Community Services and Community Development Officer advised that the terms of reference for the community grant applications specified a preference for local procurement where possible, and staff will report on each application's procurement to the committee.

Clarification was sought regarding external sponsoring. The Executive Manager Community Services advised that it was up to the Society how they achieved the rest of the funding required for the show, and the Shire of Northam grant funding would only proceed once all approvals have been received.

Clarification was sought regarding assessment and approval timeframes for the grant applications. The Community Development Officer and Executive

Community Grants Assessment Committee Meeting Minutes
26 August 2020



Manager Community Services advised that there was a suggested period of four weeks that applications should be submitted before the proposed event, and applications would be assessed approximately every 4-5 weeks based on applications received, attempting to line Community Grants Assessment Committee meetings up with the Local Business Support Committee Meetings.

Clarification was sought regarding the rejection of applications if they were submitted less than a month before the proposed event. The Executive Manager Community Services advised that staff would not reject late applications, but may recommend against approving them – it would be at the committee's discretion whether to accept the officer's recommendation or not.

Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant Application



Application - 1. Northam Agricultural Society Summary of Application	
Project Summary	Northam Farmers Show The Northam Agricultural Society are unable to provide the annual show as it stands due to COVID-19 risks. However, due to the mental health of the community we have decided to host a fair style event with fireworks to celebrate our Shire.
Project/Event Date	12 September 2020
Applicant	Northam Agricultural Society Inc. Matt Letch
Amount requested	\$5,000
Quotes to support request	Nil. Still obtaining.
Financial Statements	Yes
Detailed Project budget	Total project budget \$13,000. \$5,000 Shire of Northam request \$5,000 Other grants & sponsorship (to be confirmed) \$2,500 Application Cash \$500 Donations
Assessment Criteria	

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	(C) COMMUNITY: iii) Medium term actions (1) Support & plan community events for recovery phase; (c) Northam Agricultural Show (September 2020)
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: · Facilitate the provision of varied cultural and artistic activities; · Provide a range of quality activities for specific demographics, including seniors and youth;
Procuring from local suppliers	Unknown (no quotes provided)
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	This event is to bring everyone within the Shire together to celebrate who we are. During COVID-19 restrictions the mental health has declined due to social restrictions and general fears.
Comment	Proposed event activities: <ul style="list-style-type: none"> • Horse events • Side show

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<ul style="list-style-type: none">• Stalls• Fireworks <p>Previous year Shire of Northam Community Grant Funding allocation was \$5,000 for the full show with the total event expenditure of \$53,982.</p> <p>Lack of quotes provided, application says refer to previous years quotes, however no quotes were provided in previous application. Advised by President of the organisation that quotes are still being finalised. Will be procuring locally wherever possible.</p> <p>Event application and COVID-19 Safety Plan are yet to be submitted.</p> <p>Potential for in-kind support to be offered through fee waiver of AROC portable toilets, lease of grounds and rubbish removal</p>
--	--

Community Grants Assessment Committee Meeting Minutes
26 August 2020



7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

To be confirmed – will look to align these meetings up with the Local Business Support Committee meetings.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.53pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 26 August 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

Cr Pollard declared an impartiality interest in 11.4 – LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020 as the unsuccessful applicant Christine Dunkerton is Cr Pollard's daughter.

11.4 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4030

Moved: Cr Antonio

That Council receives the minutes from the Local Business Support Committee meeting held on 3 September 2020.

CARRIED 10/0



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Business Support

Committee Meeting

3 September 2020

Local Business Support Committee Meeting Minutes
3 September 2020



DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

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

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

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

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

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

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

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

Local Business Support Committee Meeting Minutes
3 September 2020



Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES	5
4.1	COMMITTEE MEETING HELD 17 AUGUST 2020	5
5.	COMMITTEE REPORTS	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	6
6.	URGENT BUSINESS APPROVED BY DECISION	20
7.	DATE OF NEXT MEETING	20
8.	DECLARATION OF CLOSURE	20

Local Business Support Committee Meeting Minutes
3 September 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.03pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President

Cr Antonio
J E G Williams

Staff:

Community Development Officer
Chief Executive Officer
Acting Executive Assistant
Community Services Admin

M Blackhurst
J Whiteaker
N Vinicombe
J Budas

3.1 APOLOGIES

Councillor
Councillor

M P Ryan
A J Mentshely

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

Local Business Support Committee Meeting Minutes
3 September 2020



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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr CR Antonio	Impartiality	Applicants 49, 50, 51, 52 and 54 are known to Cr Antonio

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 17 AUGUST 2020

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.60

Moved: Cr Williams

Seconded: Cr Antonio

That the minutes of the Local Business Support Committee meeting held on 17 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 2/0

Local Business Support Committee Meeting Minutes
3 September 2020



5. COMMITTEE REPORTS

Cr C R Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 49, 50, 51, 52 and 54 are known to Cr Antonio.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on grant applications received as part of the Local Business Support Grant Scheme.

ATTACHMENTS

Attachment 1: Business Grants Spreadsheet

The Grant Assessment Summary has been provided as a separate confidential attachment to this agenda.

A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide the application process and evaluation of the Business Support Grants.

Applications opened on Monday, 27 April 2020 and will remain open until further notice.

The Shire of Northam Business Support Committee has assessed 47 applications to date and of these 36 have been approved at a value of \$112,057.

Local Business Support Committee Meeting Minutes
3 September 2020



The following applications have now been received and are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 48 Autopro Northam *Resubmission*	Up to \$5,000 for increasing business opportunity and sustainability	"Activity book" marketing multiple local businesses Total Project cost \$4,999.60	\$5,000
Application 49 Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase jewellery welder Total Project cost \$10,961.39	\$5,000
Application 50 Christine Dunkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software Total Project cost \$3,612.97	\$3,612.97
Application 51 Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase vinyl imprint machine Total Project cost \$6,484.50	\$5,000
Application 52 Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Update current website and purchase new laptop Total Project cost \$2,527.58	\$2,000
Application 53 Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop Total Project cost \$2,497.58	\$2,497.58
Application 54 The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Design for online course building Total Project cost \$5,250	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Local Business Support Committee Meeting Minutes
3 September 2020



Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$16,045 in grant funding.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as a separate confidential attachment.

The Business Grant Spreadsheet (Attachment 1) provides a summary of grant applications received so far, including project summary, grant amount requested and grant amount received, and is included for background information on the Business Grants Scheme operation so far.

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 7 applications.

Local Business Support Committee Meeting Minutes
3 September 2020



Application 48

Applicant	Funding stream	Project	Amount requested
Autopro Northam *Resubmission*	Up to \$5,000 for increasing business opportunity and sustainability	"Activity book" marketing multiple local businesses	\$5,000

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.61

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee does not approve a grant to the business 'Autopro Northam'.

CARRIED 2/0

Application 49

Applicant	Funding stream	Project	Amount requested
Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase jewellery welder	\$5,000.00

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.62

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee approve a grant of \$5,000 (excluding GST) to the business 'Boulevard Fine Jewellery' for the purchase of a jewellery welder.

CARRIED 2/0

Local Business Support Committee Meeting Minutes
3 September 2020



Application 50

Applicant	Funding stream	Project	Amount requested
Christine Dunkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software	\$3,612.97

RECOMMENDATION

That the Local Business Support Committee provide a grant of \$1800 (excluding GST) to the business 'Christine Dunkerton Loan Market' for the purchase of a laptop, portable printer and software.

COMMITTEE DECISION

Minute No: LBSC.63

Moved: Cr Williams

Seconded: Cr Antonio

That the Local Business Support Committee does not provide a grant to the business 'Christine Dunkerton Loan Market'.

CARRIED 2/0

REASON FOR REJECTION OF OFFICER'S RECOMMENDATION:

The Committee did not support the officer's recommendation as the applicant's mobile business largely serves customers external to the Shire of Northam, therefore will not provide a satisfactory economic contribution to the Shire of Northam.

Local Business Support Committee Meeting Minutes
3 September 2020



Application 51

Applicant	Funding stream	Project	Amount requested
Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase vinyl imprint machine	\$5,000

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.64

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee approve a grant of \$5,000 (excluding GST) to the business 'Northam Sports Power' for the purchase of a vinyl imprint machine.

CARRIED 2/0

Application 52

Applicant	Funding stream	Project	Amount requested
Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Refresh current website and purchase new laptop	\$2,000

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.65

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee does not approve a grant to the business 'Peter Byfield'.

CARRIED 2/0

Local Business Support Committee Meeting Minutes
3 September 2020



COMMENT:

Officers will provide feedback to the applicant that the applicant may resubmit the application, but the resubmission must provide more detail,

Application 53

Applicant	Funding stream	Project	Amount requested
Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.58

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.66

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee provide a grant of \$1745 (excluding GST) to the business 'Studio Luxe Brows & Beauty' for the purchase of a laptop and 50% of the total cost of a POS System.

CARRIED 2/0

Application 54

Applicant	Funding stream	Project	Amount requested
The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Design for online course building	\$5,000.00

COMMITTEE DECISION/RECOMMENDATION

Minute No: LBSC.67

**Moved: Cr Antonio
Seconded: Cr Williams**

That the Local Business Support Committee provide a grant of \$2,500 (excluding GST) to the business 'The Engagement Academy' for online course building design.

**CARRIED 2/1
CASTING VOTE**

Local Business Support Committee Meeting Minutes
3 September 2020



Attachment 1 – Business Grants Spreadsheet

ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED	APPROVED	SETT	TOTAL
A1 D384 2 Days Café	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$320.00	\$320.00	\$320.00
A2 F173 Farm Life Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Development of website to run online fitness program	\$2,814.90	\$1,300.00	\$0.00	\$1,300.00
A3 H272 Happy Days Coffee Parl	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$400.00	\$400.00	\$400.00
A4 M414 Mind your Money (formerly Specialised Office Services)	Up to \$2,000 for individual businesses for investing in online and e-commerce activities	Develop a website with booking functionality	\$2,000.00	\$750.00	\$750.00	\$1,000.00
A5 M89 Moins Pest and Weed Control	Up to \$5,000 for increasing business opportunity and sustainability	Re-establish website and training cost to offer a new employment opportunity	\$3,800.00	\$2,200.00	\$200.00	\$2,400.00
A6 N190 Northern Aulas (for Northam Holden, Mazda & Suzuki)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to assist to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles	\$7,989.00	\$4,700.00	\$0.00	\$4,700.00
A7 P327 Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager	\$510.00	\$510.00	\$0.00	\$510.00
A8 Spectrum Celebrations	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$0.00	\$0.00	\$0.00

Local Business Support Committee Meeting Minutes
3 September 2020



A9 C11 Cadda Fashions Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve online shopping experience	\$2,000.00	\$900.00	\$0.00	\$900.00
A10 R168 Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability	Development of website, new signage and online marketing	\$3,000.00	\$1,500.00	\$1,150.00	\$2,650.00
\$14,070.00						
A11 R589 Angie Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00	\$0.00	\$0.00	\$0.00
A12 Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and advertising for business	\$5,000.00	\$0.00	\$0.00	\$0.00
A13 E61 Everlastings on Fitzgerald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Website and professional photography service	\$2,000.00	\$2,000.00	\$200.00	\$2,200.00
A14 G207 Grass Valley Tavern	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Completion of works stipulated for health and safety compliance to operate business	\$10,000.00	\$0.00	\$0.00	\$0.00
A15 J111 JLo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
A16 N51 Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Refresh current website with new images and improve search engine optimisation	\$2,000.00	\$0.00	\$0.00	\$0.00

Local Business Support Committee Meeting Minutes
3 September 2020



A17	R78	Route 94 Bakers Hill	Up to \$5,000 for increasing business opportunity and sustainability	logos and branding, new website and industry specific equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,500.00
					\$9,000.00			
A18	R689	**RESUBMISSION ** Angle Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects.	New computer	\$5,329.00	\$2,400.00	\$7.00	\$2,400.00
A19		Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00	\$0.00	\$0.00	\$0.00
A20	J89	J&A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business	\$5,000.00	\$3,420.00	\$268.00	\$3,688.00
					\$5,030.00			
A21	A151	Aulopro/Northam	Up to \$5,000 for increasing business opportunity and sustainability	"actively back" confining business information, park/playground equipment in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A22	B13	Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	To build under-cover storage for stock	\$10,000.00	\$10,000.00	\$1,800.00	\$11,800.00
A23		Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000.00	\$1,410.00		
A24	C436	Confetti & Co.	Up to \$2,000 for individual business or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website and strategic planning	\$2,000.00	\$1,400.00	\$1,800.00	\$1,600.00
A25	**RESUBMISSION **	Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000.00	\$2,000.00		

Page | 15

Local Business Support Committee Meeting Minutes
3 September 2020



A26	H276	**RESUBMISSION ** Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of advanced training asset.	\$5,000.00	\$1,500.00	\$0.00	\$1,500.00
A27	F175	Fox and Hen Handmade Crafts	Up to \$5,000 for increasing business opportunity and sustainability	Website creation for online presence	\$1,842.00	\$1,842.00	\$0.00	\$1,842.00
A28	R28	In Balance Physiotherapy and Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
A29	N51	Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Refresh current website with new images and improve search engine optimisation	\$2,000.00	\$1,945.00	\$0.00	\$1,945.00
A30	Q10	Quin's Gourmet Butchery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of Laptop to be used for instant messaging, discussing, emails at the shop and staff training	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
					\$20,715.00			
A31	A511	Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System	\$5,000.00	\$1,480.00	\$30.00	\$1,480.00
A32	C179	Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System - initial purchase cost, staff training	\$5,000.00	\$2,425.00	\$242.60	\$2,468.60
A33		Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000.00	\$10,000.00		
A34	N125	Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Revamp website, include new addition of Tour finder and cruise booking engine	\$5,000.00	\$1,453.00		

Page | 16

Local Business Support Committee Meeting Minutes
3 September 2020



A35	**RESUBMISSION** Spectrum Celest	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,600.00	\$1,712.00	\$0.00	\$1,712.00
A36	3535 Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$0.00		
				\$17,072.00			
A37	Avon a Ride-	Up to \$5,000 for increasing business opportunity and sustainability	Advertising	\$2,000.00	\$0.00		
A38	Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchasing TV to mount on wall, and blinds	\$5,000.00	\$0,000.00		
A39	The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase website and upgrade building signage	\$5,000.00	\$1,220.00	\$0.00	\$3,440.00
A36	3535 Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$0,000.00		
				\$10,220.00			
A40	Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase of website	\$2,000.00	\$1,960.00		
A41	Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Build factory new workshop include showroom and offices	\$10,000.00	\$10,000.00		
A42	Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Develop of website	\$2,000.00	\$2,000.00		
A43	Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Hold 2 workshops and purchase laser projectors	\$4,050.00	\$0.00		

Local Business Support Committee Meeting Minutes
3 September 2020



A44	Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase event venue equipment	\$7,185.20	\$0.00		
A45	Phyio-Chi - Jenny Lucy Physiothera	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000.00	\$5,000.00		
A46	Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase time system	\$2,799.00	\$0.00		
A47	Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment	\$10,000.00	\$10,000.00		
				\$25,984.20			
A48	** RESUBMISSION** Autopro Northa	Up to \$5,000 for increasing business opportunity and sustainability	"activity back" containing business information, park/playground equipment in the area, activity sheets for children	\$5,000.00			
A49	Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new equipment	\$5,000.00			
A50	Christine Dunkerton	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software	\$3,612.97			
	Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase equipment to diversify business	\$5,000.00			
A51	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities	Purchase up to date website and laptop	\$2,000.00			

Local Business Support Committee Meeting Minutes
3 September 2020



A52	Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.88			
A53	The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Specialised support in online course building	\$8,000.00			
<hr/>							

31/8/2020

UNCONFIRMED

Local Business Support Committee Meeting Minutes
3 September 2020



6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

To be confirmed.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.28pm.

"I certify that the Minutes of the Local Business Support Committee held on 3 September 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

11.5 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020

Receipt of Minutes:

<p>RECOMMENDATION/COUNCIL DECISION</p> <p>Minute No: C.4031</p> <p>Moved: Cr Little</p> <p>That Council receives the minutes from the Bush Fire Advisory Committee meeting held on 8 September 2020.</p> <p style="text-align: right;">CARRIED 10/0</p>

Adoption of Recommendations:

<p>RECOMMENDATION/COUNCIL DECISION</p> <p>Minute No: C.4032</p> <p>Moved: Cr Little</p> <p>That Council:</p> <ol style="list-style-type: none">1. Notes the Community Emergency Services Manager Report as provided.2. Notes the Chief Bush Fire Control Officer Report as provided.3. Formally appoints the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officers for the 2020-21 fire season:<ol style="list-style-type: none">4. Chief Bush Fire Control Officer – Chris Marris5. Deputy Chief Bush Fire Control Officers – Simon Peters and Neil Diamond6. Senior Bush Fire Control Officer- Kristafer Brown7. Undertakes the following actions in response to the issue of Unexploded Ordnances (UXO) within the Shire of Northam:<p style="margin-left: 40px;"><u>General</u></p><ol style="list-style-type: none">1) All existing UXO mapping be removed from operational use2) All Brigades, Brigade appliances and CBFCO, DCBFCOs, FCOs and CESM be provided with hard-copy maps of existing potential UXO areas currently available from the Department of Defence website- https://www.defence.gov.au/UXO/Where/MapAppInfo.asp3) Provide mapping to clearly distinguish the various classifications of the land as included within the DFES SOP

- 4) Clarification be sought from DFES/Department of Defence on the previously distributed mapping that indicated additional High Risk areas not currently included on the mapping
- 5) Engagement be sought with the Department of Defence and **DFES re 'Slight UXO' areas** (which equates to most of Clackline-Muresk and half of Irishtown brigade districts, with small areas elsewhere) to discuss the implications for firefighting efforts, e.g., understanding the risks of using a grader on a previously cropped paddock in Irishtown
- 6) DFES/Department of Defence be requested to clarify the three existing **land parcels identified as being "Substantial" if they are classified as "Developed" or "Vacant Land"**, given the development on the land
- 7) DFES/Department of Defence be requested to clarify the extent **of the "slight occurrence" on the above mapping given the historical development of the area, with specific reference to the active firefighting suppression methods that can be used in these areas**
- 8) Council provide official notification to landholders of **"Substantial" sites concerning** the implications of future fires, based on the current operational SOP
- 9) DFES be requested to provide a timeframe for updating the SOP Operational/Response
- 10) The Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents **within the "Substantial-Vacant" and "Substantial-Developed"** classifications, and land within close proximity to that land (suggest within a 500m radius).
- 11) DFES be requested to ensure turn-out procedures include an automatic UXO warning for those sites either within or within **500m radius of land identified as "Substantial"** from the above mapping, as included with DFES SOP3.5.13.
- 12) Turn-out messages to include a more specific warning such as **"This incident is within the vicinity of a known Substantial UXO area – please refer to local mapping."**
- 13) DFES be requested to update FESMAPS, to reflect the above
- 14) The Shire of Northam mobilisation matrix be updated to include the requirement for the CESM, CBFCO or DCBFCOs, and DFES to be mobilised with the DEFS staff member to provide operational assistance to the Incident Management Team (IMT).
- 15) The procedure above to also include the requirement to adhere to SOP3.5.13 – this is currently that brigades cannot enter the site unless the IC approves a variation to the guidelines in the SOP based on a fully documented risk assessment

- 16) Subject to the clarification of the above, the Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the **“Slight”** classification – the turn-out requirement is to include the advice that heavy earth-moving machinery (such as a dozer) not be used and that other earth-moving machinery complies with SOP 3.5.13. This is to be reviewed following additional advice from DFES and Department of Defence
- 17) Mandatory training session be held with CBFCO, DCBFCOs all FCOs, brigade leadership teams and Shire plant operators on the revised Bush Fire Manual procedures relating to UXO issues mentioned above – it is recommended that appropriate DFES and Department of Defence staff attend the training session
- 18) Site specific bushfire response plans be developed for the three properties within the Shire of Northam classified as **“Substantial”** - the response plans are to detail how bushfires either within the property or that in the immediate vicinity (suggested 500m radius) will be handled (alternately, a site-specific documented risk assessment for the three sites be developed in consultation with DFES and Department of Defence in accordance with the requirements of SOP 3.5.13)
- 19) UXO issues be included as an ongoing aspect to scenario training, pre-season briefings, and pre-season tours of the Shire

CARRIED 10/0



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

8 September 2020

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**

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 these minutes should be read to ascertain the decision of the Council.

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

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

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

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

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

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

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

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
	2.1 APOLOGIES	5
	2.2 ABSENT.....	5
3.	DISCLOSURE OF INTERESTS.....	5
4.	CONFIRMATION OF MINUTES.....	6
	4.1 COMMITTEE MEETING HELD ON 21 JULY 2020.....	6
5.	RECEIVING OF PRESENTATIONS	6
6.	COMMITTEE REPORTS	7
	6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT	7
	6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT.....	16
	6.3 APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER, DEPUTY CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER	18
	6.4 UNEXPLODED ORDNANCE UXO ISSUES.....	29
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	42
	7.1 BAKERS HILL BFB - MOTION TO ESTABLISH MEMORANDUM OF UNDERSTANDING REGARDING MANAGEMENT OF BUSH FIRE BRIGADES.....	42
8.	URGENT BUSINESS APPROVED BY DECISION	43
9.	GENERAL BUSINESS	44
10.	DATE OF NEXT MEETING	45
11.	DECLARATION OF CLOSURE	45

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

1. DECLARATION OF OPENING

The Presiding Member Cr Terry Little declared the meeting open at 5.31pm.

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam	Terry Little
Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Chris Marris (at 6.04pm)
Deputy Bush Fire Control Officer	Mathew Macqueen
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Bakers Hill Bush Fire Brigade	Kristofer Brown
Grass Valley Bush Fire Brigade	Sam Moss (at 6.07pm)
Jennapullin Bush Fire Brigade	Aaron Smith
Southern Brook Bush Fire Brigade	Paul Antonio (at 5.32pm)
Wundowie Bush Fire Brigade	Mathew Macqueen
Northam Central Bush Fire Brigade	Murray McGregor
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Irishtown Bush Fire Brigade	Terry Hasson
Wundowie Volunteer Fire and Rescue Service	Rebecka Jackson

Non-Voting

Community Emergency Service Manager	Brendan Rutter
-------------------------------------	----------------

Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant – CEO	Nadege Vinicombe

Gallery:

Clackline Muresk Bush Fire Brigade	Bob Stockman
Clackline Muresk Bush Fire Brigade	Joe Marasco
Inkpen Bush Fire Brigade	Kyle Frost
Inkpen Bush Fire Brigade	Neil Diamond
Bakers Hill Bush Fire Brigade	Jason Cacic
Bakers Hill Bush Fire Brigade	Andrew Burrows

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

DFES Representative Phillip Hay

2.1 APOLOGIES

Deputy Bush Fire Control Officer Simon Peters

2.2 ABSENT

District Officer Northam	Darrel Krammer
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti
Irishtown Bush Fire Brigade	Rob Herzer
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER, DEPUTY CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER	6.3	Mr Kristofer Brown	Impartiality	Mr Brown has been nominated for Senior Bush Fire Control Officer (BFCO)
APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER, DEPUTY CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER	6.3	Mr Chris Marris	Financial	Mr Marris is the current CBFCO up for re-nomination, and the CBFCO position is paid an honorarium
BAKERS HILL BFB - MOTION TO ESTABLISH MEMORANDUM OF UNDERSTANDING REGARDING MANAGEMENT OF BUSH FIRE BRIGADES	7.1	Mr Chris Marris	Financial	Should all the bush fire brigades within the Shire of Northam come under the control of DFES, the role of CBFCO may no longer exist - Mr Marris is the current CBFCO, and there is an honorarium for the CBFCO position

Paul Antonio entered the meeting at 5.32pm.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 21 JULY 2020

RECOMMENDATION/COMMITTEE DECISION
<p>Minute No: BFAC.254</p> <p>Moved: Murray McGregor Seconded: Kristofer Brown</p> <p>That the minutes of the Bush Fire Advisory meeting held on 21 July 2020 be confirmed as a true and correct record of that meeting.</p> <p style="text-align: right;">CARRIED 13/0</p>

5. RECEIVING OF PRESENTATIONS

Nill.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

6. COMMITTEE REPORTS

6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter, Community Emergency Services Manger
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Attachment 1: Third Party Agreement

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

Update on WAERN

Further to the last report there have been several discussions between DFES staff, Shire staff and the BFS Leadership group regarding the development of solutions to protect the DFES-owned WAERN network including the VHF Mid Band 43. Discussions have also been held concerning finding a way to identify authorised users within the brigades, with a view of improving the overall management of the privately-owned communications equipment that has caused ongoing significant issues on the network, and the sensitive critical infrastructure that supports it.

Staff have discussed the ongoing issues around radio use and identifying ways to improve the overall management of the privately-owned equipment that has proven at times to create interference issues on the network. Staff have put steps in place to ensure the wider membership is kept informed of important issues such as this when they arise in the future.

As of September 1st 2020 the DFES Regional has temporarily approved the reinstatement of the link between VHF Mid Band 43 & VHF High Band 329. The connection will remain at this stage until December 31st 2020 with no guarantee of continuity after this date.

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**

Pursuant to s114 Radio Communications Act 1992, The Shire of Northam is entering into a 3rd party agreement with the FES commissioner only for radios that are owned by the Shire, installed in Shire of Northam vehicles.

The process from here requires all authorised members who have a privately owned radio that demonstrates a need to broadcast onto the WAERN network to enter into a 3rd party agreement – this process will be managed by the Shire as the authorising body, with the radio owner agreeing to comply with the obligations outlined in the agreement, specifically relating to the quantity, type and capabilities of the radios. An example of the 3rd party agreement has been attached to this agenda.

Training

Thank you to the members that have committed to training in the shortened training period post-COVID, it has been an incredibly busy period and the courses have been in most cases well over-subscribed which has been impressive to see. Brigade members' commitment to continuous improvement and development is recognised and appreciated.

Photoshoot

In partnership with the DO Northam, arrangements have been made for DFES photographers to attend the region on Monday October 12th 2020. The team will spend the day with all services to gain photos of all local members to be used in DFES promotional media. We will also retain copies of the photographs for specifically targeted local use.

Captains will be kept in the loop with regard to timings to be disseminated to brigade members who wish to take part.

Appliance Servicing & Operational equipment annual inspection

The annual appliance servicing has been completed. The program for testing, tagging and inspections of appliances, lay flat, hose reels etc. is currently under way by the manufacture, DFES radio technicians will be starting their program soon for testing and maintenance of the appliance radios, to be ready for the upcoming fire season.

Bush Fires Manual Review

A review was originally undertaken in Feb of the Bush Fires Manual based on feedback received from brigades relating to some compatibility issues with some sections of the manual.

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**

Regrettably COVID-19 made further workshops difficult due to physical distancing requirements, however staff are currently identifying a suitable date in September/October to conduct a further workshop as part of this review.

It's important to note the purpose of the review is to look at resolving identified concerns with a specific section of the manual only, and is not intended to function as a full manual review, the criteria around active membership and voting rights has come up as one specific issue that is in need for further interrogation.

Staff request brigades to provide feedback on suggested amendments to specific sections only for discussion at the upcoming workshop.

Letter to the Rural Fire Division

Staff have made contact with representatives from the RFD to seek further information in relation to questions raised at previous BFAC's, unfortunately COVID-19 had stopped a lot of meetings taking place, however these discussions have again resumed and information will be provided to the committee in due course.

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.255

Moved: Mathew McQueen

Seconded: Nic Dewar

That Council notes the Community Emergency Services Manager Report as provided.

CARRIED 13/0

Clarification was sought regarding whether the third party agreement arrangement applied to radios in FCO vehicles. The Community Emergency Services Manager confirmed that radios in FCO vehicles are automatically covered as they have been installed by DFES.

Clarification was sought regarding dates for the proposed workshopping of the Bush Fire Manual. The Community Emergency Services Manager advised that dates would be provided by the end of the week.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Attachment 1 – Third Party Agreement

Radiocommunications Act 1992

THIRD PARTY AUTHORISATION

Pursuant to section 114 of the *Radiocommunications Act 1992*, the FES Commissioner, acting on behalf of the Department of Fire and Emergency Services of WA (the Licensee), authorises XXXXXXXX (the Third Party) to operate a radio communications device under the licence(s) listed in Appendix C.

This authorisation is issued subject to the special conditions outlined in Appendix A and Appendix B to this Authorisation and the licence conditions which include:

- the conditions set out in the *Radiocommunications Act 1992*,
- such other licence conditions as determined by the ACMA (in licence condition determinations) from time to time, and
- any special conditions as detailed in the licence(s).

The Licensee reserves the right to amend or cancel this Authorisation at any time.

This Authorisation is valid until the date of expiry of the licence, unless otherwise amended or cancelled.

If you require further information, contact the District Officer, Operational Communications, on 9396 9676.

ANDREW DUCKWORTH

Superintendent Operational Communications of the Department of Fire and Emergency Services, as a delegate of the Minister under section 15 of the *Fire and Emergency Services Act 1998*.

Date

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Appendix A

The special conditions outlined in this Appendix relate specifically to the Third Party's use of DFES Western Australian Emergency Radio Network (WAERN) frequencies and associated radio communications equipment. The special conditions are:

- The Third Party may only use the WAERN frequencies for the purpose of providing assistance to emergency services, in particular for rural firefighting purposes;
- The Third Party will procure radio communications equipment that is compliant with the technical specifications detailed in Appendix B;
- The costs associated with the procurement, installation, repair, testing, reprogramming and maintenance of equipment used under the Authorisation will be the responsibility of the Third Party;
- The Third Party shall be responsible for annual testing and maintenance of any radio communications equipment installed under this Authorisation;
- The Third Party must maintain a register detailing the number of vehicles/locations where the Authorised frequencies have been installed and the serial numbers of installed radios, and provide an updated record of this information within 21 days of the annual anniversary date of approval to the Manager, DFES Radio Communications;
- The Third Party shall provide information as requested by the Manager, DFES Radio Communications;
- The Third Party shall ensure that any installed radio communications equipment is kept secure and report any theft of this equipment within 24 hours to the Manager, DFES Radio Communications;
- The Third Party is to ensure that only authorised and trained personnel are to operate the equipment that is installed with the Authorised frequencies;
- The Manager, Radio Communications, DFES will provide operating instructions to the Third Party which must ensure training is provided within one month of receipt;
- This authorisation covers all radio communications equipment including fixed mobile (vehicle) radios and base station radios. The Third Party is not approved to install these radio frequencies into hand held radio equipment under this authorisation;
- Select Calling feature (Selcall) will not be automatically installed as part of this Authorisation. Any installation of the Selcall feature must be agreed to by DFES prior to installation;
- DFES Radio Communications Branch will advise the Third Party of any changes to the installed channel programme;
- The Third Party will install updated channel programmes using qualified radio communications technicians and advise The Manager, DFES Radio Communications of radios that have been re-programmed within one month of re-programming; and
- The Third Party will use radio technicians that have the appropriate certifications from an approved product dealer or authorised channel partner.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Appendix B.

The technical requirements detailed in this Appendix provide the minimum technical requirements for radio communications equipment (fixed mobile radios) installed by the Third Party under the Third Party Authorisation:

- Radio equipment must meet the relevant Australian Land Mobile standards as applied by ACMA:
 1. AS/NZS 4770 for MF/HF SSB equipment;
 2. AS/NZS 4295 for analogue VHF/UHF equipment; and
 3. AS/NZS 4768 for digital VHF/UHF equipment.
- Radio equipment must be installed so as to operate effectively with DFES radio systems;
- Installed radio equipment shall have sufficient channel capacity to allow pre-programming of all specified DFES channels;
- If the radios need the same Selcall feature as DFES WAERN radios, the Manager, Radio Communications, DFES shall provide advice on the Selcall number scheme and allocation;
- Selcall format (as applicable) required for Analogue-mode VHF/UHF equipment shall be CCIR format, 40ms tone period, 2000ms LID, capable of sending and receiving 6-digit plus Status tone-sequential Selcall;
- VHF/UHF analogue radio equipment shall be capable of CTCSS encode and decode facility using industry standard tones between 67.0 and 250.3 Hz, with tones programmable on a per-channel basis;
- All installed radio communications equipment must be reprogrammable - by authorised technicians only - for functions such as adding or altering channels, or channel / signaling parameters;
- For every channel, the radio's internal channel numbering to match DFES' list numbering i.e. if a user enters "371" the radio will operate on the frequencies allocated to DFES channel 371;
- Radios must be capable of direct channel entry i.e. channel number must be able to be entered on a numeric keypad or similar, not have to step up and down one channel at a time);
- Each channel to have a screen text display which continuously indicates the number of the current channel i.e. if channel 354 is selected the screen text must indicate at a minimum the numerals "354".

Appendix C.

Approved Licences

UNCONFIRMED

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Acknowledgement of Special Conditions and Technical Requirements

Signed on behalf of **(Company, LG Name)**

Name _____

Title _____

Signature _____

Date / /

UNCONFIRMED

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt, Executive Manager Development Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the Chief Bush Fire Control Officer.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

Report will be provided prior to the meeting.

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.256

Moved: Greg Montgomery

Seconded: Nic Dewar

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

CARRIED 13/0

Clarification was sought regarding the construction of the water tank at Bobakine. The Community Emergency Services Manager advised that the old tank would be dismantled by the end of the week, and the new tank would be installed during the next week.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Mr Kristofer Brown declared an impartiality interest in 6.3 – APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER as he has been nominated for the position of Senior Bushfire Control Officer.

Mr Chris Marris declared a financial interest in 6.3 – APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER as Mr Marris is the current CBFCO up for re-nomination, and the CBFCO position is paid an honorarium.

6.3 APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER, DEPUTY CHIEF BUSHFIRE CONTROL OFFICER AND SENIOR BUSHFIRE CONTROL OFFICER

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Upon appointment of the Fire Control Officers for the 2020/21 year, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO). In addition it has been recommended for consideration for the appointment of a Senior Bush Fire Control Officer (SBFCO) for the coming seasons.

ATTACHMENTS

- Attachment 1: Training Matrix of nominated BFCOs
- Attachment 2: Brigade Voting Summary (will be provided as a separate confidential attachment for viewing at the meeting)

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



A. BACKGROUND / DETAILS

At the BFAC meeting held in July 2020 it was resolved that the appointment process for the CBFCO and DCBFCCO position follow normal nomination and voting procedures. Specifically it was resolved –

That it be recommended to Council that the Chief and Deputy positions be discussed and be sent back to the brigades for nominations following normal processes and that brigades are to have all meetings completed by 23 August 2020, two weeks prior to the next BFAC meeting on 8 September 2020.

Nominated BFCOs for the 2020-21 season were asked to nominate for each of the positions of CBFCO, DCBFCCO and SBFCO. As a result the following nominations were received and forwarded to the brigades for consideration and voting:

CBFCO

Chris Marris
Neil Diamond
Kris Brown

DCBFCCO

Neil Diamond
Kris Brown
Simon Peters

Senior FCO

Kris Brown
Neil Diamond
Matt Letch

The current Bush Fire Manual does not contain the position of SBFCO and does not stipulate if Council is to appoint one or two DCBFCCOs. In recent years BFAC has recommended and appointed 2 DCBFCCOs and last year a Senior FCO was appointed prior to that FCO being appointed CBFCO.

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.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows

38. *Local government may appoint bush fire control officer*

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

B.4 Policy Implications

Section 5.1B of the Bush Fire Manual states the following –

5.1B Criteria of a Chief Bush Fire Control Officer

- *Knowledge of managing a volunteer organisation*
- *Knowledge of all Fire Response Plans in the Shire*
- *Working Knowledge of the Local Emergency Management Arrangements*
- *Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954*
- *Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)*
- *Ability to attend further fire and emergency management training*
- *Effective interpersonal skills*
- *Good written and verbal communication skills*
- *Leadership skills*
- *Management skills*
- *Experience in managing operations*
- *Ability to perform under stressful conditions*
- *Current appointment as Fire Control Officer*
- *Experienced in firefighting operations within the Shire*
- *Currently holds all of the preferred qualifications of the Fire Control Officer*
- *Be a member of the DOAC, BFAC and LEMC*

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Section 5.1C of the Bush Fires manual states the following:

5.1C Qualifications of Chief Bush Fire Control Officer

"Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade of the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2020 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to 31st October each year".

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AllMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)

In addition, with respect to the DCBFCO position, the manual states the following:

5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



- *Management skills*
- *Experience in managing operations*
- *Ability to perform under stressful conditions*
- *Current appointment as Fire Control Officer*
- *Experienced in firefighting operations within the Shire*
- *Holds all of the preferred qualifications of the Fire Control Officer*
- *Be a member of the DOAC, BFAC and LEMC*

5.2C Qualifications of a Deputy Chief Bush Fire Control Officer

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade within the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2020 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to 31st October each year.

Completion of required courses are:

- *AllMS Awareness*
- *Introduction to Fire Fighting*
- *Bush Fire Fighting*
- *Machine Supervision*
- *Structural Fire Fighting*
- *Advanced Bush Fire Fighting*
- *Crew Leader*
- *Ground Controller*
- *Sector Commander*
- *AllMS 4 or 2017*
- *Incident Controller Level 1*
- *Fire Control Officer (in the Last 5 Years)*

B.5 Stake Holder Engagement / Consultation

Nominated BFCO and Brigades have been involved in the nomination and voting process.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Person appointed may have unexpected financial costs.	Insignificant(1) x Rare(1) = Low(1)	Council has endorsed an honorarium for the CBFCO and DCBFCO positions.
Health & Safety	The health and safety of volunteer brigade members may be put at risk if CBFCO and DCBFCO are not adequately trained or experienced.	Major(4) x Likely(3) = High (12)	Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer. Additional training and mentoring to be provided to any applicant who doesn't meet the criteria.
Reputation	Appointed CBFCO and DCBFCO dare unable to perform the role satisfactorily resulting in loss of reputation.	Medium(3) x Likely(4) = High (12)	Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer. Additional training and mentoring to be provided to any applicant who doesn't meet the criteria.
Service Interruption	N/A	N/A	N/A
Compliance	Council must appoint a CBFCO as per the obligations under s38 Bush Fires Act 1954	Medium(3) x Likely(4) = High(12)	Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



C. OFFICER'S COMMENT

Following the nomination and voting from each of the brigades that have been provided to staff it is recommended that BFAC recommend and Council appoint, for the 2020-21 season, the positions of:

- CBFCO;
- Two DCBFCOs; and
- Senior BFCO

Several brigades actually voted on whether one or two DCBFCOs should be appointed and whether a Senior BFCO should be appointed. Those brigades that did not actually vote specifically on whether there should be one or two DCBFCOs have made their position clear by either nominating one or two persons for that role. Similarly all brigades voted to have a Senior BFCO. In collating the results of the voting a "first-past-the-post" method was used for each of the positions.

It is recognised that those nominated and subsequently recommended for the positions do not fully meet the minimum training/experience requirements as stipulated in the manual. Because the training required to be completed is one unit each for the nominated DCBFCOs it is recommended that they be appointed with the understanding that the courses will be completed when available locally. Similarly, with respect to the experience requirements for the CBFCO and one nominated DCBFCO (not having been a BFCO for a minimum of 3 seasons), based on their recent experience and training it is recommended that they be appointed for the coming season.

It is also recommended that the position of Senior BFCO and the appointment of two DCBFCO positions be included in the review/updating of the Bush Fire Manual.

As indicated in the background Wundowie BFB have submitted a notice of motion which is different to the staff recommendation regarding the appointment of the CBFCO. In order to deal with the matter at the same time the notice of motion and the background to the motion is provided here. It is proposed that the Notice of Motion from Wundowie BFB be dealt with first.

D. NOTICE OF ALTERNATIVE MOTION RECEIVED

BACKGROUND

The position of Chief Bush Fire Control Officer is a critically important role within the volunteer Bush Fire Service, and not one that should be taken lightly.

Due to how the world has evolved over the past 20 years, it is apparent that the Chief BFCO position has an increasing workload, and should no longer be a volunteer position due to the legislated obligations placed on what has traditionally been a volunteer role, especially for a Shire the size of Northam.

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**



Recognising the increasing workload of the position of Chief, the Wundowie BFB have discussed ways to improve the current structure that puts the onus of the Chief position onto a paid employee to manage the statutory obligations of the role.

The Shire of Northam in partnership with the Department of Fire & Emergency Services has employed a Community Emergency Services Manager (CESM) to manage the day to day running of the service, and provide support to the volunteers through incident response, improved training etc.

Due to the level of training the person employed as CESM is required to maintain as part of their role, and the expectations to maintain training levels to a high level of currency in line with industry standards, it would be considered best practice for a paid employee to undertake all requirements of the Chief position under the Bush fires Act 1954, therefore reducing the impact on the volunteers.

The Wundowie BFB therefore puts the abovementioned motion to Council.

OFFICER'S COMMENT:

The issue of the CBFCO being a staff member of either Council or DFES has been discussed previously when looking at options for the position.

Specifically, the following motion was passed by BFAC at their meeting held on 10th September 2019:

MOTION / COMMITTEE DECISION

Minute No: BFAC.230

Moved: Mr Nic Dewar

Seconded: Mr Sam Moss

The Council refer the following structure to the Bush Fire Brigades to endorse:

- Chief Bush Fire Control Officer position is to become a paid role under the Shire of Northam;
- Appointment of 2 Deputy Chief Bush Fire Officers; and
- 1 Senior FCO (deputy in training); and
- Honorary stays in place for the x2 deputies

CARRIED 11/0

At the same meeting it was also resolved to advertise for the position of CBFCO and appoint two DCBFCOs and a Senior BFCO.

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**



Following the above, at the next BFAC meeting a volunteer BFCO was recommended to be appointed to the position of CBFCO. This was also endorsed by Council.

Given the issues with appointing a CBFCO for the 2019-20 season and the issues surrounding COVID-19 in 2020, it appears that the above option has not been fully discussed or endorsed at brigade level.

It is staff's recommendation that an appointment to the position of CBFCO be made for the 2020-21 fire season following the current suggested process whilst the motion as passed above is considered by brigades prior to the next fire season.

NOTICE OF MOTION

**Moved: Mathew MacQueen
Seconded: Kristofer Brown**

That Council:

- 1. Appoints the CESM position as permanent Chief Bush Fire Control Officer.**
- 2. Appoints Simon Peters to the position of Deputy Chief 1 until June 30 2021**
- 3. Appoints Neil Diamond to the position of Deputy Chief 2 until June 30 2021**
- 4. Appoints Kristofer Brown as the Senior Bush Fire Control Officer until June 30 2021**

LOST 5/8

There was debate around the motion. Mathew MacQueen and Kristofer Brown argued for the motion. Murray McGregor, Blair Wilding and Terry Hasson argued against the motion. Mathew MacQueen used his right of reply to close the debate.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



OFFICER RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.257

Moved: Murray McGregor

Seconded: Cr Della

That Council formally appoints the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officers for the 2020-21 fire season:

- 1. Chief Bush Fire Control Officer – Chris Marris**
- 2. Deputy Chief Bush Fire Control Officers – Simon Peters and Neil Diamond**
- 3. Senior Bush Fire Control Officer- Kristofer Brown**

CARRIED 11/2

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Attachment 1 – Training Matrix of Nominated BFCOs

Shire of Northam Volunteer Bushfire Control Officers 2020/21

All BFCOs to have completed FCO 5, Sector Commander or FCO 6, Advanced Bush/Crew Leader within 6 mths

	All BFCOs to have completed FCO 5, Sector Commander or FCO 6, Advanced Bush/Crew Leader within 6 mths							Additional qualifications for Chief & Deputy Bush Fire Control Officers				Comments	
	INTRODUCTION TO FIRE FIGHTING (Date)	BASIC FIRE FIGHTING (Date)	STRUCTURAL FIRE FIGHTING (Date)	CREW LEADER (Date)	ADVANCED BUSH (Date)	SECTOR COMMANDER (Date)	FIRE CONTROL OFFICER (Date)	Compliance with minimum training criteria YES/NO	Machine Supervision (Date)	Ground Controller	ANMS 2017		Incident Controller level 1
Chris Adams	2017	2017	2017	2020	2018	2017	2018	YES	2017	2019	2019	July/Aug 2020	Scheduled for July/Aug 2020 training
Neil Diamond	2010	2015	2012	2010	2010	2016	Aug-20	Response to bonded training being completed	2015		2020	Historical User PUAOPED12A	Scheduled for Aug 2020 FCO training
Kestler Brown	2014	2016	2016	2014	2014	2017	2015	YES	2017	2015	2019	July/Aug 2020	Scheduled for July/Aug 2020 training
Simon Peters	2014	2015	2016	2011	2005	2015	2015	YES	Sep-20	Sep-20	Aug-20		Scheduled for Aug/Sep 2020 training
Matthew Letch	2014	2016	2014	2017			2018-Aug-20	YES		2015			Scheduled for Aug 2020 FCO

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



6.4 UNEXPLODED ORDNANCE UXO ISSUES

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No.

BRIEF

Following an incident in May 2020 at a property within the Shire of Northam the issue of Unexploded Ordnance (UXO) and management of fire on and around similar areas has arisen. The purpose of this report is to identify the issues raised by that specific incident but to also provide recommendations for the manner in which future incidents in documented UXO areas are managed.

ATTACHMENTS

- Attachment 1: DFES SOP 3.5.13
- Attachment 2: Extracts of Department of defence mapping applicable to the Shire of Northam

A. BACKGROUND / DETAILS

On 15th May 2020 the Shire of Northam responded to a fire on a property known as Lot 2 No 705 Spencers Brook Road, Spencers Brook. Numerous brigades and appliances from both the Shire of Northam, Shire of York and Northam VFRS attended the incident.

Following the initial turnout it was identified that the incident was in a potential UXO area which was not communicated in the original turn-out message, as is the current protocol.

Following the completion of the fire concerns/complaints in the form of incident reports lodged with the Shire of Northam, DFES and Worksafe have

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**



raised concerns with the manner in which the incident was managed given the potential UXO classification.

In undertaking further investigation into the concerns/complaints received it has become evident that the entire issue of UXO sites within the Shire of Northam and in particular, the response to fire incidents on identified potential UXO land is in need of urgent review.

It is clear that while the identification of potential UXO sites is documented within the Shire of Northam Bushfire Manual, there has been a lack of clear and concise information relating to the manner in which all agencies (including the Shire of Northam) have responded to incidents in these areas/locations.

In addition it is understood that DFES are currently in the process of reviewing SOP 3.5.13 – Operating within Registered UXO sites.

A summary of some of the key issues regarding this is as follows:

- The initial "000" message to Shire of Northam did not identify the site as being a "Potential UXO area" as per established procedures
- On being identified by Shire of Northam CEM of the potential UXO area, outgoing BART and radio messages included this fact. All units were subsequently advised of the potential UXO for the site via radio communications & SMS through DFES Comcen, and instructed that appliances are to remain on "hard established tracks" at all times by the CEM.
- DFES SOP 3.5.13 includes several categories of UXO as follows
 - Other
 - Slight
 - Substantial-Vacant Land
 - Substantial-Developed Land
- SOP 3.5.13 details various fire suppression activities, appliances and machinery that can be used in the categories above.
- The UXO mapping available on the Department of Defence website does not distinguish between Substantial-Vacant Land and Substantial – Developed land. They are all mapped together.
- Following from the above point, it is assumed that given the site has a house, various structures and developed areas (bitumen roads etc.), the correct classification was as "Substantial –Developed" land.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



- SOP 3.5.13 indicates that for "Substantial-Developed" land, "Rubber tired tankers up to and including 4.4 classification (fast attack, light tankers, heavy tankers, heavy duties and gang trucks etc.) can be used for back burns and mop on well-travelled tracks and identified on the site specific pre-plan".
- Mapping subsequently provided to the Shire of Northam through DFES identifies the three parcels within the Shire of Northam as "Substantial-Vacant" land including the property which was the subject of the fire in May.
- Based on that classification, DFES SOP 3.5.13 states that there is "No access by land-based firefighting resources".
- The SOP further states that "Incident Controllers may vary the guidance herein to enable the application of safe strategies for the purpose of fire control. If the IC varies the interpretation for fire control requirements, this must be done in a risk assessment framework and fully documented."
- Previously provided UXO mapping for the Shire of Northam does not match that provided on the Department of Defence website or by DFES in terms of location and classification status
- Significant portions of the Shire of Northam are within the designation of "Slight" including large portions of the Clackline-Muresk BFB and Irishtown BFB areas
- With the current classification of the land for those three parcels within the Shire of Northam there is significant implication for the manner in which uncontrolled fires in and around those properties can be managed
- Concern has been raised that appliance and equipment were tasked to access/work in areas not in accordance with the SOP (i.e. not on a "well-travelled track")
- There is no definition within the SOP of what a "well-travelled track" is
- In addition to fire appliances additional earthmoving equipment (Shire FEL) was mobilised to the above incident on the provision that it was to remain on bitumen tracks only, and was not permitted under any circumstances to traverse of the bitumen tracks.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



- AVL mapping indicates in several locations that vehicles appear to have left well-established tracks – in several areas this may have been to turn around or to allow the passing of other vehicles
- One area appears to be between two established tracks that was used by numerous appliances. It is difficult to ascertain if that area was previously an established track or if a path was used by several appliances on that day although later reports suggest the FEL was instructed to cut a track between the firebreak and the bitumen track.
- Historically aerial photographs indicate previous tracks for the majority of the area in question

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5:	Infrastructure and service delivery
Outcome 5.2:	Environmental Risks are managed to minimise impacts on residents
Objective:	Continued bushfire management planning and mitigation works. Provide training and support to BFB volunteers to perform firefighting operations to an acceptable standard

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Bush Fires Act 1954
Bush Fires Regulations 1954

B.4 Policy Implications

The Shire of Northam Bush Fire Manual states the following –

1.12E Unexploded ordnance

Refer to the Standard Operating Procedure on Unexploded Ordnance (UXO) for information on how to deal with fire management in purported UXO areas.

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**



Maps showing UXO zones are available showing possible affected areas, the CBFCO, the Shire of Northam and the DFES regional office can provide maps as required.

Please note if working in these areas and you require specialist information please contact DFES Regional office or the Duty Coordinator.

DFES SOP 3.5.13 – Operating within Registered UXO Sites (refer to Attachment 1)

B.5 Stakeholder Engagement / Consultation

Discussion and consultation has been undertaken with parties involved including but not limited to DFES, CBFCO, CESM, DCBFCOs and Worksafe representatives.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential significant cost to landowners with UXO identified on their property	Possible (3) x Minor(2) = Moderate(6)	Implementation of SOP and new protocols as recommended in this report
Health & Safety	Major safety risk to volunteers attending fires on and around UXO areas	Possible (3) x Extreme = High(15)	Implementation of SOP and new protocols as recommended in this report
Reputation	In the event of a major incident not managed in accordance with guidelines significant reputation damage will occur	Possible(3) x Extreme (5) = High (15)	Implementation of SOP and new protocols as recommended in this report
Service Interruption	In case of a major emergency significant disruption to the operations of the Shire	Possible(3) x Medium(3) = Moderate (9)	Implementation of SOP and new protocols as recommended in this report
Compliance	Brigades and volunteers not adhering to revised SOP's	Possible(3) x High(4) = High(12)	Implementation of SOP and new protocols as

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



			recommended in this report
Property	Potential significant damage to property identified as Significant UXO due to current restrictions	Possible(3) x Extreme(5) = High(15)	Undertake urgent review of current SOP's and liaise direct with landowners regarding the current restrictions
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

It is clear from undertaking the investigation into UXO sites within the Shire of Northam there are a number of significant improvements that need to be made. These improvements related to the manner in which information is provided to the Shire and the Brigades and the way incidents are responded to and managed within specific areas of the Shire. This conclusion is made following more detailed information being provided and further research being undertaken by staff and DFES representatives.

The list of recommended actions is comprehensive however given the complexity of the issue and the serious ramifications if a major incident were to occur they are seen as the most appropriate response to the identified issues.

It is proposed that as further information becomes available this is provided back through the brigades for further action and implementation.

One of the highest priorities from staff's perspective is to clarify with the Department of Defence and DFES the status of the three privately-owned properties designated as "UXO-Significant" on the Department of Defence mapping given the significant implications that this has for the manner in which fires both in and around those sites can be managed. This may involve the development of a site-specific risk management plan or pre-approved operational plan.

RECOMMENDATION

Minute No: BFAC.258

Moved: Murray McGregor

Seconded: Mathew MacQueen

That it be recommended to Council that the following actions be undertaken in response to the issue of Unexploded Ordnances (UXO) within the Shire of Northam:

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



General

1. All existing UXO mapping be removed from operational use
2. All Brigades, Brigade appliances and CBFCO, DCBFCOs, FCOs and CESM be provided with hard-copy maps of existing potential UXO areas currently available from the Department of Defence website-
<https://www.defence.gov.au/UXO/Where/MapAppInfo.asp>
3. Provided mapping to clearly distinguish the various classifications of the land as included within the DFES SOP
4. Clarification be sought from DFES/Department of Defence on the previously distributed mapping that indicated additional High Risk areas not currently included on the mapping
5. Engagement be sought with the Department of Defence and DFES re 'Slight UXO' areas (which equates to most of Clackline-Muresk and half of Irishtown brigade districts, with small areas elsewhere) to discuss the implications for firefighting efforts, e.g., understanding the risks of using a grader on a previously cropped paddock in Irishtown
6. DFES/Department of Defence be requested to clarify the three existing land parcels identified as being "Substantial" if they are classified as "Developed" or "Vacant Land", given the development on the land
7. DFES/Department of Defence be requested to clarify the extent of the "slight occurrence" on the above mapping given the historical development of the area, with specific reference to the active firefighting suppression methods that can be used in these areas
8. Council provide official notification to landholders of "Substantial" sites concerning the implications of future fires, based on the current operational SOP
9. DFES be requested to provide a timeframe for updating the SOP

Operational/Response

10. The Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the "Substantial-Vacant" and "Substantial-Developed" classifications, and land within close proximity to that land (suggest within a 500m radius).
11. DFES be requested to ensure turn-out procedures include an automatic UXO warning for those sites either within or within 500m radius of land identified as "Substantial" from the above mapping, as included with DFES SOP3.5.13.
12. Turn-out messages to include a more specific warning such as "This incident is within the vicinity of a known Substantial UXO area – please refer to local mapping."
13. DFES be requested to update FESMAPS, to reflect the above
14. The Shire of Northam mobilisation matrix be updated to include the requirement for the CESM, CBFCO or DCBFCOs, and DFES to be mobilised with the DEFS staff member to provide operational assistance to the Incident Management Team (IMT).

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



15. The procedure above to also include the requirement to adhere to SOP3.5.13 – this is currently that brigades cannot enter the site unless the IC approves a variation to the guidelines in the SOP based on a fully documented risk assessment
16. Subject to the clarification of the above, the Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the “Slight” classification – the turn-out requirement is to include the advice that heavy earth-moving machinery (such as a dozer) not be used and that other earth-moving machinery complies with SOP 3.5.13. This is to be reviewed following additional advice from DFES and Department of Defence
17. Mandatory training session be held with CBFCCO, DCBFCCOs all FCOs, brigade leadership teams and Shire plant operators on the revised Bush Fire Manual procedures relating to UXO issues mentioned above – it is recommended that appropriate DFES and Department of Defence staff attend the training session
18. Site specific bushfire response plans be developed for the three properties within the Shire of Northam classified as “Substantial” - the response plans are to detail how bushfires either within the property or that in the immediate vicinity (suggested 500m radius) will be handled (alternately, a site-specific documented risk assessment for the three sites be developed in consultation with DFES and Department of Defence in accordance with the requirements of SOP 3.5.13)
19. UXO issues be included as an ongoing aspect to scenario training, pre-season briefings, and pre-season tours of the Shire

CARRIED 12/1

Clarification was sought regarding the likelihood of all the recommendations being carried out accordingly. The Executive Development Services advised that the expectation would be that if the recommendations are passed by the Bush Fire Advisory Committee and Council, they would be adhered to and executed accordingly.

Clarification was sought regarding fire-fighting capabilities and responsibilities within the army camp. The Community Emergency Services Manager and DFES representative advised that the army camp is situated on Commonwealth land, and as there is a Memorandum of Understanding between the Department of Defence and DFES, only local FCOs (such as a DFES worker) have authority to be Incident Controllers at army camp fire incidents – the Department of Defence does not have authority.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Attachment 1 - DFES SOP 3.5.13



Directive 3.5 – Bushfire
SOP 3.5.13 – Operating Within Registered UXO Sites

[Download Field Guide](#)

Introduction

Unexploded ordnance (UXO) is any type of military ammunition or explosive ordnance which has failed to function as intended. In Australia, UXO contamination is generally the result of military training activities. In the past large numbers of ranges and training areas were approved for military use in many areas of Australia, and there are now many sites which are affected by UXO. Western Australia in particular is heavily contaminated with UXO compared with all other Australian States and Territories.

Although there are no known cases of UXO detonating involuntarily within Western Australia, UXO may be detonated through vibration, mechanical disturbance or exposure to a heat source all of which may occur during firefighting operations. However, most UXO are sub-surface and will not be exposed to direct fire heat and would require substantial impact (metal-to-metal) in order to cause detonation. Any UXO that may be on the surface will generally require intense heat over a long duration in order to achieve detonation.

The procedures below and at Annex A have been developed to guide the IC in the application of bushfire fighting techniques within registered UXO sites.

Note:

- Incident Controllers may vary the guidance herein to enable the application of safe strategies for the purposes of fire control. If the IC varies the interpretation for fire control requirements, this must be done in a risk assessment framework and fully documented.
- If specific UXO sites are identified requiring different actions for firefighting operations then an Urban Bushland Response Plan needs to be developed for the site.

Procedures

1. IC made aware bushfire is in a UXO risk area and the UXO category (as per FESMaps) through SOP 2.1.2 Mobilising.
2. Fire control operations informed by the UXO Category and Annex A. There are site specific considerations for the Two Rocks, Warrbro townsites and Stake Hill area (as per references included in Annex A).
3. **On request of any aerial suppression aircraft, it must be clearly identified as a UXO site in the Flight Hazards column on the request form (ADF 01).**
4. If a suspected UXO is found during fire control operations, firefighters are to carry out the following actions:

Clearly mark the site without disturbing the immediate vicinity.
Withdraw from the area
Notify the Sector Commander/Ops Officer/IC, who is to immediately notify WAPOL through the COMCEN
If possible, maintain a presence near the site until advised to the contrary
IC to implement alternative firefighting strategies that reduce the presence of firefighters within the immediate area.

SOP 3.5.13 – Operating within Registered Unexploded Ordnance Sites				
Version:	Issue Date:	Review Date:	Accountable Position:	
1.5	Mar 18	Nov 19	AC Metropolitan	<i>Uncontrolled When Printed</i>

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

2

BCF 5.5.1A – Firefighting Guidance – Operating within Registered Unexploded Ordnance (UXO) Sites APPENDIX A

LEGEND: DOD – DEPARTMENT OF DEFENCE, LT – LIGHT TANKER, HT – HEAVY TANKER, FEL – FRONT END LOADER, DZ – DOZER, AJR – AERIAL SUPPRESSION

DOD- UXO CATEGORY	DOD- DEFINITION	DOD- WARNING	DSES- INTERPRETATION FOR FIRE CONTROL	APPLIANCE ABLE TO BE USED SAFELY				
				LAND-BASED				
				LT	HT	FEL	DZ	AJR
OTHER	Defence records confirm that the area was used for military training but do not confirm that the site was used for live firing, UXO or explosive ordnance fragments/ components have not been recovered from the site. Defence opinion is that it would be inappropriate to assess as either slight or substantial	Allied Defence forces used many areas throughout Australia, during and after World War II, for encampments, field training, live firing of weapons and other military activities. This property is on such a site; however no specific UXO contaminated site has been identified in the area.	These areas have no constraints to fire control operations. Access is not limited. All types of ground and aerial suppression equipment can be used.	YES	YES	YES	YES	YES

BCF 5.5.1B – Operating within Registered Unexploded Ordnance Sites				
Version	Issue Date	Review Date	Responsible Position	
1.0	Jan 19	Feb 19	AC Metropolitan	Uncontrolled When Printed

3

DOD- UXO CATEGORY	DOD- DEFINITION	DOD- WARNING	DSES- INTERPRETATION FOR FIRE CONTROL	LT	HT	FEL	DZ	AJR
				LAND-BASED				
				LT	HT	FEL	DZ	AJR
SLIGHT	Areas categorised as slight will have a confirmed history of military activities that have resulted in residual UXO but which Defence considers it inappropriate to assess as substantial.	Allied Defence forces used many areas throughout Australia, during and after World War II, for encampments, field training, live firing of weapons and other military activities. This property is on such a site. A possibility exists that dangerous items of Unexploded Ordnance (UXO) may still be found on this site.	Rubber tyred tankers up to and including 4.4 classification (eg. attack light tankers, heavy tankers heavy duties and gang trucks etc) can be used for back burn and mop up on well-travelled tracks and identified on the site specific plan. Aerial suppression tactics can be applied. *1 Rubber tyred earth moving equipment i.e. (FEL) can be used to remove the light surface fuels only on well-established tracks	YES	YES	YES	NO	YES
SUBSTANTIAL – VACANT LAND	Sites categorised as being substantial will have a history of numerous UXO find, or heavy residual fragmentation. Areas likely to be assessed as substantial include: impact areas, demolition sites and areas of heavy explosive ordnance dumping.	Allied Defence forces used many areas throughout Australia, during and after World War II, for encampments, field training, live firing of weapons and other military activities. This property is on such a site. A possibility exists that dangerous items of Unexploded Ordnance (UXO) may still be found on this site.	No access by land based firefighting resources *1 Aerial Fire Suppression may occur if IC in conjunction with air operations determines justified and safe to do so in accordance with 'Suppression Response Criteria' from BCF 5.4.1.1 – Aerial Suppression Response.	NO	NO	NO	NO	NO

BCF 5.5.1B – Operating within Registered Unexploded Ordnance Sites				
Version	Issue Date	Review Date	Responsible Position	
1.0	Jan 19	Feb 19	AC Metropolitan	Uncontrolled When Printed

Bush Fire Advisory Committee Meeting Minutes
8 September 2020

4

DOD - UMO CATEGORY	DOD - DEFINITION	DOD - WARNING	DFES - INTERPRETATION FOR FIRE CONTROL	ET	HT	FEL	OZ	AIR
SUBSTANTIAL - DEVELOPED LAND Site Specific Refer to FES/Maps FWD ROCKS DOWN SITE WARRIRO TOWN SITE STAKE HILL	Sites categorised as being substantial will have a history of numerous UXD finds or heavy residual fragmentation. Areas likely to be accessed or substantial include impact areas, demolition sites and areas of heavy explosive ordnance dumping.	Allied Defence Forces used many areas throughout Australia, during and after World War II, for encampments, field training, live firing of weapons and other military activities. This property is on such a site. A possibility exists that dangerous items of Unexploded Ordnance (UXO) may still be found on this site.	Rubber tyred tankers up to and including 44 classification (first attack, light tankers, heavy tankers, heavy duties and gang trucks etc.) can be used for back burn and mop up on well-travelled tracks and identified on the site specific prevention. Aerial suppression tactics can be applied.	YES	YES	NO	NO	YES

SDP 5.5.10 - Operating within Registered Unexploded Ordnance Sites			
Version	Issue Date	Review Date	Accessible Footnote
1.6	Jan 19	Nov 19	At Metropolitan

Uncontrolled When Printed

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



5

DOCUMENT HISTORY

VERSION	DATE	DESCRIPTION of CHANGE
1.0	Jan 10	New SOP created. New sections created: • (All) Source documents: SDP 66 – Unexploded Ordnance <i>All listed SOP/SAP, now retired.</i>
1.1	Sep 12	Content reviewed for currency – no change
1.2	Jan 14	Update formatting and general review
1.3	Nov 17	Major review of SOP 3.5.13
1.4	Dec 17	Change to appliance classification changed from 3.4 to 4.4 Change to Accountable Position from AC Operations Capability to AC Hazard Planning and Response
1.5	Feb 18	Change to DFES interpretation for fire control tables. Change of Accountable position from AC Hazard Planning and Response to AC Metropolitan
1.6	Jan 19	Inclusion of the following statement in notes section: <ul style="list-style-type: none"> Incident Controllers may vary the guidance herein to enable the application of safe strategies for the purposes of fire control. If the IC varies the interpretation for fire control requirements, this must be done in a risk assessment framework and fully documented.

SOP 3.5.13 – Operating within Registered Unexploded Ordnance Sites				
Version:	Issue Date:	Review Date:	Accountable Position:	
1.5	Mar 18	Nov 19	AC Metropolitan	<i>Uncontrolled when Printed</i>

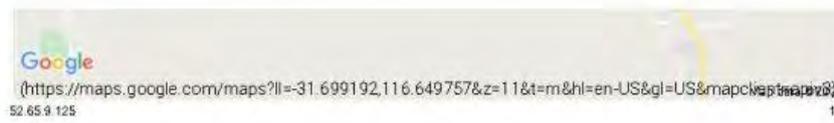
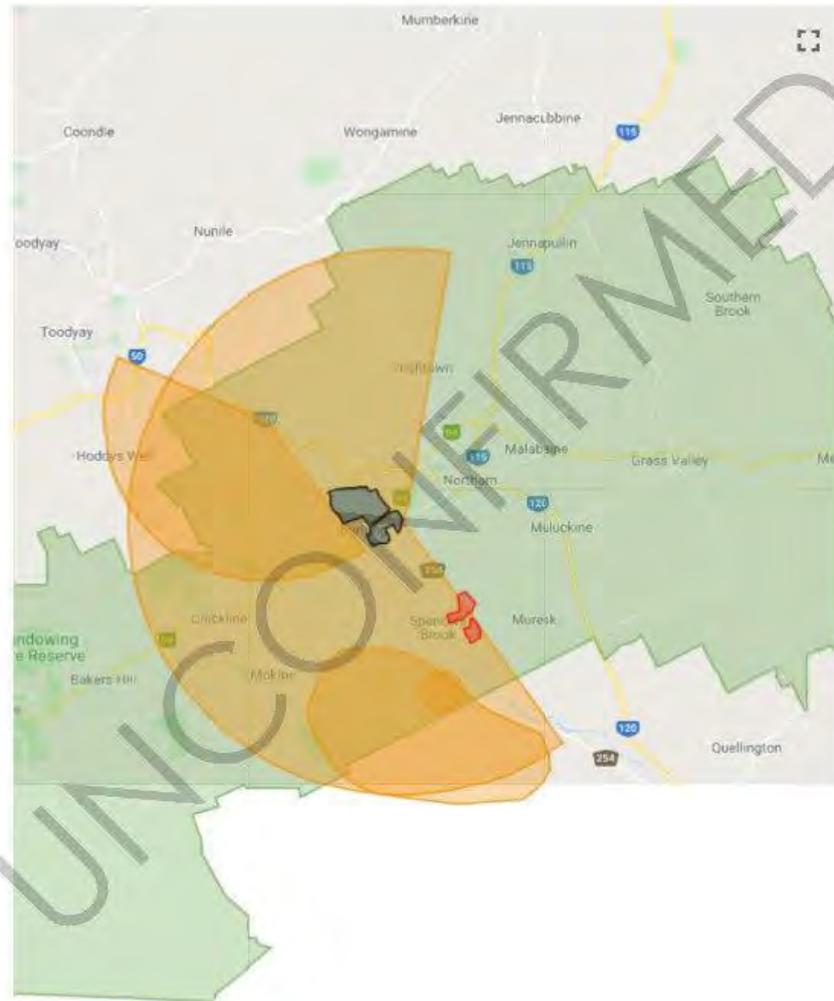
Bush Fire Advisory Committee Meeting Minutes
8 September 2020



Attachment 2 - Extracts of Department of Defence mapping applicable to the Shire of Northam

9/1/2020

UXO Map



Bush Fire Advisory Committee Meeting Minutes
8 September 2020



7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Chris Marris declared a financial interest in 7.1 - BAKERS HILL BFB - MOTION TO ESTABLISH MEMORANDUM OF UNDERSTANDING REGARDING MANAGEMENT OF BUSH FIRE BRIGADES as should all the bush fire brigades within the Shire of Northam come under the control of DFES, the role of CBFCO may no longer exist – Mr Marris is the current CBFCO, and there is an honorarium for the CBFCO position.

7.1 BAKERS HILL BFB - MOTION TO ESTABLISH MEMORANDUM OF UNDERSTANDING REGARDING MANAGEMENT OF BUSH FIRE BRIGADES

A. BACKGROUND

Due to changes occurring within emergency services and the community in general, it is becoming apparent that how the Bush Fire Service is run as a Shire Volunteer Bush Fire Brigade needs to change to future-proof the brigades and community.

Having discrepancies in correct protocols and procedures creates confusion and inconsistencies on the fire ground that have proven to create significant issues in regards to personnel safety.

Having a consistent approach to incident and brigade management with a single set of standard policies and procedures will allow brigades to focus on their primary role of protecting the community.

The issues we have been seeing in the past and into the future could put our community at undue risks.

The time has come for a comprehensive review into the current model that is failing us as volunteers and is eroding morale within brigades and affecting the way in which we serve the community.

In the interest of moving forward and improving the Bush Fire Service interoperability with other emergency services, the Bakers Hill VBFB puts the following motions forward to Council.

B. OFFICER'S COMMENT:

It appears that the option of DFES managing the Shire of Northam Bush Fire Brigades has not been raised formally through BFAC previously. There are a number of issues that would need to be researched by staff and considered as part of any report that Brigades and Council considers relating to this proposal.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



NOTICE OF MOTION

Moved: Kristofer Brown
Seconded: Mathew MacQueen

That Council:

1. Initiates discussions with DFES staff for a Memorandum Of Understanding to be established for DFES to manage the VBFBs with a view of an agreement being in place prior to the 21/22 bush fire season
2. Instructs the CEO to investigate and prepare a report on the different models that would operate under a Memorandum Of Understanding with DFES and provide this report back to brigades for formal discussions prior to the next BFAC for formal direction from Brigades
3. In consultation with DFES investigates the options and time frames for Brigades to convert to DFES-managed VFES Brigades

LOST 1/12

Clarification was sought regarding the procedure to become a DFES-controlled unit. The DFES representative advised that DFES would only take control of a unit if a motion to do so has been approved by the Bush Fire Advisory Committee and Council, instructing the CEO to request the take-over in writing to the DFES Commissioner. The DFES representative advised that several risk assessments and investigations would also be performed to ascertain whether there would be a benefit to the community if such a take-over were to occur.

There was debate around the motion. Kristofer Brown and Mathew MacQueen spoke for the motion. Murray McGregor spoke against the motion. Kristofer Brown used his right of reply to close the debate.

Chris Marris entered the meeting at 6.04pm.

Sam Moss entered the meeting at 6.07pm.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

Bush Fire Advisory Committee Meeting Minutes
8 September 2020



9. GENERAL BUSINESS

RFS Letter

Clarification was sought regarding whether the RFS letter had been sent. The Community Emergency Services Manager advised that an email had been sent, with a follow-up phone call, and the situation would be monitored.

FCO List

Clarification was sought regarding the FCO list for the 2020/21 bush fire season, and whether this list would be updated. The Community Emergency Services Manager advised that the list would be updated and emailed out to the brigades as soon as possible.

Volunteer Advisory Group

Clarification was sought regarding the creation of a Volunteer Advisory Group/open forum, where brigade members who are not part of the Bush Fire Advisory Committee could attend and discuss their opinions on related issues. The Executive Manager Development Services advised that if the brigades thought this was a matter worth pursuing, they should endeavour to submit a notice of motion at the next Bush Fire Advisory Committee meeting.

Station Upgrades

Clarification was sought regarding station upgrades and whether these were progressing. The Executive Manager Development Services advised that staff are currently trying to get information from DFES regarding potential solutions, as through the Local Government Grant Scheme and due to funds being disrupted by the COVID-19 pandemic, station upgrade plans have been stalled.

Bakers Hill Fire Shed Construction

Clarification was sought regarding the construction of the Bakers Hill Fire Shed. The Executive Manager Development Services advised that Council awarded the tender at its August meeting, for construction of a 3-bay shed (third bay does not have a roller door), and that staff are awaiting final costings from Water Corp and Western Power before awarding a contract for the project, which will include both earthworks and construction.

Weather Stations

Clarification was sought regarding the installation of weather stations. The Community Emergency Services Manager advised that the original weather

**Bush Fire Advisory Committee Meeting Minutes
8 September 2020**



station model was requested yesterday, and staff will be installing three weather stations, with a balance of Kestrels.

Radios and Third Party Agreement

Clarification was sought regarding the use of private radios on Channel 43 without signing a third party agreement. The Community Emergency Services Manager advised that if an unauthorised person utilises a private radio on Channel 43, it would constitute a breach of the Telecommunications Act, and this issue would be covered in depth in future meetings with DFES.

10. DATE OF NEXT MEETING

Tuesday 3 November 2020.

11. DECLARATION OF CLOSURE

There being no further business, the Presiding Member Cr Terry Little declared the meeting closed at 6.23pm.

"I certify that the Minutes of the Bush Fire Advisory Committee, held on Tuesday 8 September 2020 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

12. OFFICER REPORTS

12.1 **CEO'S** Office

Cr Little declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as members of the Silver Wings club are known to Cr Little.

Cr Antonio declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as committee members of the Silver Wings club are known to Cr Antonio.

Cr Galloway declared an impartiality interest in 12.1.1 – Fee Waiver Request for Silver Wings as members of the Silver Wings club are known to Cr Galloway.

12.1.1 Fee Waiver Request for Silver Wings

Applicant:	Silver Wings
File Reference:	1.3.4.10
Reporting Officer:	Nadege Vinicombe, Acting Executive Assistant to the CEO
Responsible Officer:	Jason Whiteaker, CEO
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority

BRIEF

To present Silver Wings' fee waiver request to Council for approval.

ATTACHMENTS

Attachment 1: Silver Wings Fee Waiver Request Form
Attachment 2: Fee Waiver Calculations

A. BACKGROUND / DETAILS

Silver Wings is a not-for-profit community organisation that runs activities for senior citizens within the Shire of Northam.

Silver Wings have been utilising the meeting room at Wundowie Hall several hours a week for activities. They have previously paid a discounted rate for the hall hire (\$500 per annum, for 12 hours per week meeting room hire), however this was not an officially recorded agreement and the discount is not included in Shire of Northam's current schedule of fees and charges.

According to the Shire of Northam's schedule of fees and charges, the correct payment from 1 September 2020 until 31 December 2020 should be \$2,376 for the main hall hire (see Attachment 2, Fee Waiver Calculation).

As Silver Wings is a community organisation that does not benefit monetarily from its members and runs activities for senior citizens within the Shire of Northam, The Shire of Northam recommends their fees of \$2,376 be waived for the period from 1 September 2020 to 31 December 2020, and that their fees also be waived in future on an annual basis, requesting that Silver Wings pay only the \$500.00 that is normally spent by the organisation on hall hire – an annual waiving of fees to the value of \$6,448.00.

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
Objective: Provide a range of quality activities for specific demographics, including seniors and youth

Theme Area 2: Community Wellbeing
Outcome 2.2: Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.
Objective: Offer seniors activities that are accessible across the Shire

B.2 Financial / Resource Implications

The Shire would waive \$2,376 in fees for the period between 1 September 2020 and 31 December 2020, and would annually waive fees of \$6,448 each year from 2021 onwards.

B.3 Legislative Compliance

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

B.4 Policy Implications

Council does have a policy C3.4 – Write off/Waive Small Fees or Debts, however it is not deemed applicable in this circumstance due to the quantum being requested and the focus of the policy being on decisions made under delegated authority, which is not the case in this instance.

B.5 Stakeholder Engagement / Consultation

The Manager of Recreation and Youth Services has consulted with Silver Wings to obtain a completed fee waiver request form – provided in Attachment 1.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	May receive negative publicity should Council not support this community group	Unlikely (2) x Insignificant (1) = low (2)	Council support officer recommendation
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The fee waiver request from Silver Wings meets all the eligibility criteria as outlined in our fee waiver policy C 3.4 Write Off / Waive Small Fees or Debts, therefore it is the officer's recommendation that the fee waiver request be approved, and a fee waiver is put in place for future years.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4033

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council:

1. **Approves Silver Wings'** fee waiver request for \$2,376, to hire the Wundowie Hall meeting room for 12 hours per week for the period between 1 September 2020 and 31 December 2020;
2. Determines that an annual fee waiver of \$6,448 (for Silver Wings to hire the hall out for 12 hours per week) will remain in place for future years, unless otherwise determined by resolution of Council.

CARRIED 7/3

Attachment 1 - Silver Wings Fee Waiver Request Form



Applicant	Silver Wings
Is the applicant a not-for-profit and non-government organisation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant a non-resident individual or organisation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please explain how you directly serve or represent the community of the Shire of Northam.	Click here to enter text.
Fees Description	Wundowie Town Hall hire fee
Amount (excluding bond if applicable, note bonds cannot be waived)	\$2,244,00
Date Fee Charged (e.g. booking date)	31/12/2020
Is the request for an activity, event or program with a charitable or community service oriented purpose?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does the request promote the Shire of Northam's mission and objective? Refer to the Shire of Northam Strategic Community Plan.	All activities are community based Provides community based activities for senior residents of Wundowie, Bakers Hill, Clackline and Chidlow. These activities require minimal equipment and create minimal work for SoN employees.
How does the request provide a benefit to the Shire of Northam community?	Activities are not available locally and do not rely upon SoN employees for assistance. By waiving part or all of the fee the reputation of the SoN will be greatly enhanced in the eyes of the smaller local communities listed here in.
Is the request associated with fund raising activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, please explain how the events aims and objectives are targeted primarily at the Shire's community as a whole.	Click here to enter text.
Does the request have a potential for income generation or profit or where an entry fee is being charged (excluding gold coin donation)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Gold coin donations only on occasion

Please refer to Council Policy [C 3.4 Write Off / Waive Small Fees or Debts](#) for more information.

ATTACHMENT 1 Request for Fee Waiver Silver Wings

Attachment 2 – Fee Waiver Calculations

Silver Wings Fee Calculation

Hire Description	Facility	Use (Community/Commercial)	Charge according to schedule of fees and charges (\$12/hour or \$84/day, whichever is the lesser)	Hours booked (per week)	Total hours	Fee required (per week)	Fee required (between 1 September 2020 to 31 December 2020)
Carpet BOWLS/CRAFT	Wundowie Hall - Main Hall	Community	84	9am-5pm	8	84	1512
Trivia Pursuit	Wundowie Hall - Main Hall	Community	12	11am-3pm	4	48	864
						TOTAL CHARGES:	2376

Silver Wings Fee Calculation

Hire Description	Facility	Use (Community/Commercial)	Charge according to schedule of fees and charges (\$12/hour or \$84/day, whichever is the lesser)	Hours booked (per week)	Total hours	Fee required (per week)	Fee required (per year)
Carpet BOWLS/CRAFT	Wundowie Hall - Main Hall	Community	84	9am-5pm	8	84	4452
Trivia Pursuit	Wundowie Hall - Main Hall	Community	12	11am-3pm	4	48	2496
						TOTAL CHARGES:	6948

Total Fees usually paid per year
\$500.00

Fees to be waived
\$6,448.00

12.1.2 Council-Owned Buildings – Leased

File Reference:	1.1.9.16
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:	Yes

BRIEF

For Council to review the delegation provided to the Chief Executive Officer making a determination on various requests for lease waivers, in light of the COVID-19 pandemic.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Council delegated authority to the Chief Executive Officer in May 2020 to:

- Assess all future applications for lease payment support coming from lessees of the Shire of Northam in accordance with the Commercial Tenancies (COVID-19 Response) Act 2020
- In accordance with the above assessment, 'waive' or 'defer' 100% of lease payments for the period 1 April 2020 to 31 July 2020, where financial hardship is demonstrated resulting from the Covid-19 pandemic

The Chief Executive Officer has not exercised this delegated authority since the Council resolution and in line with the decision of Council to request a review in August 2020, this matter is being presented to Council.

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.

Objectives: Open, accountable and effective decision making

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Review of various Shire of Northam leases indicates that they fall under the Commercial Tenancies Act. The *Commercial Tenancies (COVID-19 Response) Act 2020*, applies to small commercial leases during the emergency period.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Requests for waiving of lease costs were previously received from the following organisations:

- Windward Adventures Pty Ltd
- Northam Family Practice (Jupiter Health)
- Riversedge Café

These matters were all dealt with by Full Council.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council decision making process results in undue stress to applicant due to time taken for decision	Likely (4) x Minor (2)= Moderate (8)	Officers to present item to Council as soon as practicable, limiting timeframes
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

At the time of making the delegation to the Chief Executive Officer, the consideration was that additional requests may be received because of the COVID-19 Pandemic. The motivation for the delegation at the time was to ensure Council was positioned to provide timely outcomes for leaseholders who were impacted by COVID-19, however this has not eventuated.

Council has two options:

- Recommended Option: Remove the delegation
- Option Two: Resolve to retain the delegation.

Recommended Option – Remove the delegation. This recommendation is being proposed simply to return the decision making to the status quo pre-COVID-19.

Option two – Council could determine that the delegation remains appropriate preferring the CEO to deal with any future requests. In this instance Council could resolve as follows:

That Council:

1. Retains Delegation #F07, requiring the Chief Executive Officer to:
 - Assess all future applications for lease payment support coming from lessees of the Shire of Northam in accordance with the *Commercial Tenancies (COVID-19 Response) Act 2020*;
 - In accordance with the above assessment, 'waive' or 'defer' 100% of lease payments for the period 1 April 2020 to 31 July 2020, where financial hardship is demonstrated resulting from the COVID-19 pandemic.
2. Reviews the delegation as part of the 'normal' 2021 delegation review process

RECOMMENDATION

Minute No: C.4034

Moved: Cr Pollard

Seconded: Cr Williams

That Council removes delegation #F07 – Assessment of Requests for Deferred Lease Payments.

CARRIED 10/0

12.2 ENGINEERING SERVICES

Cr Antonio declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as some of the tenderers are known to Cr Antonio.

Cr Pollard declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as some of the tenderers are known to Cr Pollard.

Cr Tinetti declared an impartiality interest in 12.2.1 – RFT 6 of 20 Cleaning of Public Toilets & Outlying Areas as one of the unsuccessful tenderers is known to Cr Tinetti.

12.2.1 RFT 6 of 20 Cleaning of Public Toilets & Outlying areas

Address:	Various
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	2.4.2.4
Reporting Officer:	Shane Moorhead Building Maintenance & Project Supervisor
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	None
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider tenders received in response to the Request for Tender 6 of 20 – Cleaning of Public Toilets. This report provides details of the tenders received and a recommended tenderer.

ATTACHMENTS

Attachment 1: Tender Evaluation report (Provided as a separate confidential attachment)

A. BACKGROUND / DETAILS

The below outlying area buildings and public toilets were being serviced by 3 different contractors - it was decided that it would be more efficient and cost

effective to manage under one contractor. Subsequently, Tender 6 of 2020 was advertised for the cleaning of the following facilities:

- Wundowie public toilets
- Wundowie Town Hall toilets
- Bakers Hill Hooper Park public toilets
- Bakers Hill Pavilion toilets
- Clackline Lions Park public toilets
- Northam Cemetery toilets x 2
- Southern Brook Hall public toilets
- Grass Valley Hall public toilet
- Quellington Hall public toilet
- Bernard Park public toilets
- Apex Park public toilets

A full report on the procurement process and tender evaluation is provided in the separate confidential Attachment 1.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Infrastructure and service delivery
Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre
Objective: Implement robust asset management plans which promote efficient, safe and quality infrastructure.

B.2 Financial / Resource Implications

The cost for cleaning each of the facilities is included within the annual Shire of Northam Budget. The proposed contract with the successful tenderer will be for an initial period of 3 years with an option to extend the contract for another 2 years.

The cost of cleaning these facilities will be \$92,869 per year based on the nominated tenderer's price.

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Paying too much for cleaning services	Likely (4) x Medium (3) = High (12)	Conduct a public tender
Health & Safety	If buildings are not regularly cleaned/sanitised, there is the chance of making people sick.	Almost certain (5) x Medium (3) = High (15)	Have a regular cleaning schedule in place in accordance with best cleaning practices
Reputation	Shire buildings and public amenities not cleaned, community and visitors not satisfied	Likely (4) x Medium (3) = High (12)	Have a regular cleaning schedule maintained in accordance with best cleaning practices.
Service Interruption	Shire buildings and amenities may not be able to open to the public or operate if not cleaned appropriately	Possible (3) x Medium (3) = Moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Compliance	-	-	-
Property	Shire buildings and amenities may deteriorate due to not maintaining an appropriate cleaning schedule in place	Possible (3) x Medium (3) = Moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Environment	-	-	-

C. OFFICER'S COMMENT

In response to the advertised tender, ten submissions were received, of which six were compliant:

- B.L Steer – Non Compliant
- Bellrock Cleaning Services Pty Ltd
- Brigade Facilities Management Pty Ltd
- Charles Service Company
- Mr Naturally Clean – Non Compliant
- Office Cleaning Experts trading as OCE Corporate
- Oxtar Services - Non Compliant
- **SLAV'S Cleaning Service** - Non Compliant
- Storm International Pty Ltd
- AMS International Solutions PTY LTD T/A Vital Services Group

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4035

Moved: Cr Pollard

Seconded: Cr Della

That Council:

1. Awards Tender No.6 of 2020 for the Cleaning of Public Toilets to Charles Service Company including the following terms and conditions:
 - a An initial term of three years;
 - b Inclusion of an option to extend the contract for a further two year period subject to satisfactory performance (as determined by the Chief Executive Officer);
 - c Initial price of \$92,869 per annum;
 - d Annual price escalations of Perth CPI; and
 - e Any other terms and conditions deemed appropriate by the Chief Executive Officer
2. Authorises the CEO to execute the contract with Charles Service Company.

CARRIED 10/0

Cr Antonio declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as some of the tenderers are known to Cr Antonio.

Cr Pollard declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as some of the tenderers are known to Cr Pollard.

Cr Tinetti declared an impartiality interest in 12.2.2 – RFT 7 of 20 Cleaning of Northam Town Site Public Buildings as one of the unsuccessful tenderers is known to Cr Tinetti.

12.2.2 RFT 7 of 20 Cleaning of Northam Town Site Public Buildings

Address:	Various
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	2.4.2.4
Reporting Officer:	Shane Moorhead Building Maintenance & Project Supervisor
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	None
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider tenders received in response to the Request for Tender 7 of 20 – Cleaning of Northam Town Site Public Buildings. This report provides details of the tenders received and a recommended tenderer.

ATTACHMENTS

Attachment 1: Tender Evaluation report (Provided as a separate confidential attachment).

A. BACKGROUND / DETAILS

The contract with the current cleaning of several facilities within the Shire of Northam is due to expire at the end of October. Subsequently, Tender 7 of 2020 was advertised for the cleaning of the following facilities:

- Shire Admin Building
- Northam Library
- Northam Depot Admin Building
- RSL Memorial Hall
- Northam Visitors Centre

A full report on the procurement process and tender evaluation is provided in the separate confidential Attachment 1.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:	Infrastructure and service delivery
Outcome 5.3:	To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre
Objective:	Implement robust asset management plans which promote efficient, safe and quality infrastructure.

B.2 Financial / Resource Implications

The cost for cleaning each of the facilities is included within the annual Shire of Northam Budget. The proposed contract with the successful tenderer will be for an initial period of 3 years with an option to extend the contract for another 2 years.

The cost for the cleaning of these buildings is \$94,848 per year based on **the nominated tenderer's price.**

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

B.5 Stakeholder Engagement / Consultation

Not applicable.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Paying too much for cleaning services	Likely (4) x Medium (3) = High (12)	Conduct a public tender
Health & Safety	If buildings are not regularly cleaned/sanitised, there is the chance of making people sick.	Almost Certain (5) x Medium (3) = High (15)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Reputation	Shire buildings not cleaned, community and visitors not satisfied	Likely (4) x Medium (3) = High (12)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Service Interruption	Shire buildings may not be able to open to the public or operate if not cleaned appropriately	Possible (3) x Medium (3) = Moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Compliance	-	-	-
Property	Shire buildings may deteriorate due to not maintaining an appropriate cleaning schedule in place	Possible (3) x Medium (3) = Moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Environment	-	-	-

C. OFFICER'S COMMENT

As a new tender was being planned, some buildings that were not part of the original tender have been added – these had been done on short term RFQ's to align with the ending of this contract. These buildings are:

- Create 298
- Bilya Koort Boodja
- Northam Aquatic Centre Ablutions
- Northam Town & Lesser Hall
- Bert Hawke Pavilion

In response to the advertised tender, 13 submissions were received, of which 10 were compliant:

- B.L Steer - Non Compliant
- Bellrock Cleaning Services Pty Ltd
- Brigade Facilities Management Pty Ltd
- Charles Service Company
- DMC CLEANING CORPORATION PTY LTD ATF PANICH FAMILY TRUST T/A DMC CLEANING
- Mr Naturally Clean - Non Compliant
- Office Cleaning Experts trading as OCE Corporate
- Oxter Services - Non Compliant
- Principal Asset Services Pty Ltd
- Sharman Property Service PTY LTD
- SLAV'S Cleaning Service
- Storm International Pty Ltd
- AMS International Solutions PTY LTD T/A Vital Services Group

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4036

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council:

1. Awards Tender No.7 of 2020 for the Cleaning of Northam Town Site Public Buildings to DMC Cleaning Corporation including the following terms and conditions:
 - a. An initial term of three years;
 - b. Inclusion of an option to extend the contract for a further two year period subject to satisfactory performance (as determined by the Chief Executive Officer);
 - c. Initial value of \$94,848 per annum;
 - d. Annual price escalations of Perth CPI; and
 - e. Any other terms and conditions deemed appropriate by the Chief Executive Officer
2. Authorises the Chief Executive Officer to execute the contract with DMC Cleaning Corporation.

CARRIED 10/0

12.3 DEVELOPMENT SERVICES

12.3.1 Proposed Amendments to Development Approval – 61 Old York Road, Northam

Address:	Lot 700 (61) Old York Road, Northam
Owner:	Old York Road Ltd
Applicant:	Shane Denney Design
File Reference:	A13136 / P18108.2
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

An application has been submitted to amend the development approval (ref: P18108) granted by Council at its Ordinary Meeting held on 15 May 2019 (Minute C.3666) to construct an office and warehouse building, install a portable amenities building and a dome shelter at 61 Old York Road, Northam to be used in conjunction with the approved use of the site as a construction yard for modular buildings.

In accordance with Council's Delegated Authority No. P.03.8, this amendment application is presented to Council for determination.

ATTACHMENTS

Attachment 1: Proposed Amended Plans

Attachment 2: DA approval (original)

A. BACKGROUND / DETAILS

Background

The subject property is zoned Light and Service Industry under the provisions of the Shire of Northam Local Planning Scheme No. 6. The following is a summary of approvals relating to the use of the subject land for Industry – Light purposes:

28/02/18 P17117 approved (land use: construction yard for modular buildings)

15/05/19	P18108 approved (construction of office/warehouse and dome shelter)
16/10/19	P19064 approved (construction of 2 nd warehouse and dome store)
05/03/20	P18108.1 amendment approved (minor increase in floor areas)
19/06/20	2 nd crossover approval granted
22/06/20	WAPC issued deposited plan for amalgamation (now Lot 700)
26/06/20	WA Health granted ATU approval (on-site effluent disposal)
26/08/20	P18108.2 amendment received (further increasing in floor areas)

The development approval (P18108) has been commenced by the Applicant and to date includes: demolition of the large brick and iron shed; filling and levelling of the site; and fencing of the site.

Details

The application for amendment is to revise the warehouse/office building identified on the site plan as Warehouse 1 and the Dome Shelter as follows:

- Increase in floor area of the warehouse from 1,411m² to 1,469m² and increase the floor area of the office area to 806m²;
- Revise the elevations from double storey to single storey for the office component; and
- To reduce the length of the dome shelter from 70.025m to 61.350m.

This amendment proposes to vary the floor areas from those originally approved by Council as follows:

- Office: 332m² to 806m² (59% and a 47% increase from P18108.1);
- Warehouse: 844m² to 1,469m² (43% and a 33% increase from P18108.1);
- Dome Shelter: 1,872m² to 1,913m² (3% and a 14% decrease from P18108.1);
- Dome Store: not proposed in original application.

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.

B.2 Financial / Resource Implications

There are no financial or resource implications associated with the amendment of the development approval.

B.3 Legislative Compliance

The application has been assessed for compliance with the relevant provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS6), the Deemed Provisions, and relevant local planning policies.

In the assessment of the original application, two (2) variations to LPS6 were proposed relating to the building height and setbacks. The proposed amendments and the amalgamation of the lots will result in the **development being fully compliant**. Refer to the Officer's Comments for an assessment of the amendments.

B.4 Policy Implications

There are no policy implications associated with the amendment of the development approval.

B.5 Stakeholder Engagement / Consultation

No submissions were received in response to the advertising of the original application. The amendments are considered minor and do not substantially change the approved development, and therefore, the applications to amend the development approval did not require advertising.

The original application was also referred to the Department of Water and Environmental Regulation for comments regarding flooding impacts as part of the original assessment where they recommended a minimum habitable finished floor level of 149.700 AHD. The FFL indicated on the plans complies with this requirement.

The Application has been re-referred to DWER as part of this process due to the new building footprint extending into the 1 in 100 year flood level. No comments had been received at the time of writing this Report and it is not anticipated that their previous advice will change. Any comments received from DWER will be forwarded to the Applicant.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with DA conditions.	Minor (2) x Unlikely(2) = Low (4)	Proactively monitor compliance with conditions.
Property	Non-compliance with DA conditions.	Minor (2) x Unlikely(2) = Low (4)	Proactively monitor compliance with conditions.
Environment	Non-compliance with DA & WA Health conditions.	Insignificant (1) x Unlikely(2) = Low (2)	Proactively monitor compliance with conditions.

C. OFFICER'S COMMENT

The assessment of the original development proposal identified three (3) main issues that were the subject of the report:

1. Variation of the maximum permitted height of the building;
2. Construction over multiple lot boundaries prior to amalgamation of the property; and
3. Variation of the maximum permitted height of the monolith sign.

The amendments proposed will result in an overall compliant development proposal (noting that the amendments do not alter the proposed signage) as follows:

- The overall height of the building will be reduced to 9.346m, which is now compliant with clause 4.10 of LPS6;
- The design of the office and warehouse is more compatible with the development in the locality;
- The bulk and scale of the building when viewed from Old York Road will be significantly reduced as a result of the office component being single storey;
- The setback of the office/warehouse building is sufficient that the additional length will not impact the neighbouring premises; and
- The size of the dome shelter will be reduced from that originally approved.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4037

Moved: Cr Ryan

Seconded: Cr Della

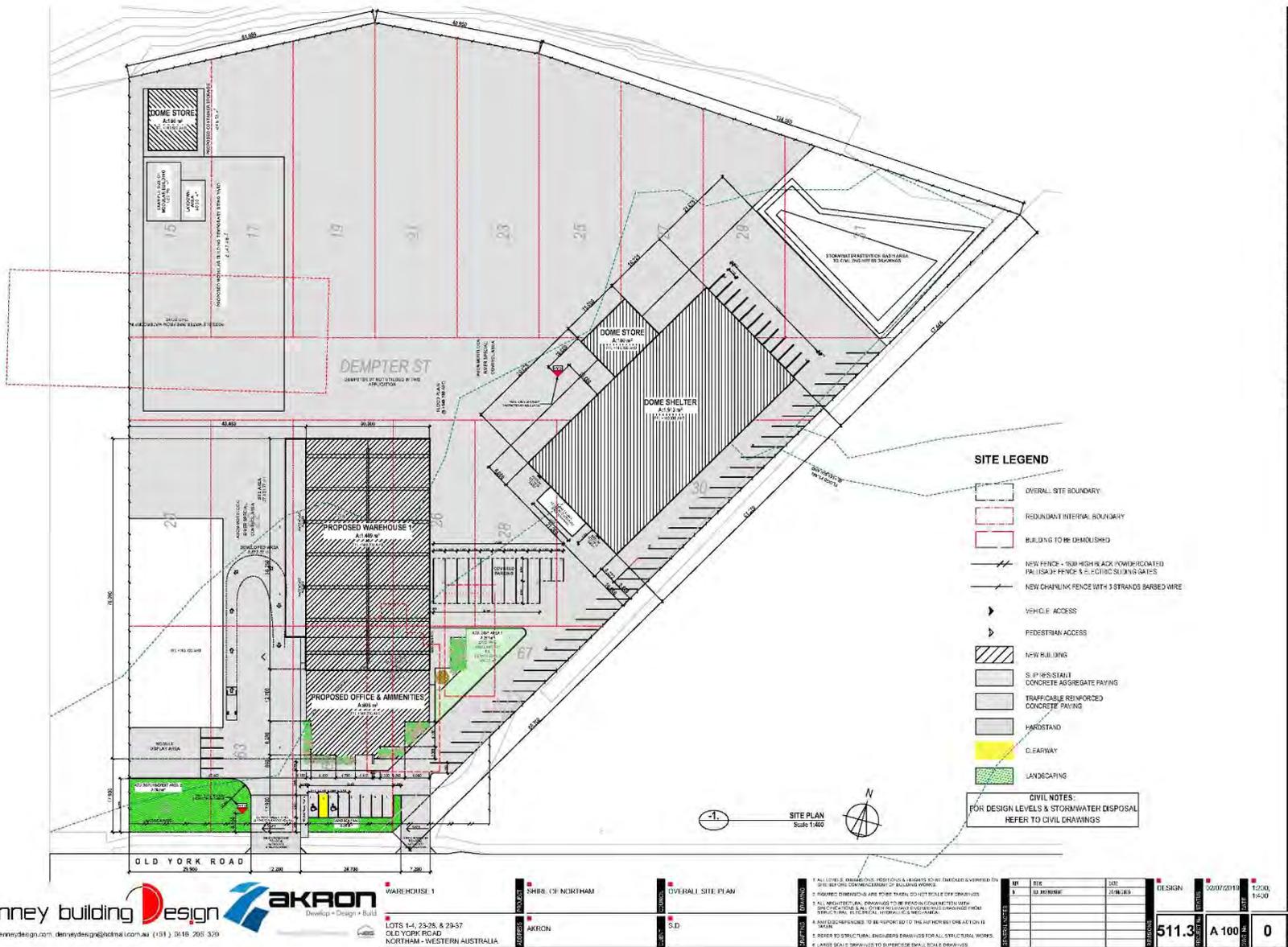
That Council resolves to:

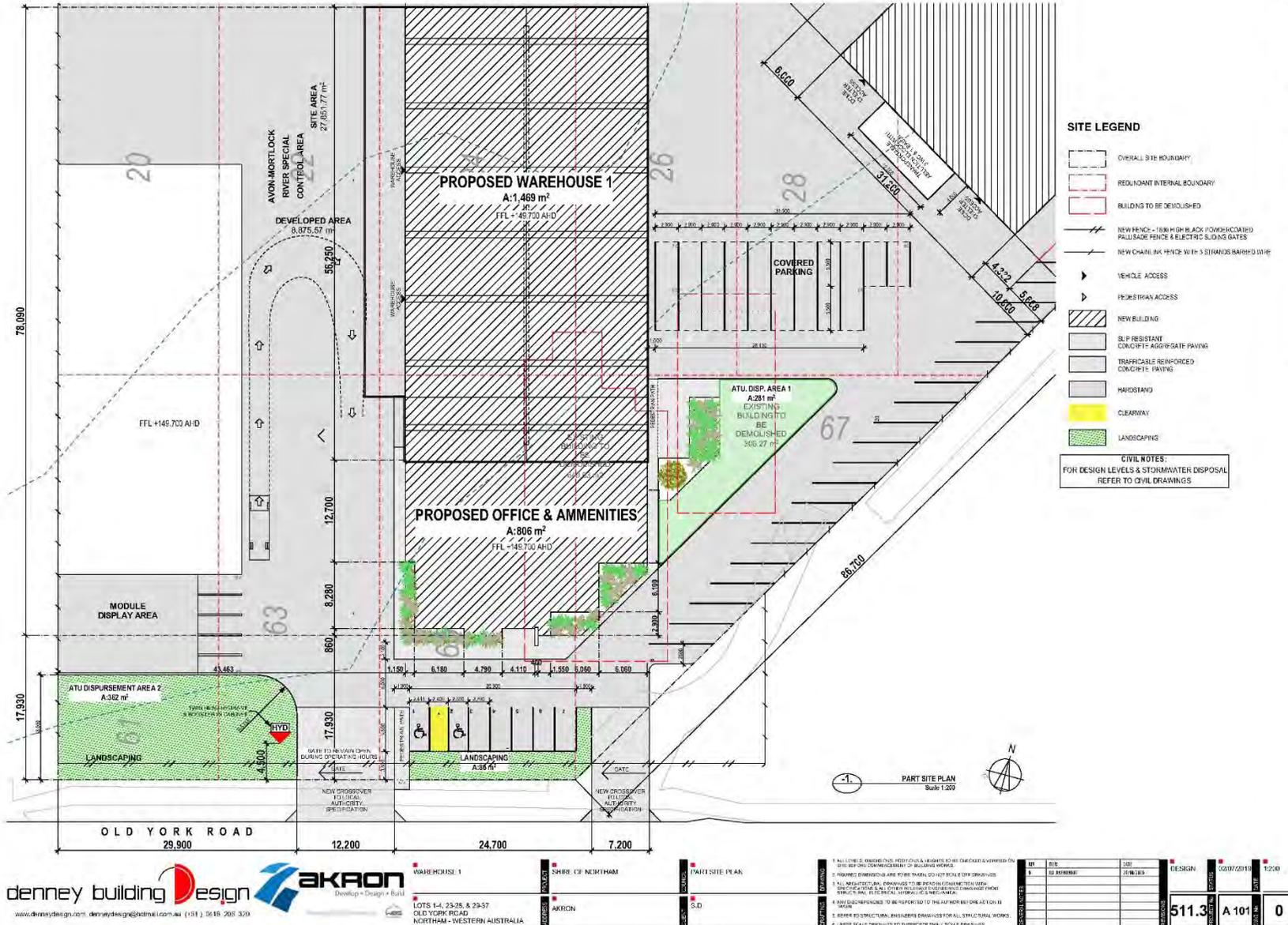
1. Accept that the development application reference P18108.2 as detailed on the development application form dated 26 August 2020 is appropriate for consideration in accordance with regulation 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015*
2. Approve the development application reference P18108.2 as detailed on the development application form dated 26 August 2020 and accompanying plans:
 - Overall Site Plan: A100 (Rev. 0) dated 24/08/20;
 - Part Site Plan: A101 (Rev. 0) dated 24/08/20;
 - Part Site Plan: A102 (Rev. 0) dated 24/08/20;
 - Site Plan – Fire Coverage: A103 (Rev. 0) dated 24/08/20;
 - Site Plan – ATU Dispersement: A104 (Rev. 0) dated 24/08/20;
 - Part Floor Plan – Warehouse: A201 (Rev. 0) dated 24/08/20;
 - Part Floor Plan – Office: A200 (Rev. 0) dated 24/08/20;
 - Mezzanine: A202 (Rev. 0) dated 24/08/20;
 - Roof Plan: A203 (Rev. 0) dated 24/08/20;
 - Elevations: A300 (Rev. 0) dated 24/08/20;
 - Elevations: A301 (Rev. 0) dated 24/08/20;

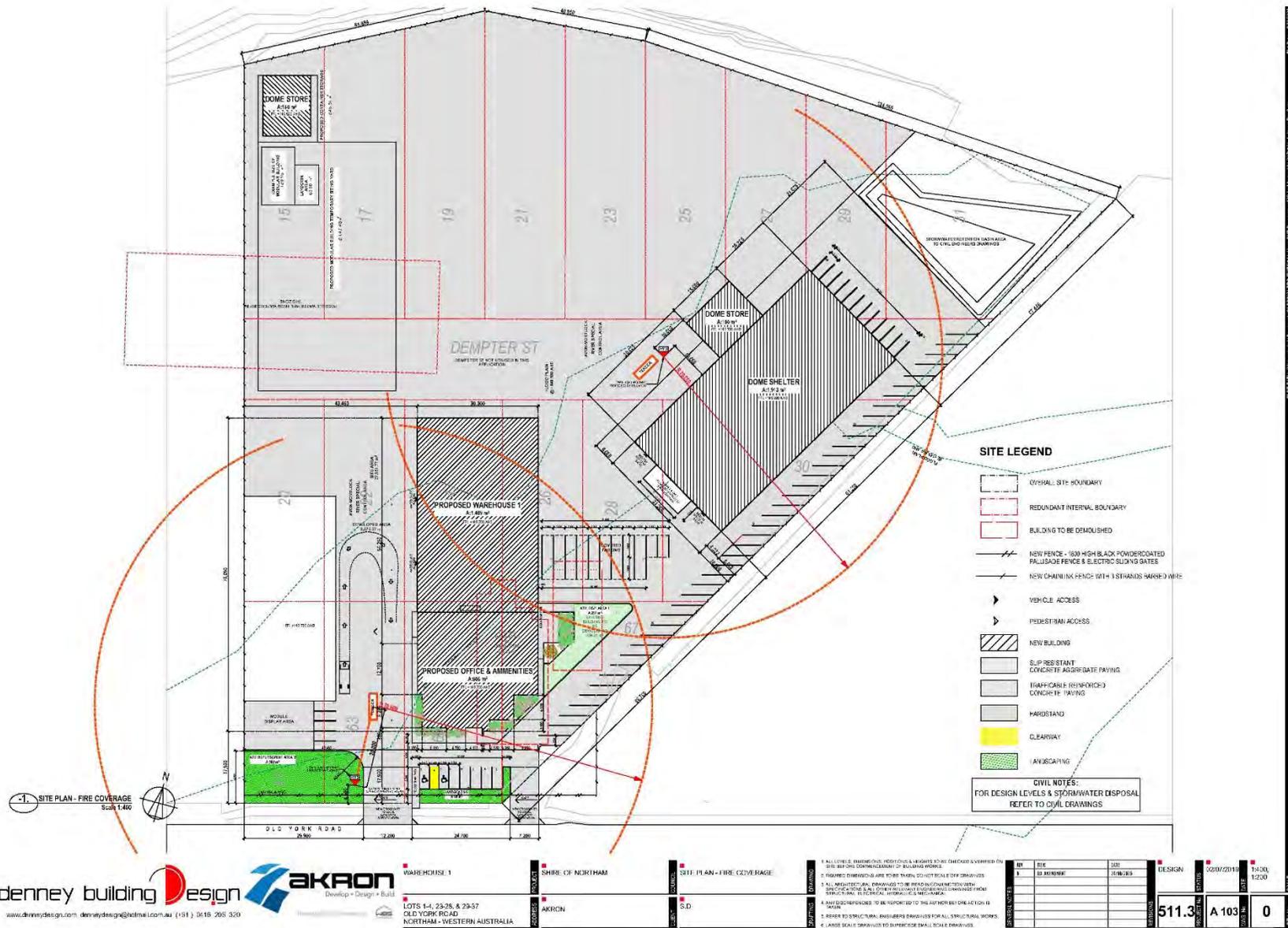
in accordance with clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Northam Local Planning Scheme No. 6, for the proposed minor amendments of the approved office and warehouse building, a portable amenities building and dome shelter at Lot 700 (61) Old York Road, Northam.

All other conditions and requirements detailed on the previous approvals dated 15 May 2019 and 5 March 2020 shall remain unless altered by this application.

CARRIED 10/0

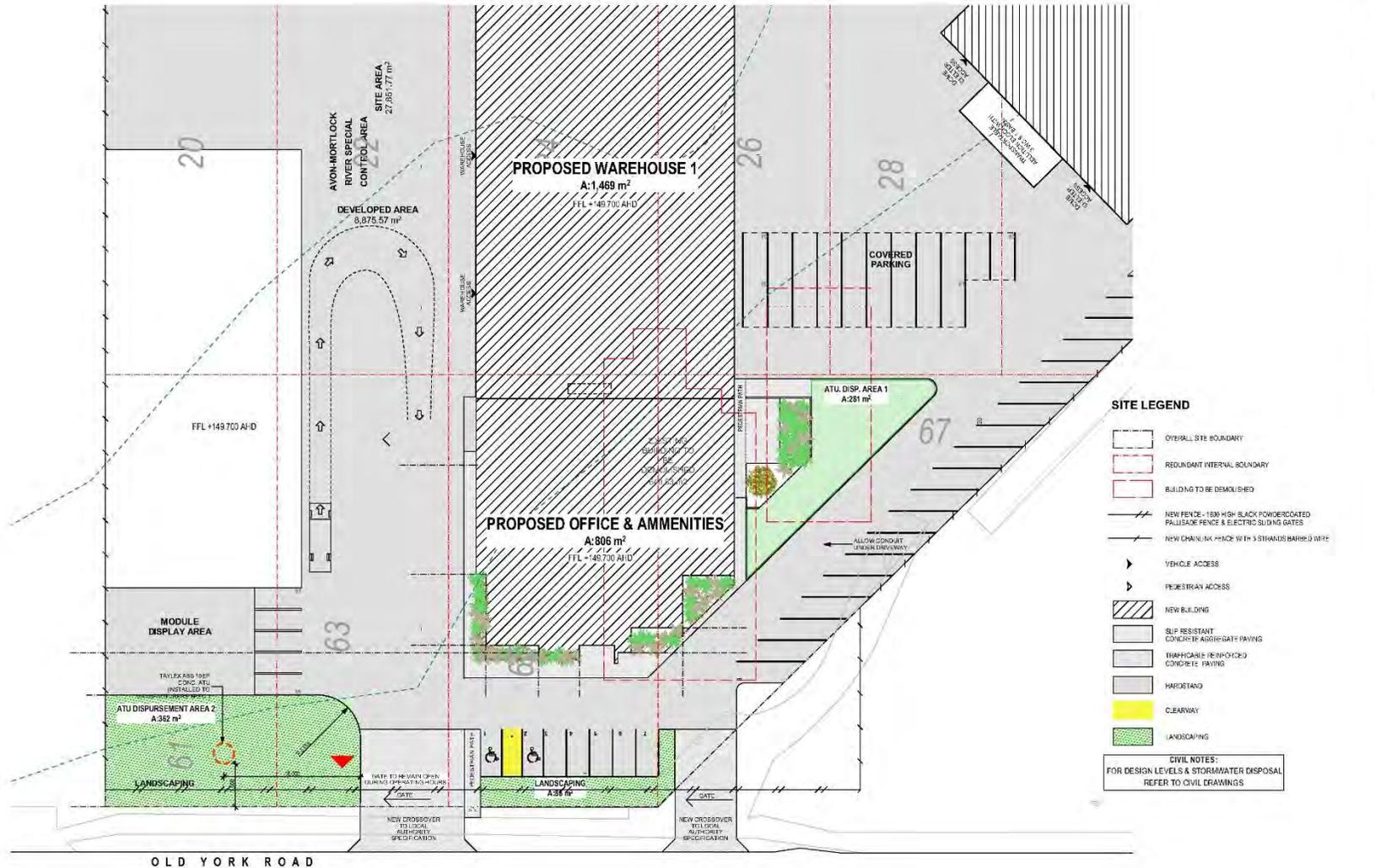






denney building Design
www.denneydesign.com.au denneydesign@denneydesign.com.au (+61) 818 205 320

AKRON
Develop • Design • Build



SITE LEGEND

- Overall site boundary
- Redundant internal boundary
- Building to be demolished
- New fence - 1.8m high black powdercoated pallisade fence & electric sliding gates
- New chain link fence with 3 strands barbed wire
- Vehicle access
- Pedestrian access
- New building
- Slip resistant concrete aggregate paving
- Unpavable reinforced concrete paving
- Hardstand
- Clearway
- Landscaping

CIVIL NOTES:
FOR DESIGN LEVELS & STORMWATER DISPOSAL REFER TO CIVIL DRAWINGS

1 SITE PLAN - ATU DISPURSEMENT Scale 1:200

denney building Design

AKRON Develop • Design • Build

WAREHOUSE 1

SHIRE OF NORTHAM

SITE PLAN - ATU DISPURSEMENT

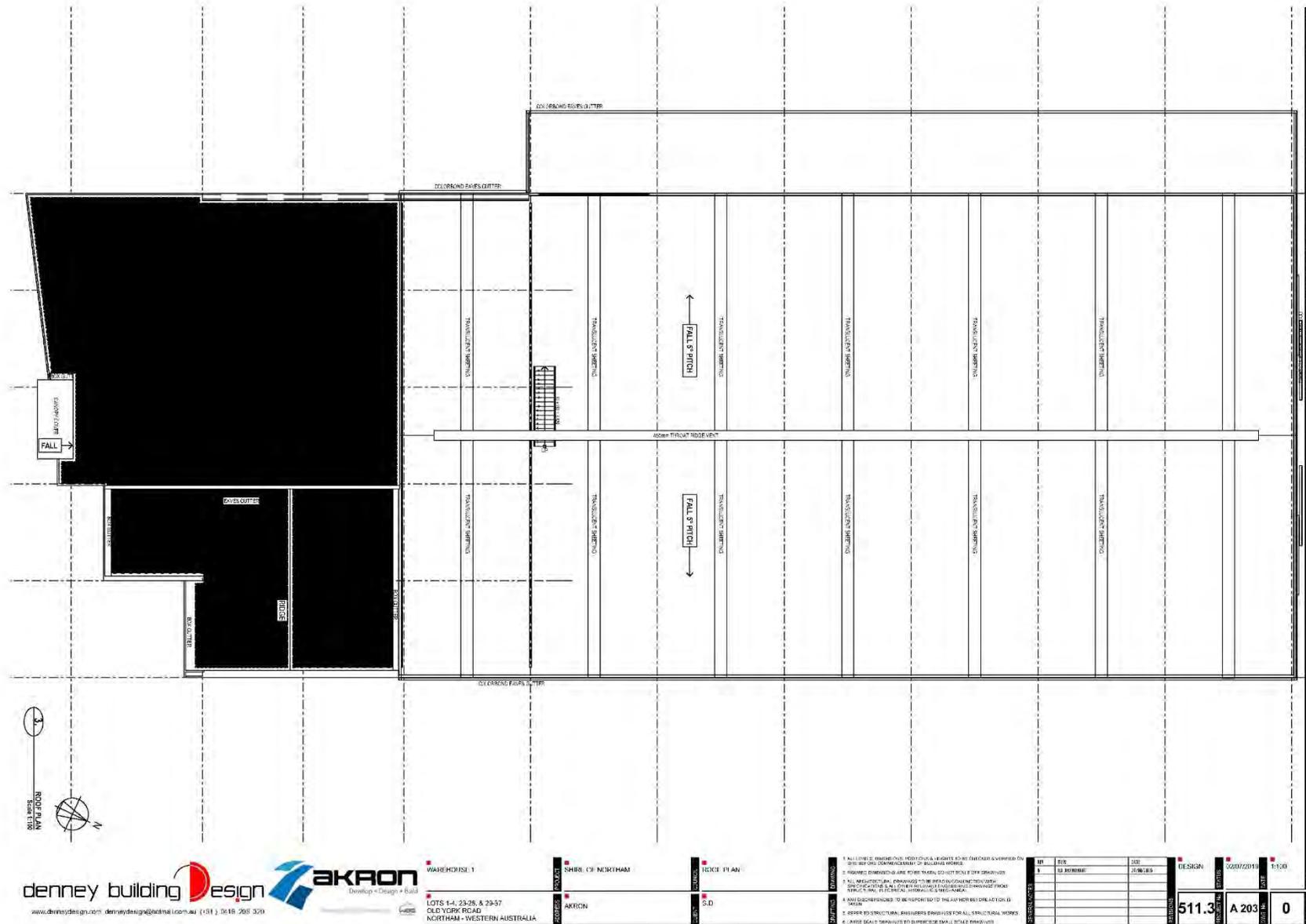
AKRON

LOTS 1-4, 23-26, & 29-37
OLD YORK ROAD
NORTHAM - WESTERN AUSTRALIA

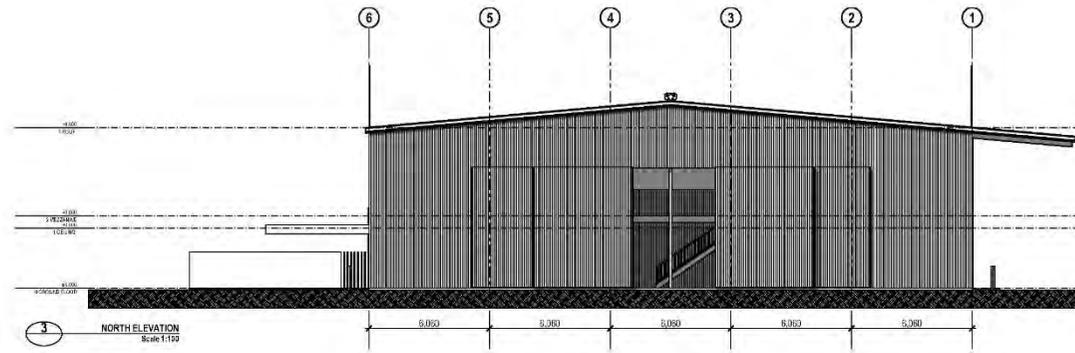
511.3 A 104 0

1 ALL WORKS, EXCEPTING THE CIVIL AND WATER TO BE CHECKED & VERIFIED BY THE BUILDING CONTRACTOR OR QUALIFIED PERSON.
2 FINISHED DIMENSIONS ARE TO BE TAKEN TO THE FACE UNLESS OTHERWISE SPECIFIED.
3 ALL DIMENSIONS ARE TO BE TAKEN TO THE CENTRELINE UNLESS OTHERWISE SPECIFIED.
4 ALL DIMENSIONS TO BE REPORTED TO THE AUTHOR FOR INFORMATION IS SHOWN.
5 REFER TO STRUCTURAL ENGINEER DRAWINGS FOR ALL STRUCTURAL WORKS.
6 LARGE SCALE DRAWINGS TO SUPERSEDE SMALL SCALE DRAWINGS.

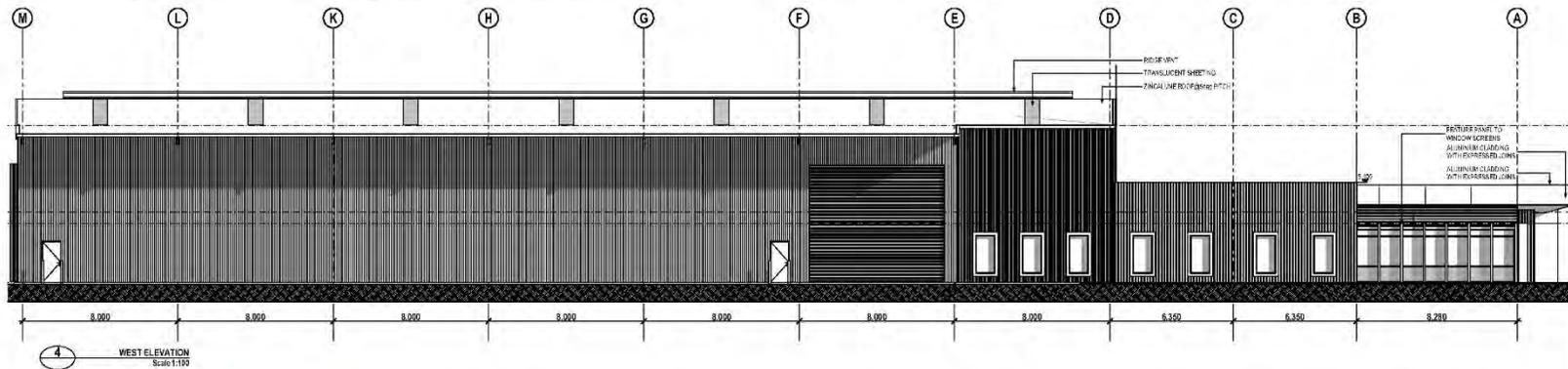
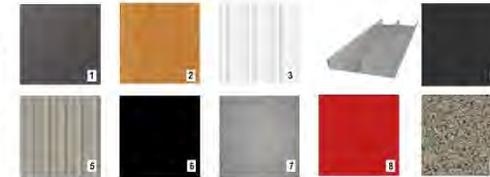
NO.	REV.	DATE	DESCRIPTION
1	1	26/09/2020	ISSUED FOR DESIGN







FINISHES SCHEDULE			
KEY	MATERIAL	COLOUR	APPLICATION
1	ALUMINIUM	METALIC GREY	MON. SPEC.
2	ALUMINIUM	CEDAR CEDAR LOOK	VERTICAL GRAIN
3	TRIMMER	C/B - SURFMIST	VERTICAL
4	STANDING SEAM	C/B - MONUMENT	VERTICAL
5	SPANDEK	C/B - DUNE	HORIZONTAL
6	DULUX	MAT BLACK	POWDER COATED
7	CONCRETE	NATURAL	N/A
8	STEEL TUBE	MATT RED	PAINTED
9	CONCRETE	WASHED AGGREGATE	N/A



denney building design
www.denneydesign.com denneydesign@hotmail.com.au (+61) 9410 205 323

AKRON
Leading • Design • Build

WAREHOUSE 1
LOTS 1-4, 23-25, & 29-37
OLD YORK ROAD
NORTHAM - WESTERN AUSTRALIA

SHIRE OF NORTHAM
AKRON

ELEVATIONS
S.D.

1. ALL DESIGN DIMENSIONS AND FINISHES TO BE CHECKED & VERIFIED ON SITE.
2. ALL DESIGN DIMENSIONS ARE TO BE TAKEN AND NOTED BY AN APPROVED SURVEYOR.
3. ALL DESIGN DIMENSIONS TO BE TAKEN AND NOTED BY AN APPROVED SURVEYOR.
4. ALL DIMENSIONS TO BE REPORTED TO THE AUTHOR BY PROXIMITY TO THE SITE.
5. REFER TO STRUCTURAL DRAWINGS DIMENSIONS FOR ALL STRUCTURAL WORKS.
6. LARGE SCALE DIMENSIONS TO SUPERSEDE SMALL SCALE DIMENSIONS.

REV	DATE	BY	CHKD	APP'D
1	27/09/20			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				

511.3 A 301 0

Attachment 2 – DA approval (original)



Hubble Design
C2/190 SCARBOROUGH BEACH ROAD
MOUNT HAWTHORN WA 6016

Our Ref : A13136 / P18108 / OPA7257
Enquiries : Jacky Jurmann

Dear Vincent

**RE: PROPOSED OFFICE & WAREHOUSE
61 OLD YORK ROAD NORTHAM WA 6401**

Thank you for your application lodged on behalf of the landowner, Old York Road Pty Ltd, regarding the above proposal.

I wish to advise that your application for the construction of an office, warehouse, amenities and dome shelter at the above property has been approved by Council at its Ordinary Meeting held on 15 May 2019. This approval is subject to the conditions contained on the attached Notice of Determination and approved plans (attached).

Pursuant to Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an affected person (the applicant or the owner of the land) may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the *Planning and Development Act 2005* Part 14.

You are also reminded that **this approval does not constitute a Building Permit**. In order to begin construction and on-site works, you are required to lodge and have issued a Building Permit, addressing any conditions of this Development Approval relevant to the permit.

The landowner has been informed of this decision.

Should you have any further queries regarding this matter please contact Jacky Jurmann on or via email mgrplanning@northam.wa.gov.au.

Yours sincerely



JACKY JURMANN
MANAGER PLANNING SERVICES

21 May 2019

Encl: Notice of Determination A&N 42 826 617 380
Approved Plans Fitzgerald Street - PO Box 613, Northam WA 6401
T (08) 9622 6100 F (08) 9622 1910
E records@northam.wa.gov.au W www.northam.wa.gov.au



Planning and Development Act 2005 (as amended)

SHIRE OF NORTHAM

**NOTICE OF DETERMINATION ON APPLICATION FOR
DEVELOPMENT APPROVAL**

Address: 61 Old York Road, Northam			
Lots:	1-4, 23-37 28155	Plan/Diagram:	P000603 P041890
Vol. No.:	1087 1252	Folio No.:	444 540
Application date:	29 November 2018	Received on:	3 December 2018

Description of proposed development:

Proposed Office, Warehouse, Amenities and Dome Shelter as depicted on the following plans –

- Location Scheme, Drawing No. A00-01(J), dated 21/3/2019;
- Site Plan Full, Drawing No. A01-00(G), dated 21/3/2019;
- Site Plan Part 1, Drawing No. A01-01(K), dated 21/3/2019;
- Site Plan Part 2, Drawing No. A01-02(I), dated 21/3/2019;
- Site Plan Part 3, Drawing No. A01-03(I), dated 21/3/2019;
- Site Plan Part 4, Drawing No. A01-04(I), dated 21/3/2019;
- Landscape & Circulation Part 1, Drawing No. A01-05(H), dated 21/3/2019;
- Landscape & Circulation Part 2, Drawing No. A01-06(H), dated 21/3/2019;
- Landscape & Circulation Part 3, Drawing No. A01-07(H), dated 21/3/2019;
- Landscape & Circulation Part 4, Drawing No. A01-08(H), dated 21/3/2019;
- Ground Floor Plan, Drawing No. A02-01(I), dated 20/2/2019;
- First Floor Plan, Drawing No. A02-02(D), dated 23/1/2019;
- Ground Floor Plan (Dome), Drawing No. A02-03(E), dated 31/1/2019;
- Elevation 01 & 02, Drawing No. A03-01(G), dated 31/1/2019;
- Elevation 03 & 04, Drawing No. A03-02(F), dated 31/1/2019;
- Dome Shelter Elevations, Drawing No. A03-03(E), dated 31/1/2019

The application for development approval is:

- Approved subject to the following conditions –

Conditions:

General

1. The development hereby permitted shall substantially commence within two (2) years from the date of determination.

Conditions to be met prior to the commencement of development

2. Prior to the commencement of any development, a detailed drainage design shall be submitted to the local government for approval, prescribing a functional drainage system, including detailed engineering drawings, and necessary technical information to demonstrate functionality of the design.
3. Prior to commencement of development, a detailed Landscaping Plan, including details of screening of outdoor storage areas, shall be submitted and approved to the satisfaction of the local government.

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A13136 Application No.: P18108
--	---

4. Prior to commencement of development, a detailed signage plan shall be submitted to the local government for approval that includes a modified height of the monolith sign being no greater than 8 metres from natural ground level.

Conditions to be met prior to occupation of development

5. Prior to the occupation of the development, Lots 23 – 37 on P603 and Lot 28155 on P41890 Old York Road are to be amalgamated into one Certificate of Title.
6. Prior to the occupation, the development shall be connected to an approval effluent disposal system.
7. Prior to the occupation of the development, the landscaping and irrigation of the development site shall be installed in accordance with the approved landscape plan.
8. Prior to the occupation of the development, the proposed hardstand area is to be paved, sealed and drained to the satisfaction of the local government.
9. Prior to occupation of the development, vehicle parking, manoeuvring and circulation areas shall be designed, constructed, sealed, drained, line-marked and kerbed in accordance with:
 - (i) The approved plan(s);
 - (ii) Australian/New Zealand Standard AS/NZS 2890.1:2004, Parking facilities, Part 1: Off-street car parking;
 - (iii) Australian/New Zealand Standard AS/NZS 2890.6:2009, Parking facilities, Part 6: Off-street parking for people with disabilities;
 - (iv) Australian Standard AS 1428.1-2009, Design for access and mobility, Part 1: General Requirements for access – New building work (by providing a link to the main entrance of the development by a continuous accessible path of travel)
 - (v) Council's engineering requirements and design guidelines.

Conditions requiring ongoing compliance

10. The drainage system is to be maintained to the satisfaction of the local government for the duration of the development.
11. The car parking is to be maintained to the satisfaction of the local government for the duration of the development.
12. The landscaping is to be maintained to the satisfaction of the local government for the duration of the development.

Date of Determination: 15 May 2019

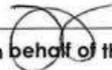
ADVICE NOTES:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A13136 Application No.: P18108
--	---

- Note 4: An approval for an effluent disposal system cannot be granted where waste crosses property boundaries. Until such a time the property is amalgamated, both Health and Building approvals cannot be granted.
- Note 5: The Stormwater Management Plan shall be developed in accordance with the advice of the Department of Water and Environmental Regulation (Stormwater Management Manual for Western Australia (DWER 2004-7 & Water Quality Protection Note 52 – Stormwater Management At Industrial Sites (DWER 2010).
- Note 6: A Building Permit and/or Demolition Permit from the local government must be obtained prior to the commencement of any work. In this regard, your attention is drawn to the requirements of the Building Code of Australia and the Building Act 2011.
- Note 7: Your attention is drawn to the requirements for access to buildings for people with disabilities in accordance with the Building Code of Australia and AS1428.1.

Date: 21 May 2019

Signed 
For and on behalf of the Shire of Northam

NO.	DRAWING NAME	NO.	REV	ISSUED
COVER				
	SURVEY PLAN		A	<input checked="" type="checkbox"/>
PLANS				
	FIRST FLOOR PLAN	A02-02	D	<input checked="" type="checkbox"/>
ELEVATIONS				
	DOME SHELTER ELEVATIONS	A03-03	E	<input checked="" type="checkbox"/>
	GROUND FLOOR PLAN (DOME)	A02-03	E	<input checked="" type="checkbox"/>
	ELEVATION 03 & 04	A03-02	F	<input checked="" type="checkbox"/>
SITE PLANS AND DETAILS				
	SITE PLAN FULL	A01-00	G	<input checked="" type="checkbox"/>
	ELEVATION 01 & 02	A03-01	G	<input checked="" type="checkbox"/>
	LANDSCAPE & CIRCULATION PART 4	A01-08	H	<input checked="" type="checkbox"/>
	LANDSCAPE & CIRCULATION PART 3	A01-07	H	<input checked="" type="checkbox"/>
	LANDSCAPE & CIRCULATION PART 2	A01-06	H	<input checked="" type="checkbox"/>
	LANDSCAPE & CIRCULATION PART 1	A01-05	H	<input checked="" type="checkbox"/>
	GROUND FLOOR PLAN	A02-01	I	<input checked="" type="checkbox"/>
	SITE PLAN PART 4	A01-04	I	<input checked="" type="checkbox"/>
	SITE PLAN PART 3	A01-03	I	<input checked="" type="checkbox"/>
	SITE PLAN PART 2	A01-02	I	<input checked="" type="checkbox"/>
	LOCATION SCHEME	A00-01	J	<input checked="" type="checkbox"/>
	SITE PLAN PART 1	A01-01	K	<input checked="" type="checkbox"/>



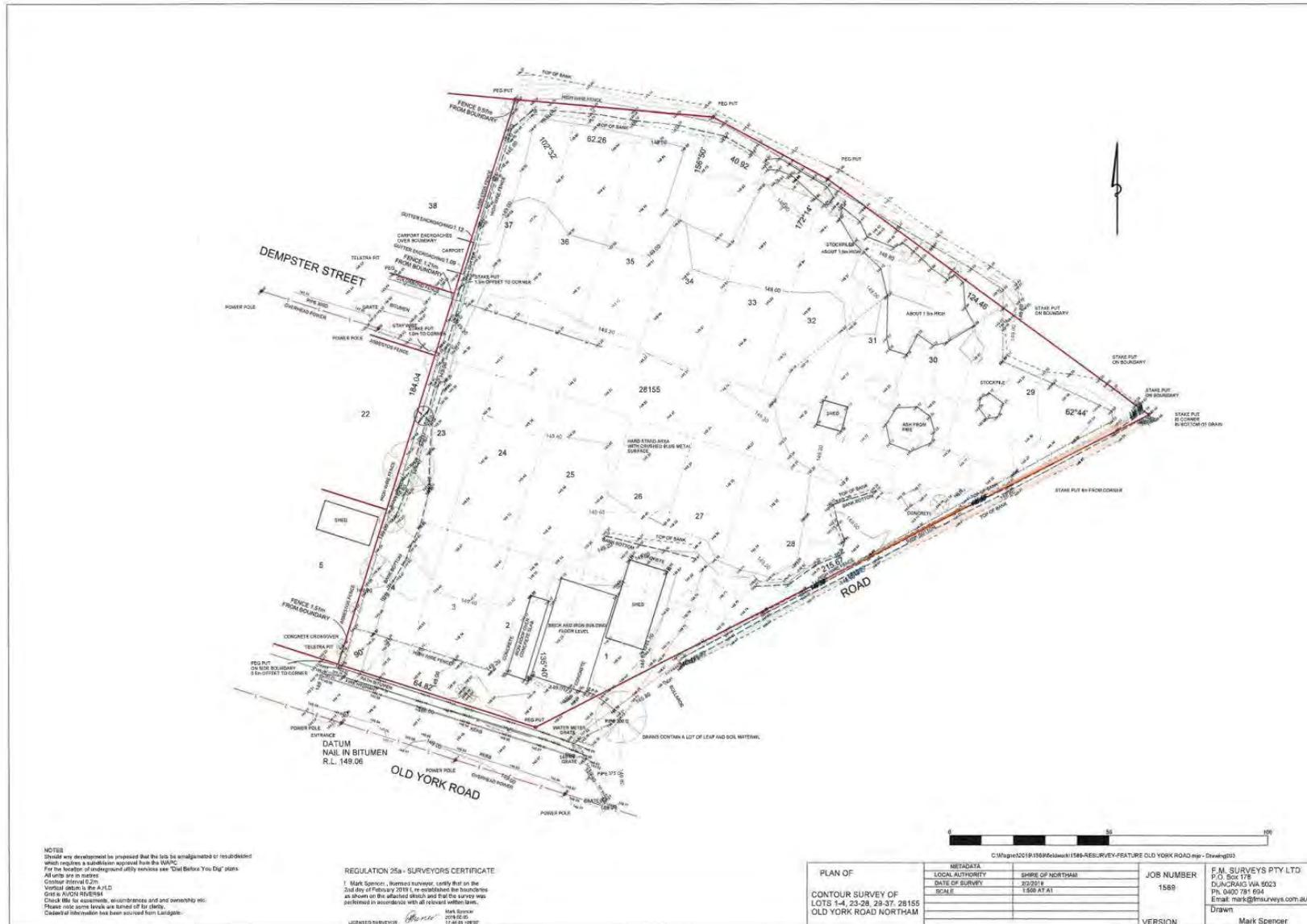
LOCAL GOVERNMENT: SHIRE OF NORTHAM

 SITE LOCATION

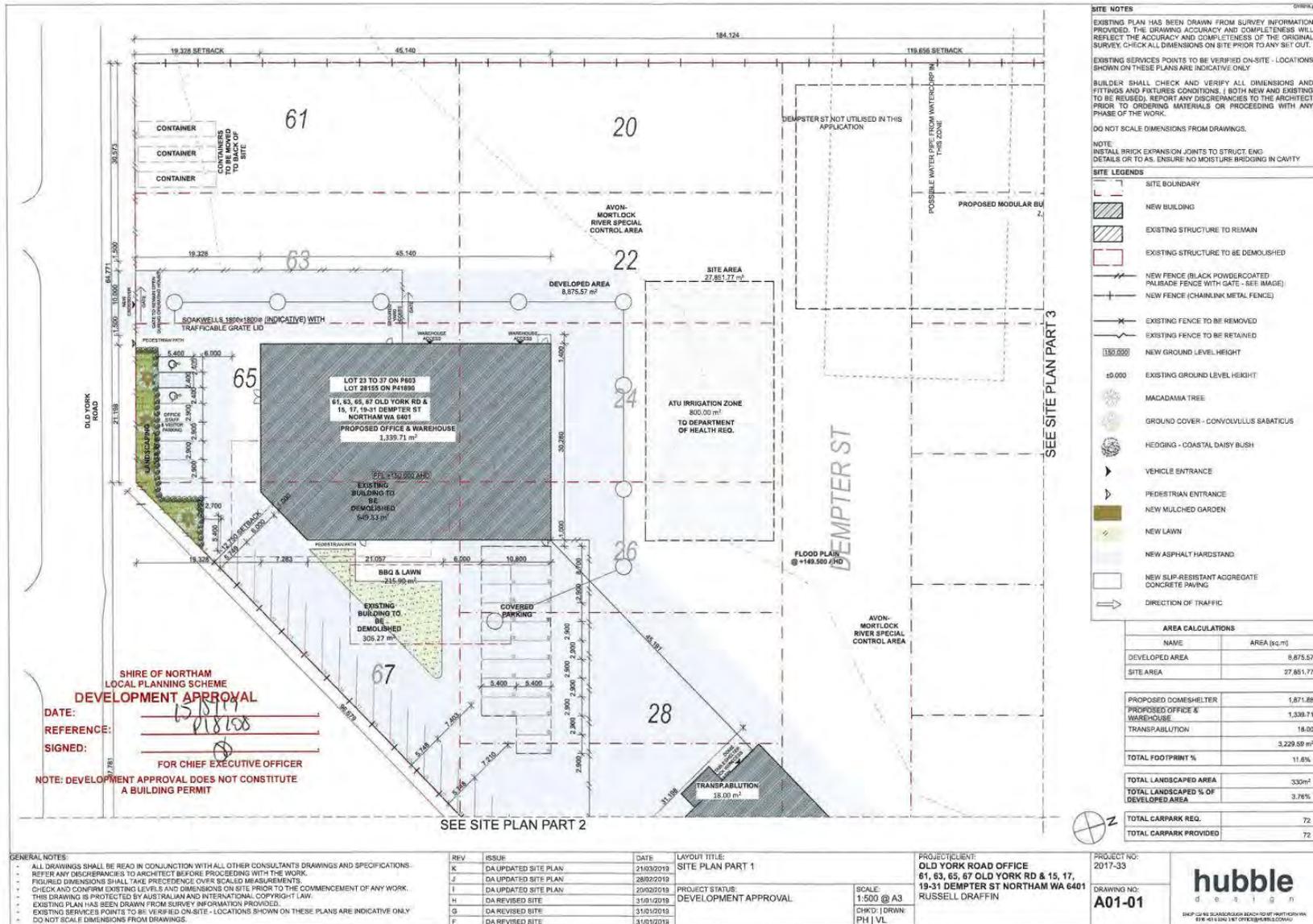
SHIRE OF NORTHAM
LOCAL PLANNING SCHEME
DEVELOPMENT APPROVAL
DATE: 15/5/19
REFERENCE: P18/08
SIGNED: [Signature]
FOR CHIEF EXECUTIVE OFFICER
NOTE: DEVELOPMENT APPROVAL DOES NOT CONSTITUTE
A BUILDING PERMIT

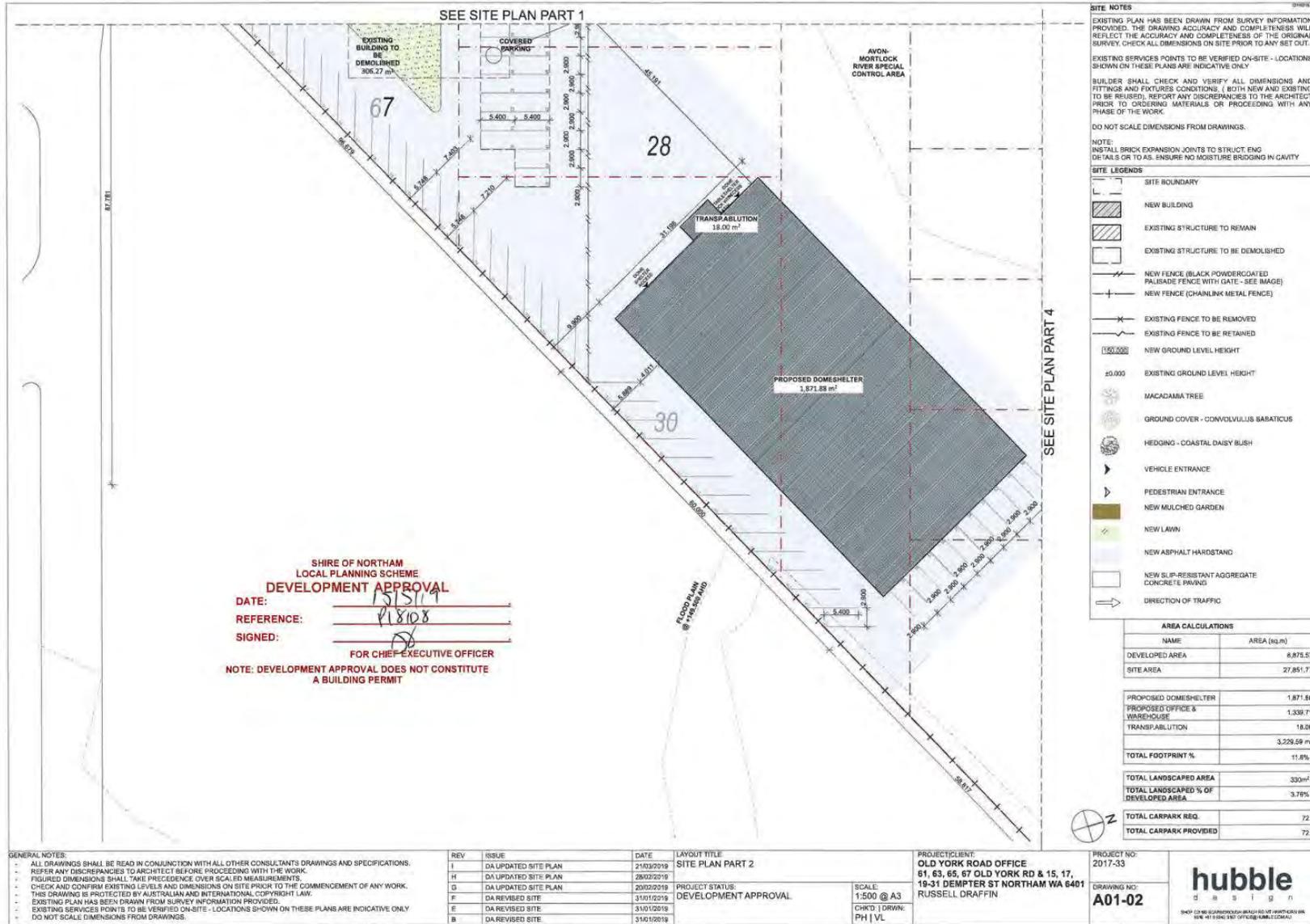
GENERAL NOTES:
- ALL DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANT'S DRAWINGS AND SPECIFICATIONS.
- REFER ANY DISCREPANCIES TO ARCHITECT BEFORE PROCEEDING WITH THE WORK.
- REQUIRED DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED MEASUREMENTS.
- CHECK AND CONFIRM EXISTING LEVELS AND DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY WORK.
- THIS DRAWING IS PROTECTED BY AUSTRALIAN AND INTERNATIONAL COPYRIGHT LAW.
- EXISTING PLAN HAS BEEN DRAWN FROM SURVEY INFORMATION PROVIDED.
- EXISTING SERVICES POINTS TO BE VERIFIED ON-SITE - LOCATIONS SHOWN ON THESE PLANS ARE INDICATIVE ONLY
- DO NOT SCALE DIMENSIONS FROM DRAWINGS.

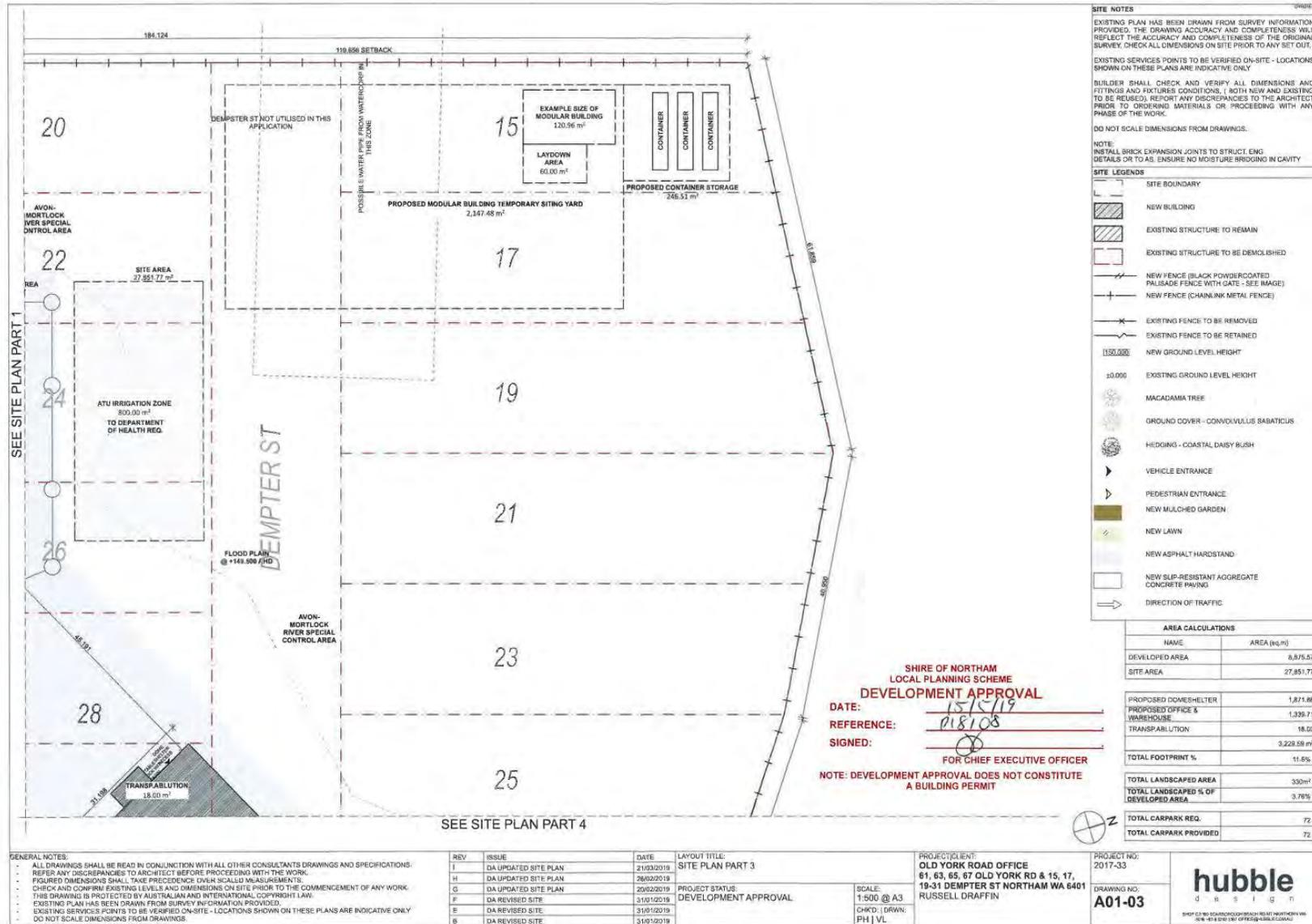
REV	ISSUE	DATE	LAYOUT TITLE:	PROJECT CLIENT:	PROJECT NO:	DRAWING NO: A00-01	 <small>SHOP 10 800 552 482 624 634 635 636 637 638 639 640 WA 800 48 4 636 787 011@hubble.com.au</small>
J	DA UPDATED SITE PLAN	21/03/2019	LOCATION SCHEME	OLD YORK ROAD OFFICE 61, 63, 65, 67 OLD YORK RD & 15, 17, 19-31 DEMPTER ST NORTHAM WA 6401 RUSSELL DRAFFIN	2017-33		
I	DA UPDATED SITE PLAN	28/02/2019	PROJECT STATUS: DEVELOPMENT APPROVAL	SCALE: N.T.S. @ A3 CHKD / DRWN: PH / VL			
H	DA UPDATED SITE PLAN	20/02/2019					
G	DA REVISED SITE	31/01/2019					
F	DA REVISED SITE	31/01/2019					
E	DA REVISED SITE	31/01/2019					



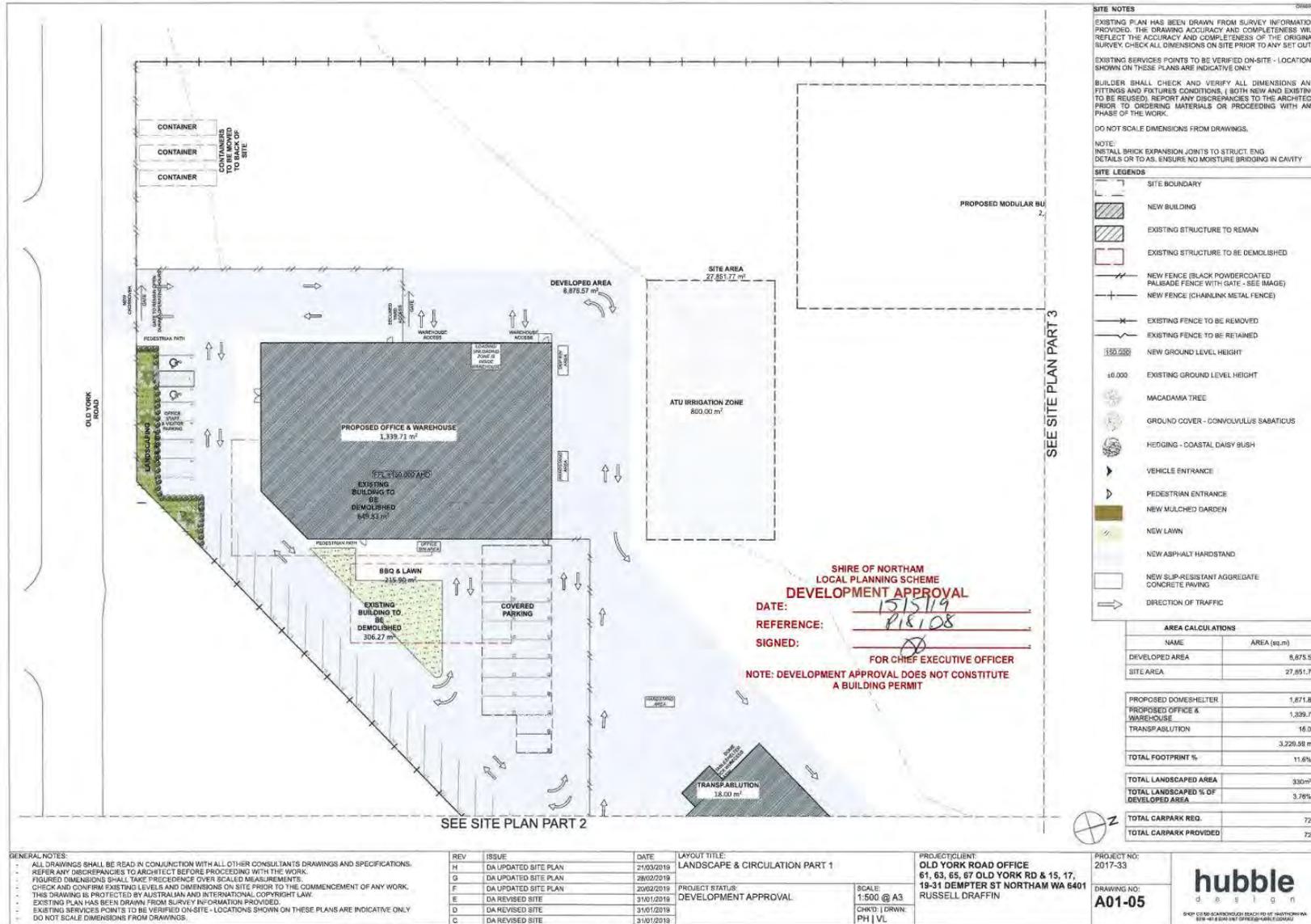


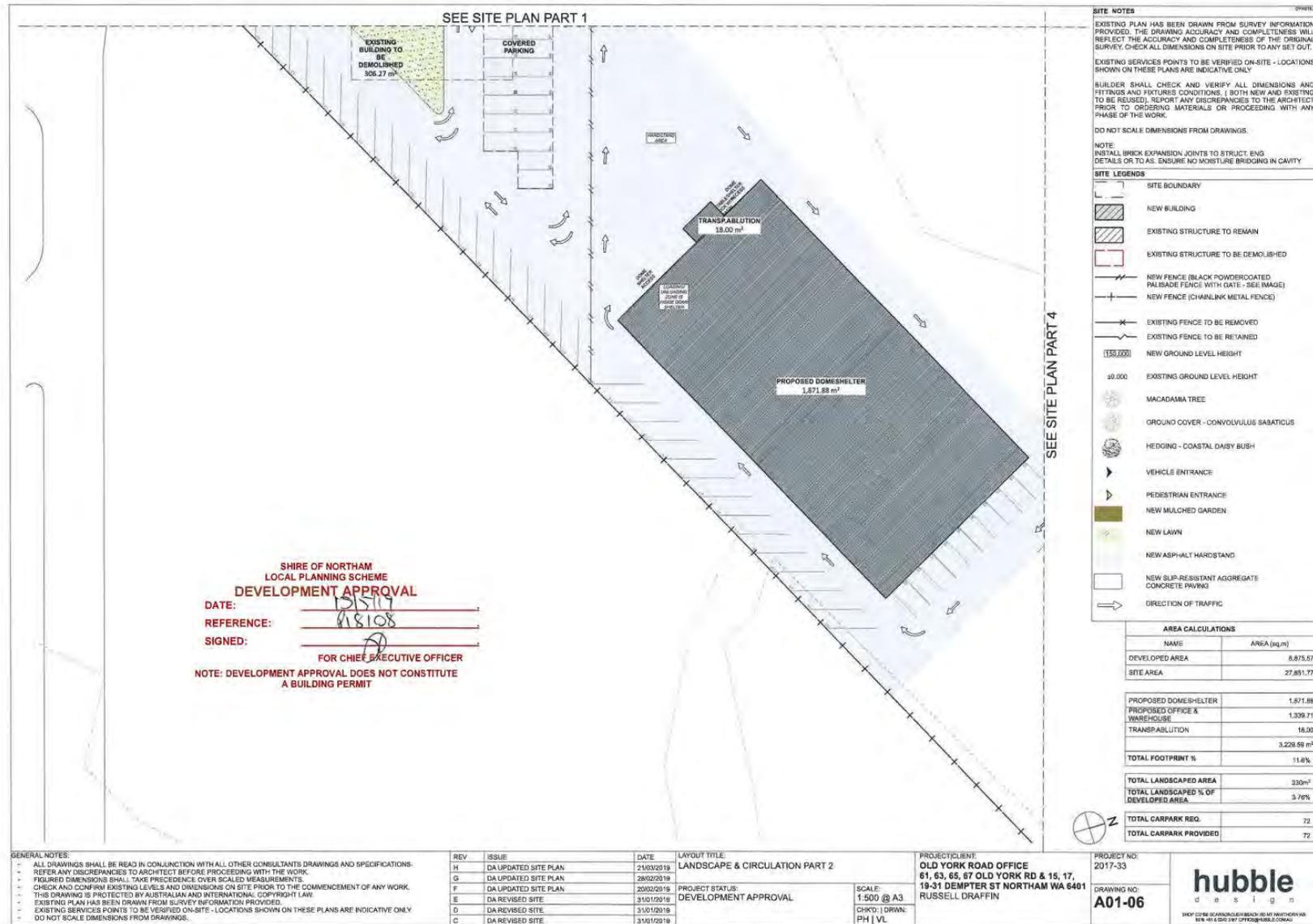


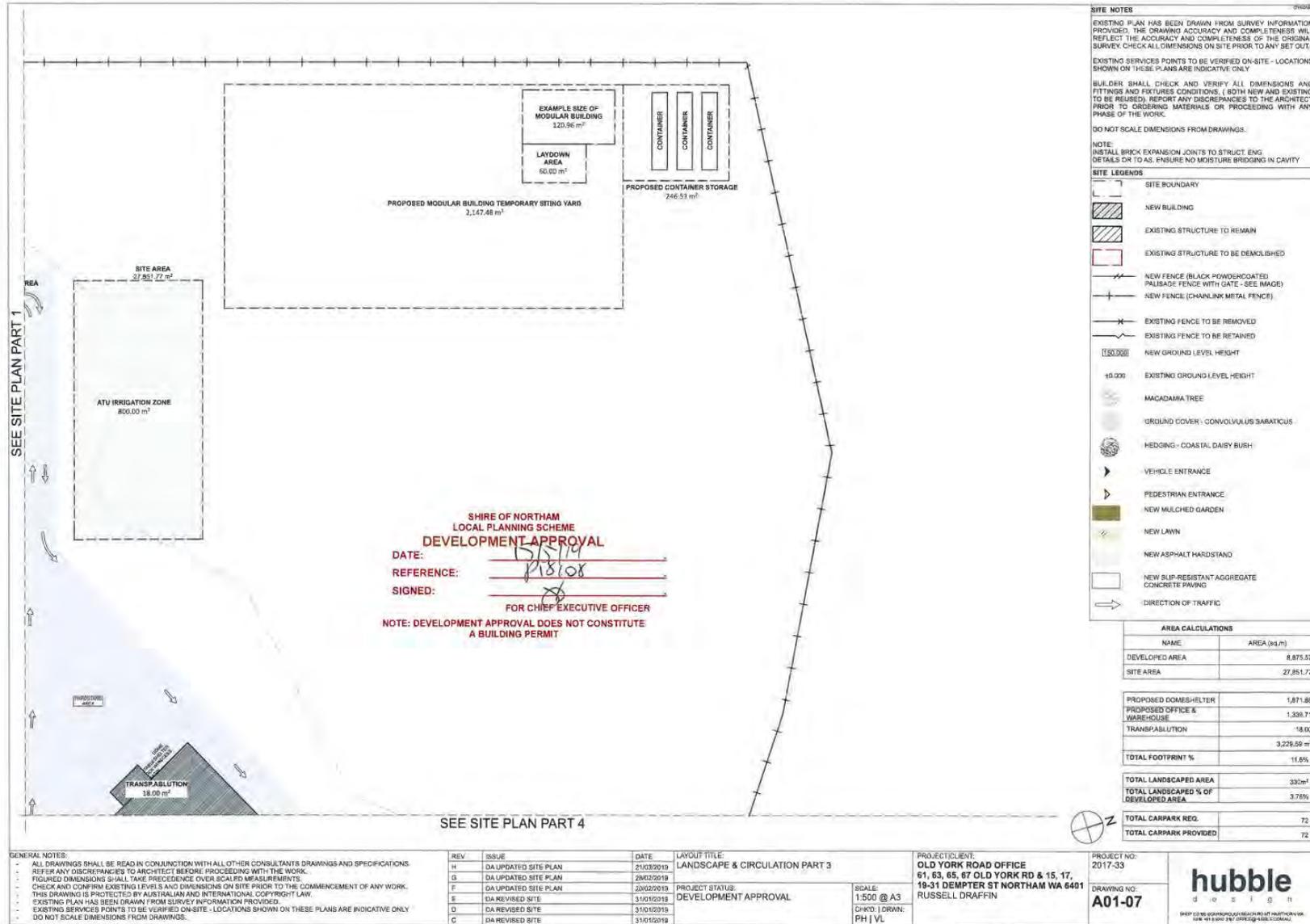




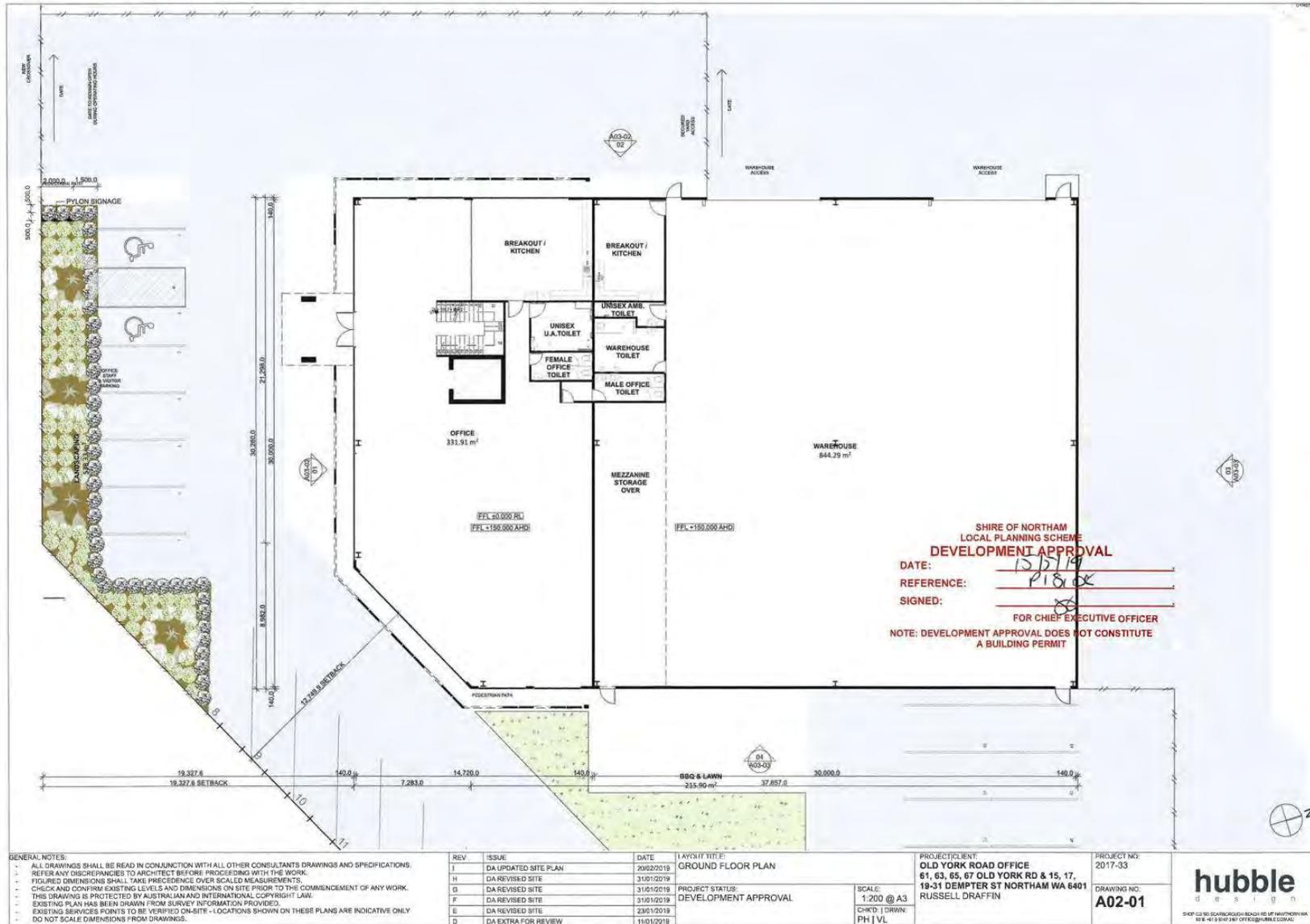


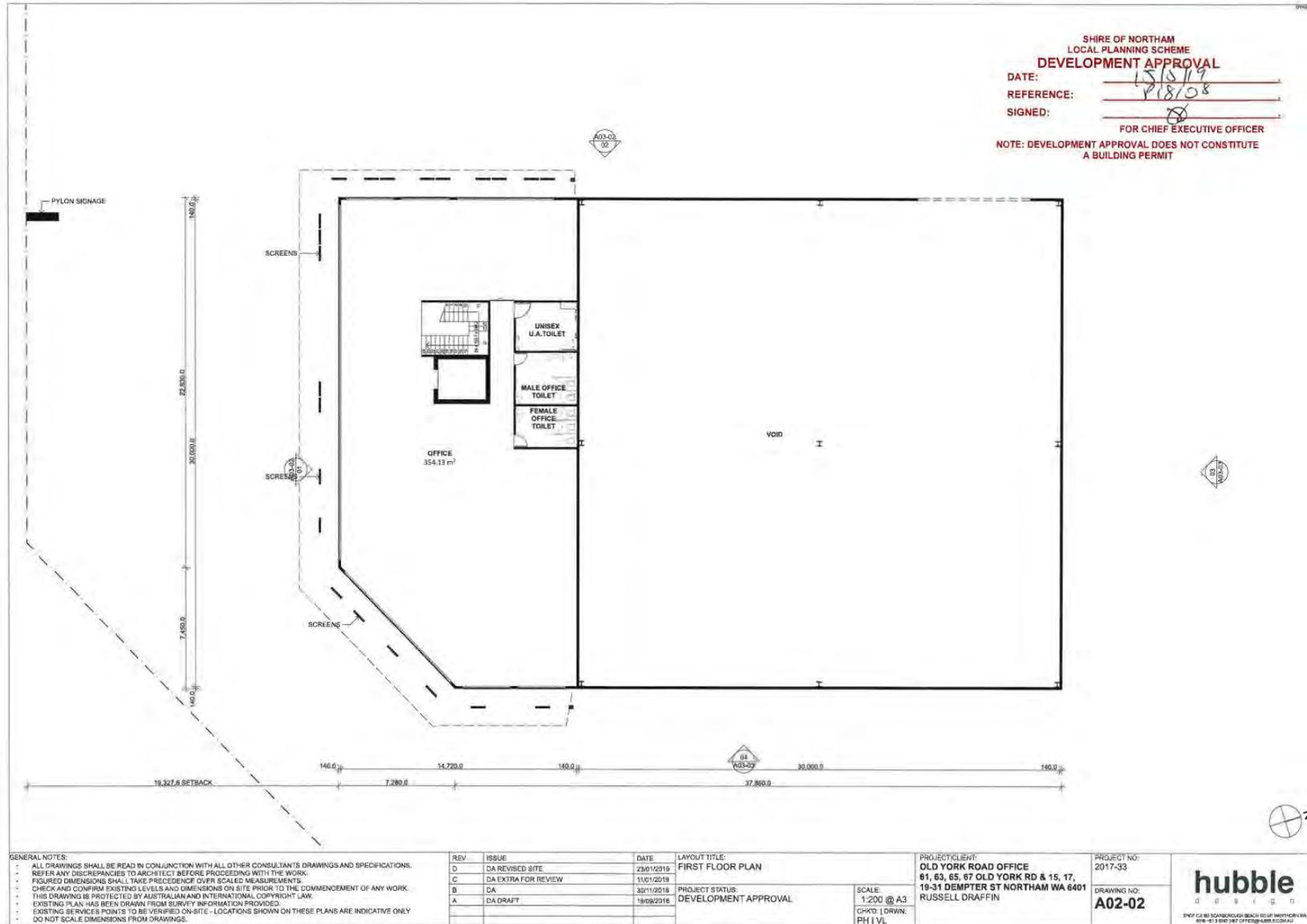




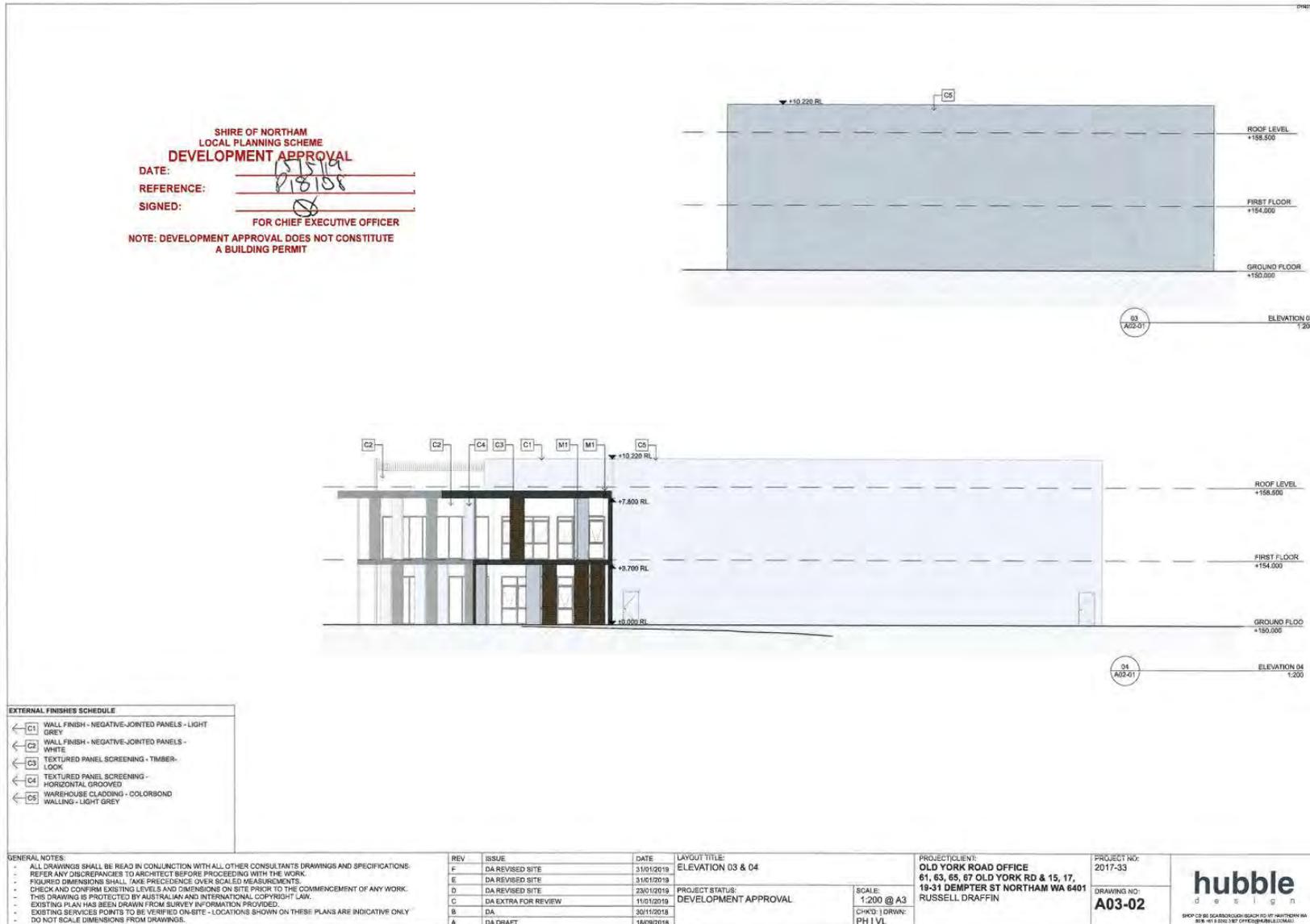












12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 31 August 2020

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 Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 01 August 2020 to 31 August 2020.

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – 01 August 2020 to 31 August 2020
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.

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2020/21 Budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

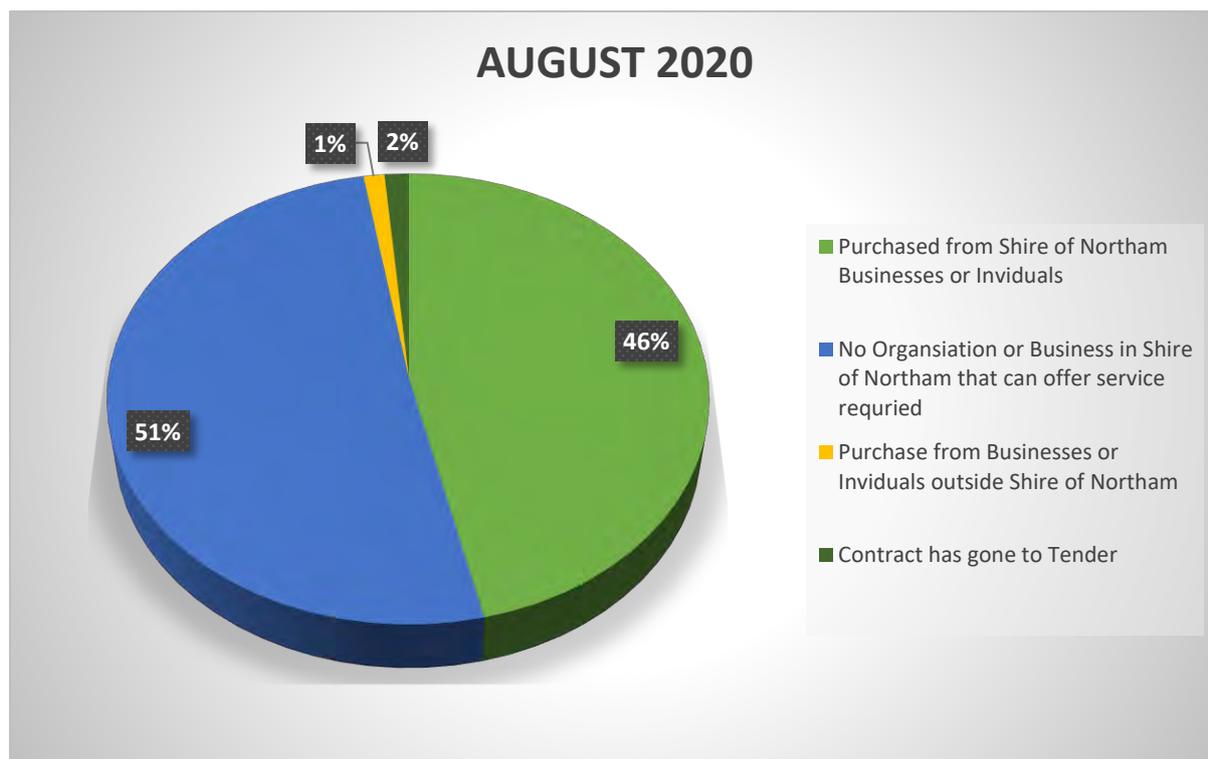
Not applicable.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	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 August 2020:



RECOMMENDATION/COUNCIL DECISION

Minute No: C.4038

Moved: Cr Girak

Seconded: Cr Mencshelyi

That Council receives the payments for the period 1st August 2020 to 31st August 2020, as listed:

- Municipal Fund payment cheque numbers 35334 to 35339 Total \$28,387.37.
- Municipal Fund EFT37340 to EFT37585 Total \$1,046,444.89.
- Direct Debits Total \$75,143.86.
- Payroll Total \$427,591.82.

TOTAL: \$1,577,567.94

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

CARRIED 10/0

Attachment 1 - Accounts & Statements of Accounts – 01 August 2020 to 31 August 2020

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35334	17/08/2020	PETTY CASH	PETTY CASH REIMBURSEMENT 02/07/2020 -17/07/2020	1		765.60
INV P/C REC28/05/2020		PETTY CASH	petty cash for northam rec centre 10/03/2020-28/05/2020	1	199.10	
INV P/C KIL17/06/2020		PETTY CASH	PETTY CASH FOR KILLARA 11/02/2020-17/06/2020	1	99.00	
INV P/C NOH16/07/2020		PETTY CASH	PETTY CASH FOR NORTHAM DEPOT 19/01/2020-16/07/2020	1	139.50	
INV P/C BK23/07/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR BKB 16/03/2020-23/07/2020	1	91.25	
INV P/CASH05/08/2020		PETTY CASH	PETTY CASH REIMBURSEMENT 02/07/2020 -17/07/2020	1	236.75	
35335	17/08/2020	SHIRE OF NORTHAM	C.201920-16-BITUMINOUS SPRAY STREETS BAKERS HILL & WUNDOWIE - 12 MONTHS DEFECTS LAIBILITY RETENTION - KEE SURFACING EXP 30/04/2021	1		2,008.02
INV INV22180/06/2020		SHIRE OF NORTHAM	C.201920-16-BITUMINOUS SPRAY STREETS BAKERS HILL & WUNDOWIE - 12 MONTHS DEFECTS LAIBILITY RETENTION - KEE SURFACING EXP 30/04/2021	1	2,008.02	
35336	17/08/2020	WATER CORPORATION	NORTHAM AQUATIC & REC CENTRE - 13/05/2020 TO 10/07/2020.	1		21,307.50
INV 901115402/07/2020		WATER CORPORATION	VACANT LAND GE HWY 06/05/2020 TO 01/07/2020.	1	101.40	
INV 900794803/07/2020		WATER CORPORATION	IRISHTOWN AGRICULTURAL HALL 06/05/2020 TO 02/07/2020.	1	2.60	
INV 902358603/07/2020		WATER CORPORATION	TRADE WASTE PERMIT FOR 17/19/21 HENRY ST NORTHAM 01/07/2020 TO 30/06/2020.	1	898.65	
INV 900790106/07/2020		WATER CORPORATION	PLAYGROUND MORRELL STREET 02/05/2020 TO 03/07/2020	1	950.19	
INV 900790106/07/2020		WATER CORPORATION	RAILWAY MUSEUM 05/05/2020 TO 03/07/2020.	1	158.04	
INV 900872906/07/2020		WATER CORPORATION	SHIRE ADMIN 05/05/2020 to 03/07/2020.	1	220.52	
INV 900790309/07/2020		WATER CORPORATION	TOWN & LESSER HALL 06/05/2020 TO 08/07/2020.	1	444.93	
INV 900790109/07/2020		WATER CORPORATION	PURSLOWE PARK 06/05/2020 TO 08/07/2020.	1	1,369.32	
INV 900790610/07/2020		WATER CORPORATION	OLD INFANT HEALTH CLINIC 11/05/2020 TO 09/07/2020.	1	73.74	
INV 900790610/07/2020		WATER CORPORATION	OLD FIRE STATION 12/05/2020 TO 09/07/2020.	1	144.09	
INV 900790810/07/2020		WATER CORPORATION	TRAFFIC ISLANDS 12/05/2020 TO 09/07/2020.	1	165.46	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900790810/07/2020		WATER CORPORATION	OLD GIRLS SCHOOL 12/05/2020 TO 09/07/2020.	1	68.78	
INV 900790810/07/2020		WATER CORPORATION	OLD POST OFFICE BUILDING 12/05/2020 TO 09/07/2020.	1	247.55	
INV 900790910/07/2020		WATER CORPORATION	YOUTH SPACE 12/05/2020 TO 09/07/2020.	1	682.58	
INV 901264210/07/2020		WATER CORPORATION	GARDEN AT NTND ST 13/05/2020 TO 09/07/2020.	1	75.31	
INV 900792910/07/2020		WATER CORPORATION	AVON MALL 13/05/2020 TO 09/07/2020.	1	376.03	
INV 901107010/07/2020		WATER CORPORATION	SNACKBAR AT GREY ST 01/07/2020 TO 31/08/2020.	1	225.17	
INV 900872910/07/2020		WATER CORPORATION	VISITORS CENTRE 13/05/2020 TO 09/07/2020	1	746.08	
INV 900790910/07/2020		WATER CORPORATION	JUBILEE OVAL 12/05/2020 TO 09/07/2020.	1	598.42	
INV 900790310/07/2020		WATER CORPORATION	BKB 13/05/2020 TO 09/07/2020	1	465.11	
INV 900790710/07/2020		WATER CORPORATION	185 FITZGERALD ST (POP UP SHOP) 12/05/2020 TO 09/07/2020	1	434.34	
INV 900790710/07/2020		WATER CORPORATION	RIVERBANK TO BROOME TCE 13/05/2020 TO 09/07/2020.	1	756.09	
INV 900790810/07/2020		WATER CORPORATION	KILLARA 12/05/2020 TO 09/07/2020	1	1,337.10	
INV 900790413/07/2020		WATER CORPORATION	LIBRARY 13/05/2020 TO 10/07/2020.	1	734.41	
INV 900790413/07/2020		WATER CORPORATION	CREATE 298 13/05/2020 TO 10/07/2020.	1	830.00	
INV 900790313/07/2020		WATER CORPORATION	ST JOHN'S HALL 13/05/2020 TO 10/07/2020.	1	141.98	
INV 900790713/07/2020		WATER CORPORATION	BERNARD PARK PLAYCENTRE 13/05/2020 TO 10/07/2020.	1	217.39	
INV 900790713/07/2020		WATER CORPORATION	BERNARD PARK 13/05/2020 TO 10/07/2020.	1	1,398.21	
INV 900790413/07/2020		WATER CORPORATION	MEMORIAL HALL 13/05/2020 TO 10/07/2020.	1	320.04	
INV 900791313/07/2020		WATER CORPORATION	DEPOT BUILDING 67 BYFIELD ST 13/05/2020 TO 10/07/2020.	1	171.40	
INV 900791313/07/2020		WATER CORPORATION	DEPOT AT 116 PEEL TCE 14/05/2020 TO 11/07/2020.	1	270.09	
INV 900790914/07/2020		WATER CORPORATION	NORTHAM AQUATIC & REC CENTRE - 13/05/2020 TO 10/07/2020.	1	3,222.70	
INV 900791714/07/2020		WATER CORPORATION	CEMETERY 15/05/2020 TO 13/07/2020.	1	708.98	
INV 900791614/07/2020		WATER CORPORATION	MORBY COTTAGE 15/05/2020 TO 13/07/2020	1	41.25	
INV 900791515/07/2020		WATER CORPORATION	AIRPORT 15/05/2020 TO 14/07/2020	1	859.30	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900791716/07/2020		WATER CORPORATION	BERT HAWKE OVAL 16/05/2020 TO 15/07/2020.	1	249.31	
INV 901256220/07/2020		WATER CORPORATION	ROAD VERGE 20/05/2020 TO 17/07/2020.	1	111.67	
INV 902149920/07/2020		WATER CORPORATION	OLD SWIMMING POOL 01/07/2020 TO 31/08/2020 RATES	1	194.89	
INV 900792320/07/2020		WATER CORPORATION	HOUSE AT 55 MITCHELL AV 19/05/2020 TO 17/07/2020	1	296.03	
INV 900792320/07/2020		WATER CORPORATION	MEDIAN STRIP ON NEWCASTLE RD 19/05/2020 TO 17/07/2020	1	185.49	
INV 900792521/07/2020		WATER CORPORATION	ANIMAL POUND AT OLD QUARRY 20/05/2020 TO 20/07/2020.	1	145.43	
INV 900792621/07/2020		WATER CORPORATION	SPORTS GROUND AT SUBURBAN RD 20/05/2020 TO 20/07/2020	1	119.46	
INV 900792721/07/2020		WATER CORPORATION	RUBBISH DEPOT AT OLD QUARRY RD 20/05/2020 TO 20/07/2020.	1	54.54	
INV 901059622/07/2020		WATER CORPORATION	GEORGE NUICH PARK 21/05/2020 TO 21/07/2020.	1	493.43	
35337	25/08/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BOND FOR 7 KURINGAL VILLAGE WUNDOWIE	1		400.00
INV BOND	20/08/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BOND FOR 7 KURINGAL VILLAGE WUNDOWIE	1	400.00	
35338	25/08/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2020.	1		116.50
INV T1080	25/08/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2020.	1	100.00	
INV T1079	25/08/2020	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2020.	1	16.50	
35339	25/08/2020	WATER CORPORATION	STANDPIPE 116 PEEL TCE 14/05/2020 TO 10/07/2020	1		3,789.75
INV 900789909/07/2020		WATER CORPORATION	GIRL GUIDES HALL 05/05/2020-08/07/2020	1	203.42	
INV 900791313/07/2020		WATER CORPORATION	STANDPIPE 116 PEEL TCE 14/05/2020 TO 10/07/2020	1	1,295.77	
INV 900925917/07/2020		WATER CORPORATION	RESERVE NEWCASTLE RD 18/05/2020 TO 16/07/2020.	1	514.21	
INV 900791817/07/2020		WATER CORPORATION	PERJINA WAY PARK 19/05/2020 TO 16/07/2020	1	659.64	
INV 901858703/08/2020		WATER CORPORATION	RIVERSEDGE VISITORS CENTRE TRADE WASTE PERMIT 17/07/2020 TO 30/06/2021	1	331.88	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 902205306	08/2020	WATER CORPORATION	STANDPIPE CLARKE ST NORTHAM 15/05/2020-15/07/2020	1	296.06	
INV 121	14/08/2020	WATER CORPORATION	9007840281 Grass Valley Hall - 15/06/2020 to 12/08/2020		488.77	
EFT37340	07/08/2020	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	SPRAY SHIELD - CITRONELLA	1		360.18
INV 000323522	07/2020	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	SPRAY SHIELD - CITRONELLA	1	360.18	
EFT37341	07/08/2020	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2020	1		1,905.73
INV JULY 231	07/2020	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JULY 2020	1	1,905.73	
EFT37342	07/08/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUC04	08/2020	AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT37343	07/08/2020	AUTOPRO NORTHAM	RACHET STRAPS	1		41.81
INV 859941	21/07/2020	AUTOPRO NORTHAM	SPRAY PAINT CANS - RUST NOT EPOXY PAINT 400G	1	15.09	
INV 861422	28/07/2020	AUTOPRO NORTHAM	RACHET STRAPS	1	26.72	
EFT37344	07/08/2020	AVON VALLEY CONTRACTORS	LOWLOADER HIRE - FLOAT TO VARIOUS LOCATIONS	1		1,100.00
INV 3414	27/07/2020	AVON VALLEY CONTRACTORS	LOWLOADER HIRE - FLOAT TO VARIOUS LOCATIONS	1	1,100.00	
EFT37345	07/08/2020	AVON VALLEY GLASS	NORTHAM TOWN HALL. REPLACE BROKEN WINDOW TO REAR ROOMS.	1		296.80
INV 000110022	07/2020	AVON VALLEY GLASS	NORTHAM TOWN HALL. REPLACE BROKEN WINDOW TO REAR ROOMS.	1	296.80	
EFT37346	07/08/2020	BLACKWELL PLUMBING PTY LTD	BERT HAWKE PAVILION. REPAIR WOMENS TOILET CISTERN NOT FLUSHING. CHECK ALL OTHER TOILET CISTERNS INSIDE AND OUTSIDE CHANGEROOMS.	1		77.00
INV INV-2181	07/2020	BLACKWELL PLUMBING PTY LTD	BERT HAWKE PAVILION. REPAIR WOMENS TOILET CISTERN NOT FLUSHING. CHECK ALL OTHER TOILET CISTERNS INSIDE AND OUTSIDE CHANGEROOMS.	1	77.00	
EFT37347	07/08/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2020	1		1,100.00
INV JULY 231	07/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JULY 2020	1	1,100.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37348	07/08/2020	CADDS FASHIONS	WORK BOOTS ALLOWANCE - GLEN MCPHERSON	1		150.00
INV 20-000029	07/2020	CADDS FASHIONS	WORK BOOTS ALLOWANCE - GLEN MCPHERSON	1	150.00	
EFT37349	07/08/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JULY 2020	1		1,905.73
INV JULY 231	07/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JULY 2020	1	1,905.73	
EFT37350	07/08/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JULY 2020	1		4,876.56
INV JULY 231	07/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JULY 2020	1	4,876.56	
EFT37351	07/08/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1		197.16
INV 187903431	07/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	
INV 187903531	07/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	
EFT37352	07/08/2020	COUNTRYWIDE GROUP	CUTTING DECK. SPINDLE FOR HUSQVANA RIDE ON MOWER - PN1903.	1		66.00
INV 29895	29/07/2020	COUNTRYWIDE GROUP	CUTTING DECK. SPINDLE FOR HUSQVANA RIDE ON MOWER - PN1903.	1	66.00	
EFT37353	07/08/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JULY 2020	1		2,009.33
INV JULY 231	07/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JULY 2020	1	2,009.33	
EFT37354	07/08/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	ANNUAL LICENCE FEES FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY TO THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION 2020-21	1		7,464.69
INV L9114	201/07/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	INKPEN ROAD WASTE MANAGEMENT FACILITY LICENCE FEES 2020-21 TO DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION.	1	973.55	
INV L6977	1123/07/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	ANNUAL LICENCE FEES FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY TO THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION 2020-21	1	6,491.14	
EFT37355	07/08/2020	DMC CLEANING	CLEANING OF VARIOUS PROPERTIES FOR JULY 2020.	1		4,490.57

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SON03626	07/2020	DMC CLEANING	CLEANING OF VARIOUS PROPERTIES FOR JULY 2020.	1	4,490.57	
EFT37356	07/08/2020	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP FROM VINIDEX 1 X 525 STORM PRO CORRUGATED POLLY PIPE (BLACK) OUTSIDE DIAMETER 523MM LENGTH 6 METER FOR JOB MW201920-010 APPROX 100KG	1		99.40
INV 000020631	07/2020	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP FROM VINIDEX 1 X 525 STORM PRO CORRUGATED POLLY PIPE (BLACK) OUTSIDE DIAMETER 523MM LENGTH 6 METER FOR JOB MW201920-010 APPROX 100KG	1	99.40	
EFT37357	07/08/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUC04	08/2020	EASIFLEET	Payroll deductions		1,247.56	
INV DEDUC04	08/2020	EASIFLEET	Payroll deductions		1,102.65	
EFT37358	07/08/2020	FENCEWRIGHT PTY LTD	TRANSFER STATION/TIP SHOP. INST ALL SECURITY FENCING AS PER QUOTE 12056P ITEMS 1.5 AND 1.6.	1		7,975.00
INV 000020629	07/2020	FENCEWRIGHT PTY LTD	TRANSFER STATION/TIP SHOP. INST ALL SECURITY FENCING AS PER QUOTE 12056P ITEMS 1.5 AND 1.6.	1	7,975.00	
EFT37359	07/08/2020	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1		3,519.92
INV 000019524	07/2020	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	3,519.92	
EFT37360	07/08/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JULY 2020	1		3,082.99
INV JULY 2631	07/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JULY 2020	1	3,082.99	
EFT37361	07/08/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE ANNUAL CONTRIBUTION	1		1,385.85
INV 2020/2010	07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE ANNUAL CONTRIBUTION	1	1,385.85	
EFT37362	07/08/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 01/08/2020 TO 31/08/2020.	1		916.66
INV 000003524	07/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 01/08/2020 TO 31/08/2020.	1	916.66	
EFT37363	07/08/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JULY 2020	1		1,905.73

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JULY 23	01/07/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JULY 2020	1	1,905.73	
EFT37364	07/08/2020	MARKETFORCE	3 X SEEK ADVERTISEMENTS - PROCUREMENT OFFICER, PLANT OPERATOR, LIBRARY OFFICER	1		907.50
INV 34717	27/07/2020	MARKETFORCE	2X COLLATERAL FLYERS	1	165.00	
INV 34226	27/07/2020	MARKETFORCE	3 X SEEK ADVERTISEMENTS - PROCUREMENT OFFICER, PLANT OPERATOR, LIBRARY OFFICER	1	742.50	
EFT37365	07/08/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR NORTHAM DISTRICTS MOTORCYCLE CLUB FOR LOT40 AND LOT 471	1		688.71
INV 42956	11/06/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR NORTHAM DISTRICTS MOTORCYCLE CLUB FOR LOT40 AND LOT 471	1	688.71	
EFT37366	07/08/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2020	1		1,905.73
INV JULY 23	01/07/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JULY 2020	1	1,905.73	
EFT37367	07/08/2020	MINT CIVIL PTY LTD T/AS IMMACH SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD STREET & SWEEPING & GULLY EDUCTION 13/07/2020 SERVICES	1		7,679.10
INV N2560	27/07/2020	MINT CIVIL PTY LTD T/AS IMMACH SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD STREET & SWEEPING & GULLY EDUCTION 13/07/2020 SERVICES	1	3,839.55	
INV N2562	27/07/2020	MINT CIVIL PTY LTD T/AS IMMACH SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES & FOOTPATHS & VERGE SWEEPING OF CBD 20/07/2020 TO 26/07/2020.	1	3,839.55	
EFT37368	07/08/2020	MODERN TEACHING AIDS PTY LTD	SCI-TECH GRANT - LITTLEBITS STEAM STUDENT KIT	1		1,649.84
INV 440167918	06/06/2020	MODERN TEACHING AIDS PTY LTD	SCI-TECH GRANT - LITTLEBITS STEAM STUDENT KIT	1	1,649.84	
EFT37369	07/08/2020	MORRIS PEST AND WEED CONTROL	REMOVE TERMITE NEST IN SALMON GUM NEAR CLACKLINE TOWN HALL, ABOUT 50METRES FROM LOT 75 LOCKYER AVE, CLACKLINE	1		343.50
INV INV-0604	08/2020	MORRIS PEST AND WEED CONTROL	REMOVE TERMITE NEST IN SALMON GUM NEAR CLACKLINE TOWN HALL, ABOUT 50METRES FROM LOT 75 LOCKYER AVE, CLACKLINE	1	250.00	
INV INV-0604	08/2020	MORRIS PEST AND WEED CONTROL	KILLARA RESPITE CARE. TREAT TERMITE MOUND NEAR COTTAGE.	1	93.50	
EFT37370	07/08/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD POST OFFICE (NORTHAM FAMILY PRACTICE) REPLACE BROKEN WINDOW.	1		180.40

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5880	28/07/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD POST OFFICE (NORTHAM FAMILY PRACTICE) REPLACE BROKEN WINDOW.	1	180.40	
EFT37371	07/08/2020	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPLACEMENT SHADE SAIL FOR BERNARD PARK. DAMAGED IN STORMS FRIDAY 29TH MAY 2020.	1		4,840.00
INV 3628	29/06/2020	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPLACEMENT SHADE SAIL FOR BERNARD PARK. DAMAGED IN STORMS FRIDAY 29TH MAY 2020.	1	2,420.00	
INV 3629	29/06/2020	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPLACE SHADE SAIL AT WUNDOWIE PLAYGROUND	1	2,420.00	
EFT37372	07/08/2020	POWER DESMOND JOHN	HABGOOD STREET CROSSWALK BOLLARDS. REPAINT CROSSWALK BOLLARDS.	1		385.00
INV 72	23/07/2020	POWER DESMOND JOHN	HABGOOD STREET CROSSWALK BOLLARDS. REPAINT CROSSWALK BOLLARDS.	1	385.00	
EFT37373	07/08/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JULY 2020	1		1,905.73
INV JULY 2031/07/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JULY 2020	1	1,905.73	
EFT37374	07/08/2020	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1		70.00
INV 014771831/07/2020		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	70.00	
EFT37375	07/08/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JULY 2020	1		1,905.73
INV JULY 2031/07/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JULY 2020	1	1,905.73	
EFT37376	07/08/2020	SYNERGY	WUNDOWIE SWIMMING POOL 29/04/2020 TO 29/06/2020.	1		15,331.06
INV 208097718/06/2020		SYNERGY	KILLARA NEW BUILDING 21/05/2020 to 18/06/2020	1	982.84	
INV 208898629/06/2020		SYNERGY	WUNDOWIE SWIMMING POOL 29/04/2020 TO 29/06/2020.	1	4,046.20	
INV 209298902/07/2020		SYNERGY	STREET LIGHTS 02/06/2020 - 02/07/2020	1	764.25	
INV 208099308/07/2020		SYNERGY	BKB 10/06/2020 TO 08/07/2020.	1	1,093.29	
INV 200102415/07/2020		SYNERGY	CREATE 298 17/06/2020 TO 15/07/2020.	1	908.39	
INV 204499516/07/2020		SYNERGY	AIRPORT 18/06/2020 to 16/07/2020.	1	917.52	
INV 200102516/07/2020		SYNERGY	KILLARA NEW BUILDING 18/06/2020 to 19/07/2020	1	982.82	
INV 206099417/07/2020		SYNERGY	SKATE PARK 19/05/2020 to 17/07/2020	1	137.35	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 202899817/07/2020		SYNERGY	BERT HAWKE OVAL RETICUALATION 19/05/2020 to 17/07/2020.	1	947.51	
INV 100070220/07/2020		SYNERGY	SHIRE ADMIN BUILDING 18/06/2020 to 20/07/2020.	1	1,679.54	
INV 153902530/07/2020		SYNERGY	OLD SHIRE DEPOT 02/06/2020 TO 30/07/2020.	1	237.97	
INV 206501031/07/2020		SYNERGY	VISITORS CENTRE 03/06/2020 TO 31/07/2020.	1	1,958.82	
INV 203301931/07/2020		SYNERGY	VISITORS CENTRE CONFERENCE ROOM 03/06/2020 TO 31/07/2020.	1	442.01	
INV 202901003/08/2020		SYNERGY	OLD NORTHAM FIRE STATION 04/06/2020 TO 03/08/2020.	1	232.55	
EFT37377	07/08/2020	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) JUNE - JULY 2020.	1		6,396.17
INV 902607512/06/2020		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/05/2020 TO 04/06/2020	1	2,418.12	
INV 272600916/06/2020		TELSTRA CORPORATION	HARVEST BAN LINE 16/06/2020 TO 15/07/2020.	1	827.23	
INV 272600928/06/2020		TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLERS 28/06/2020 TO 27/07/2020.	1	50.00	
INV 272600828/06/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) JUNE - JULY 2020.	1	3,100.82	
EFT37378	07/08/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JULY 2020	1		2,216.53
INV JULY 2031/07/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JULY 2020	1	2,216.53	
EFT37379	10/08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NORTHAM AERODEOME. REPAIR SECONDARY WINDSOCK.	1		122.65
INV 650794619/05/2020		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NORTHAM AERODEOME. REPAIR SECONDARY WINDSOCK.	1	26.77	
INV 650887020/05/2020		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NORTHAM AERODEOME. REPAIR SECONDARY WINDSOCK.	1	66.44	
INV 651245626/05/2020		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	NORTHAM AERODEOME. REPAIR SECONDARY WINDSOCK.	1	29.44	
EFT37380	10/08/2020	KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 03/03/2020.	1		6,600.12
INV 215489322/01/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC GAS 03/03/2020.	1	2,721.20	
INV 215647303/03/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 03/03/2020.	1	3,504.02	
INV 215657206/03/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE - INV FOR GAS FOR TANK INSTALLED 03.03.2020	1	3,503.92	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 215702417/03/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 17/03/2020.	1	1,061.07	
INV 216093009/06/2020		KLEENHEAT GAS	BULK GAS FOR KILLARA	1	1,252.31	
EFT37381	10/08/2020	SPECIALISED TREE SERVICE	RUSHTON PARK DEAD TREE REMOVAL	1		480.00
INV 3366	05/08/2020	SPECIALISED TREE SERVICE	RUSHTON PARK DEAD TREE REMOVAL	1	480.00	
EFT37382	14/08/2020	ABBOTT'S FORGE	PN1009A - REPAIR HINGE ON TRUCK TRAILER ON 13 JULY 2020	1		330.00
INV 000041413/07/2020		ABBOTT'S FORGE	PN1009A - REPAIR HINGE ON TRUCK TRAILER ON 13 JULY 2020	1	330.00	
EFT37383	14/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR MONTH OF JULY 2020.	1		4,230.75
INV 67442	30/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR MONTH OF JULY 2020.	1	1,088.05	
INV 67583	31/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR MONTH OF JULY 2020.	1	3,115.20	
INV 67584	31/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR MONTH OF JULY 2020.	1	27.50	
EFT37384	14/08/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JUL.	1		429.00
INV A18743 09/07/2020		ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JUL.	1	429.00	
EFT37385	14/08/2020	ASLAB PTY LTD	COMPACTION TESTING FOR IRISHTOWN RD SLK 0-1000	1		2,100.59
INV 000232303/08/2020		ASLAB PTY LTD	COMPACTION TESTING FOR IRISHTOWN RD SLK 0-1000	1	2,100.59	
EFT37386	14/08/2020	AUSQ TRAINING	- BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL TRAINING	1		1,000.00
INV 5325	30/07/2020	AUSQ TRAINING	- BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL TRAINING	1	1,000.00	
EFT37387	14/08/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 04/08/2020.	1		59,750.00
INV PAYG 004/08/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 04/08/2020.	1	59,750.00	
EFT37388	14/08/2020	AUTOPRO NORTHAM	2500KG TIE DOWN, RUST NOT BLACK PAINT, RUBBERIZED UNDERCOAT.	1		69.60

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 858699	15/07/2020	AUTOPRO NORTHAM	2500KG TIE DOWN, RUST NOT BLACK PAINT, RUBBERIZED UNDERCOAT.	1	55.21	
INV 858794	16/07/2020	AUTOPRO NORTHAM	CLAMPS AND BRASS HOLE JOINERS	1	14.39	
EFT37389	14/08/2020	AVON CONCRETE	SUPPLY AND MIX STABILISATION FOR IRISHTOWN ROAD	1		11,836.00
INV 1910	27/07/2020	AVON CONCRETE	SUPPLY AND MIX STABILISATION FOR IRISHTOWN ROAD	1	11,836.00	
EFT37390	14/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF ISUZU GRASS VALLEY 1.4 1DWZ-147 VIN# JAANPS75H87101459	1		839.65
INV 19370	06/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER CLACKLINE LT/1 1DJA-799 VIN# JTELY1J400015479	1	368.20	
INV 19392	10/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF ISUZU GRASS VALLEY 1.4 1DWZ-147 VIN# JAANPS75H87101459	1	471.45	
EFT37391	14/08/2020	AVON VALLEY CREATORS COLLECTIVE	BUSINESS SUPPORT GRANT TO PURCHASE POINT OF SALE EQUIPMENT.	1		1,480.00
INV 36	29/07/2020	AVON VALLEY CREATORS COLLECTIVE	BUSINESS SUPPORT GRANT TO PURCHASE POINT OF SALE EQUIPMENT.	1	1,480.00	
EFT37392	14/08/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	BUSINESS GRANT FOR STORAGE EXTENSIONS TO EXISTING BUSINESS.	1		11,210.00
INV 140952	22/07/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	DYNAMIC LIFTER PER BAG	1	210.00	
INV 000200025/07/2020		BAKERS HILL RURAL SUPPLIES & HARDWARE	BUSINESS GRANT FOR STORAGE EXTENSIONS TO EXISTING BUSINESS.	1	11,000.00	
EFT37393	14/08/2020	BLACKWELL PLUMBING PTY LTD	BILYA KOORT BOODJA CENTRE. MENS TIMER TAP RUNS TOO LONG, PLEASE ADJUST.	1		99.00
INV INV-21910/08/2020		BLACKWELL PLUMBING PTY LTD	BILYA KOORT BOODJA CENTRE. MENS TIMER TAP RUNS TOO LONG, PLEASE ADJUST.	1	99.00	
EFT37394	14/08/2020	BOFFINS BOOKS	STOCK PURCHASES FOR BKB	1		489.24
INV INV01328/07/2020		BOFFINS BOOKS	STOCK PURCHASES FOR BKB	1	489.24	
EFT37395	14/08/2020	BOQ ASSET FINANCE & LEASING PTY LTD	JUNE LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1		436.68

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 857203	03/06/2020	BOQ ASSET FINANCE & LEASING PTY LTD	JUNE LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1	145.56	
INV 857631	06/07/2020	BOQ ASSET FINANCE & LEASING PTY LTD	SEPTEMBER 2020 LEASE FOR FUJIXEROX DOCUCENTRE VJ C3370	1	145.56	
INV 850900	14/07/2020	BOQ ASSET FINANCE & LEASING PTY LTD	JULY 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT37396	14/08/2020	BUDGET CASH REGISTER CO	XE-A307 CASH REGISTER INCLUDES SET UP (PROGRAMMING AND BATTERIES)	1		1,095.00
INV 19476	04/08/2020	BUDGET CASH REGISTER CO	XE-A307 CASH REGISTER INCLUDES SET UP (PROGRAMMING AND BATTERIES)	1	1,095.00	
EFT37397	14/08/2020	BURGESS RAWSON (WA) PTY LTD	WATER RATES 01/07/2020 - 31/08/2020 WATER USAGE 13/05/2020 - 10/07/2020.	1		55.41
INV 8845	17/07/2020	BURGESS RAWSON (WA) PTY LTD	WATER RATES 01/07/2020 - 31/08/2020 WATER USAGE 13/05/2020 - 10/07/2020.	1	55.41	
EFT37398	14/08/2020	CADDS FASHIONS	ANNUAL WORK BOOTS - RUSSELL PUTRINO	1		300.00
INV 20-000002	07/2020	CADDS FASHIONS	ANNUAL WORK BOOTS - RUSSELL PUTRINO	1	150.00	
INV 20-000017	07/2020	CADDS FASHIONS	WORK BOOTS - JASON BRYNHAM	1	150.00	
EFT37399	14/08/2020	CAFE YASOU	BUSINESS SUPPORT GRANT TO PURCHASE POINT OF SALE EQUIPMENT	1		2,668.60
INV IV0000001	08/2020	CAFE YASOU	BUSINESS SUPPORT GRANT TO PURCHASE POINT OF SALE EQUIPMENT	1	2,668.60	
EFT37400	14/08/2020	CIVIC LEGAL	CLAIM AGAINST KLEENHEAT GAS ARISING FROM DELAYED WORKS.	1		1,754.52
INV 506960	31/07/2020	CIVIC LEGAL	CLAIM AGAINST KLEENHEAT GAS ARISING FROM DELAYED WORKS.	1	1,039.50	
INV 507040	07/08/2020	CIVIC LEGAL	AUDIT LETTER FOR 2020.	1	715.02	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37401	14/08/2020	CLACKLINE FENCING CONTRACTORS	SUPPLY AND INSTALL NEW 32.00M BLACK PVC COATED CHAINMESH FENCING @ AN OVERALL HEIGHT OF 1200MM WITH POWDERCOATED (SATIN BLACK) 50/32MM MEDIUM GAUGED PIPE STRAINER & INLINE POST & LACED TOP AND BOTTOM RAILING. INCLUDES (1) 1.00M PA GATE IN MATCHING PROFILE TO BAKERS HILL PUBLIC OPEN SPACE PROJECT.	1		4,394.00
INV 1319	29/06/2020	CLACKLINE FENCING CONTRACTORS	SUPPLY AND INSTALL NEW 32.00M BLACK PVC COATED CHAINMESH FENCING @ AN OVERALL HEIGHT OF 1200MM WITH POWDERCOATED (SATIN BLACK) 50/32MM MEDIUM GAUGED PIPE STRAINER & INLINE POST & LACED TOP AND BOTTOM RAILING. INCLUDES (1) 1.00M PA GATE IN MATCHING PROFILE TO BAKERS HILL PUBLIC OPEN SPACE PROJECT.	1	4,394.00	
EFT37402	14/08/2020	COUNTRYWIDE GROUP	CHEMICALS FOR NORTHAM POOL.	1		686.65
INV 29838	17/07/2020	COUNTRYWIDE GROUP	CHAIN, FILE, KNOBS, ROD,BODY AIR VALVE ROUND FILE, LABOUR	1	283.85	
INV 29873	28/07/2020	COUNTRYWIDE GROUP	SERVICE WHIPPER SNIPPER	1	86.00	
INV 29913	31/07/2020	COUNTRYWIDE GROUP	CHEMICALS FOR NORTHAM POOL.	1	316.80	
EFT37403	14/08/2020	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. REPLACE BATTERY FROM SERVICE CALL.	1		212.50
INV 119450	04/06/2020	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. REPLACE BATTERY FROM SERVICE CALL.	1	212.50	
EFT37404	14/08/2020	DAMIAN'S PLUMBING	EXTEND WATER SUPPLY AND INSTALL NEW TAP ON POST FOR BAKERS HILL POS UPGRADE PROJECT AS PER QUOTE 3000 SCOPE OF WORKS #8 PLUS ADDITIOANL TAP.	1		1,540.00
INV 3000	01/08/2020	DAMIAN'S PLUMBING	EXTEND WATER SUPPLY AND INSTALL NEW TAP ON POST FOR BAKERS HILL POS UPGRADE PROJECT AS PER QUOTE 3000 SCOPE OF WORKS #8 PLUS ADDITIOANL TAP.	1	1,540.00	
EFT37405	14/08/2020	ELEY HOOPER SKIN THERAPIST	LOCAL BUSINESS SUPPORT GRANT - SUPPORT FOR TRAINING & DERMALUX MACHINE.	1		2,598.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 190720219/07/2020		ELEY HOOPER SKIN THERAPIST	LOCAL BUSINESS SUPPORT GRANT - SUPPORT FOR TRAINING & DERMALUX MACHINE.	1	2,598.00	
EFT37406	14/08/2020	FARM LIFE FITNESS	LOCAL BUSINESS SUPPORT GRANT - FOR THE DEVELOPMENT OF A BUSINESS WEBSITE.	1		2,120.00
INV INV-0128/07/2020		FARM LIFE FITNESS	LOCAL BUSINESS SUPPORT GRANT - FOR THE DEVELOPMENT OF A BUSINESS WEBSITE.	1	2,120.00	
EFT37407	14/08/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - SOUTHERN BROOK ROAD - SHOULDER RECONSTRUCTION - RIP OFF EXISTING SHOULDERS ALLOWING TO LAY, SPREAD, COMPACT, TRIM TO SHAPE, AND COMPACTION TESTED THROUGH NAATI APPROVED LAB, 150 MM THICK COMPACTED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1		84,929.90
INV 1696	22/07/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - SOUTHERN BROOK ROAD - SHOULDER RECONSTRUCTION - RIP OFF EXISTING SHOULDERS ALLOWING TO LAY, SPREAD, COMPACT, TRIM TO SHAPE, AND COMPACTION TESTED THROUGH NAATI APPROVED LAB, 150 MM THICK COMPACTED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1	77,009.90	
INV 1695	22/07/2020	GDR CIVIL CONTRACTING PTY LTD	REINSTATEMENT OF ASPHALT LAID ON CULVERT - ASPHALT SURFACE OVERLAY OVER THE CULVERT (RENEWED) AT SLK 2.11. APPROX. LENGTH OF 8 M KEYED IN JOINTS WITH EXISTING SEAL ROAD. INCLUDING 7 MM PRIME SEAL PRIOR TO ASPHALT.	1	7,920.00	
EFT37408	14/08/2020	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. REPLACE EXTERNAL DOORS TO DURACOTE, REPLACE DOOR LOCKING MECHANISMS ON INTERNAL DOORS, REPAIR OLD HOLES, PATCH AND REPAINT ALL DOORS.	1		2,950.00
INV 19	29/06/2020	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. REPLACE EXTERNAL DOORS TO DURACOTE, REPLACE DOOR LOCKING MECHANISMS ON INTERNAL DOORS, REPAIR OLD HOLES, PATCH AND REPAINT ALL DOORS.	1	2,950.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37409	14/08/2020	GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE 6 MONTHLY.	1		414.00
INV 000423231	07/2020	GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE 6 MONTHLY.	1	414.00	
EFT37410	14/08/2020	GROVE WESLEY DESIGN ART	NAME BADGE - JENNY O'BRIEN, KILLARA NURSE	1		13.97
INV 6093	31/07/2020	GROVE WESLEY DESIGN ART	NAME BADGE - JENNY O'BRIEN, KILLARA NURSE	1	13.97	
EFT37411	14/08/2020	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBER SUBSCRIPTION 2020/2021	1		748.00
INV 000005820	07/2020	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBER SUBSCRIPTION 2020/2021	1	748.00	
EFT37412	14/08/2020	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR TREATED WASTE RITICULATION FOR THE PERIOD OF 01/07/2020 TO 31/07/2020.	1		348.50
INV 627345431	07/2020	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR TREATED WASTE RITICULATION FOR THE PERIOD OF 01/07/2020 TO 31/07/2020.	1	348.50	
EFT37413	14/08/2020	JANELLE LESLEY VICKERY	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	1		87.00
INV 388504404	08/2020	JANELLE LESLEY VICKERY	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	1	87.00	
EFT37414	14/08/2020	KIM COLBOURNE	PURCHASE OF PATRON REQUESTED BOOK UNAVAILABLE FROM LIBRARY SUPPLIERS.	1		97.98
INV RR210721	07/2020	KIM COLBOURNE	PURCHASE OF PATRON REQUESTED BOOK UNAVAILABLE FROM LIBRARY SUPPLIERS.	1	97.98	
EFT37415	14/08/2020	KLEENHEAT GAS	KILLARA - 6C 45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE YR X2	1		158.40
INV 430319501	07/2020	KLEENHEAT GAS	KILLARA - 6C 45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE YR X2	1	79.20	
INV 430319601	07/2020	KLEENHEAT GAS	MEMORIAL HALL - 6C 45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE YR X2	1	79.20	
EFT37416	14/08/2020	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PLASTIC CONTAINERS, BIN LINERS, HAND TOWELS, MOP HEADS & ENDURO PRESS/WRING MOP BUCKET YELLOW	1		1,044.52
INV 000493629	07/2020	KLEENWEST DISTRIBUTORS	NITRILE BLAX PF POWDER FREE MED & ANTIBAC MULTI WIPES	1	507.54	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000496912/08/2020		KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PLASTIC CONTAINERS, BIN LINERS, HAND TOWELS, MOP HEADS & ENDURO PRESS/WRING MOP BUCKET YELLOW	1	536.98	
EFT37417	14/08/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/7 DATED 30/05/2020 TO 26/06/2020.	1		822.35
INV 358008-28/07/2020		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/7 DATED 30/05/2020 TO 26/06/2020.	1	391.43	
INV 358074-29/07/2020		LANDGATE	358074-10000979 RURAL UV'S CHARGEABLE - SCHEDULE :R2020/7 DATED 13/06/2020 TO 26/06/2020 & SCHEDULE R2020/8 DATED 27/06/2020 TO 10/07/2020.	1	128.19	
INV 103026903/08/2020		LANDGATE	OTHER DLJ INVOICES	1	302.73	
EFT37418	14/08/2020	LANDMARK ENGINEERING & DESIGN T/A EXTERJA	SUPPLY 2 X VELO BIKE RAILS INCLUDES DELIVERY TO NORTHAM & SUPPLY 2 X SPORTS TABLE SETTINGS. ALUMINIUM SLAT SETTING WITH 1 TABLE & 2 BENCHES. SLATS: REINFORCED EXTRUDED ALUMINIUM IN HARDWEARING ANODISED FINISH. FRAME: SURFACE MOUNT, STEEL HOT DIP GALVANISED POWDER COATED DEEP BRUNSWICK GREEN (DURALLOY)- 1800 LONG. INCLUDES DELIVERY TO NORTHAM.	1		5,065.50
INV 000090427/07/2020		LANDMARK ENGINEERING & DESIGN T/A EXTERJA	SUPPLY 2 X VELO BIKE RAILS INCLUDES DELIVERY TO NORTHAM & SUPPLY 2 X SPORTS TABLE SETTINGS. ALUMINIUM SLAT SETTING WITH 1 TABLE & 2 BENCHES. SLATS: REINFORCED EXTRUDED ALUMINIUM IN HARDWEARING ANODISED FINISH. FRAME: SURFACE MOUNT, STEEL HOT DIP GALVANISED POWDER COATED DEEP BRUNSWICK GREEN (DURALLOY)- 1800 LONG. INCLUDES DELIVERY TO NORTHAM.	1	5,065.50	
EFT37419	14/08/2020	LLOYDS EARTHMOVING	GARDENING MAINTENANCE FOR KILLARA	1		18.00
INV INV-19805/08/2020		LLOYDS EARTHMOVING	GARDENING MAINTENANCE FOR KILLARA	1	18.00	
EFT37420	14/08/2020	MALINOWSKI HOLDINGS PTY LTD	RENT FOR AVON MALL 01/07/2020-31/07/2020	1		916.66
INV 000003426/06/2020		MALINOWSKI HOLDINGS PTY LTD	RENT FOR AVON MALL 01/07/2020-31/07/2020	1	916.66	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37421	14/08/2020	MARKETFORCE	ADVERTISEMENT IN THE WEST - TENDER SUBMISSIONS	1		2,150.67
INV 34228	27/07/2020	MARKETFORCE	LOCAL GOVERNMENT NOTICE - THE WEST - PROPOSAL TO DISPOSE OF PROPERTY	1	422.68	
INV 34231	27/07/2020	MARKETFORCE	ADVERTISEMENT - THE WEST - SPECIAL COUNCIL MEETING 20 JULY 2020 PUBLIC NOTICE	1	400.86	
INV 34229	27/07/2020	MARKETFORCE	ADVERTISEMENT IN THE WEST - TENDER SUBMISSIONS	1	780.84	
INV 34230	27/07/2020	MARKETFORCE	ADVERTISEMENT - THE WEST - RFT 7 OUR OF 20	1	546.29	
EFT37422	14/08/2020	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY, S - 29 MCMULLEN ROAD, WUNDOWIE - UNLAWFUL DEVELOPMENT	1		4,241.62
INV 114773	31/07/2020	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOME - 4 HOVEA CRESCENT	1	574.07	
INV 114817	31/07/2020	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY, S - 29 MCMULLEN ROAD, WUNDOWIE - UNLAWFUL DEVELOPMENT	1	3,667.55	
EFT37423	14/08/2020	MIRACLE RECREATION EQUIPMENT	SUPPLY AND DELIVER SIT ON ROCKER "FREDDY FROG" FOR BAKERS HILL POS UPGRADES.	1		1,963.50
INV 40815	31/07/2020	MIRACLE RECREATION EQUIPMENT	SUPPLY AND DELIVER SIT ON ROCKER "FREDDY FROG" FOR BAKERS HILL POS UPGRADES.	1	1,963.50	
EFT37424	14/08/2020	MIXED MEDIA CORPORATION PTY LTD	UPDATING BKB TOUCH TABLE	1		1,584.00
INV INV-3106	08/08/2020	MIXED MEDIA CORPORATION PTY LTD	UPDATING BKB TOUCH TABLE	1	1,584.00	
EFT37425	14/08/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS X @ \$40 + GST EACH X 6 MONTHS	1		417.67
INV 920306	05/08/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS X @ \$40 + GST EACH X 6 MONTHS	1	417.67	
EFT37426	14/08/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	MINUTE NO" LBSC 8 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT - FOR NEW DIAGNOSTIC EQUIPMENT TO DEVERSIFY BUSINESS.	1		4,000.00
INV 128720	26/05/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	MINUTE NO" LBSC 8 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT - FOR NEW DIAGNOSTIC EQUIPMENT TO DEVERSIFY BUSINESS.	1	4,000.00	
EFT37427	14/08/2020	NORTHAM BETTA ELECTRICAL	19V (SWITCHABLE) UNIVERSAL POWER SUPPLY - MP-3476	1		128.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 200100120/05/2020		NORTHAM BETTA ELECTRICAL	SPEAKER FOR COMPUTER AND MEETINGS	1	49.00	
INV 200100103/08/2020		NORTHAM BETTA ELECTRICAL	19V (SWITCHABLE) UNIVERSAL POWER SUPPLY - MP-3476	1	79.00	
EFT37428	14/08/2020	NORTHAM FAMILY PRACTICE	KELLEE WALTER TWINRIX HEP A&B VACCINATION X 3 @ \$75	1		150.00
INV 127089	19/05/2020	NORTHAM FAMILY PRACTICE	KELLEE WALTER TWINRIX HEP A&B VACCINATION X 3 @ \$75	1	75.00	
INV 127436	26/05/2020	NORTHAM FAMILY PRACTICE	TWINRIX VACCINATION FOR GLENN MCPHERSON	1	75.00	
EFT37429	14/08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1		156.00
INV 000029529/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	36.00	
INV 000029530/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	36.00	
INV 000029602/08/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
INV 000029605/08/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	48.00	
EFT37430	14/08/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL MEETINGS.	1		53.99
INV 272623	12/08/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL MEETINGS.	1	53.99	
EFT37431	14/08/2020	NORTHAM TOWING SERVICE	REMOVE SILVER HOLDEN COMMODORE FROM BEHIND CROWEA AVE, WUNDOWIE	1		429.00
INV 209574	15/07/2020	NORTHAM TOWING SERVICE	REMOVE SILVER HOLDEN COMMODORE FROM BEHIND CROWEA AVE, WUNDOWIE	1	258.50	
INV 209634	05/08/2020	NORTHAM TOWING SERVICE	REMOVAL OF WHITE SEDAN, REGO GO 2896 FROM NEXT TO ROUTE 94, PETROL STATION, BAKERS HILL	1	170.50	
EFT37432	14/08/2020	OASIS OUTDOOR STRUCTURES	SUPPLY SHELTER & CONCRETE SLAB FOR BAKERS HILL UPGRADE.	1		74,423.80
INV INV-05411/08/2020		OASIS OUTDOOR STRUCTURES	BAKERS HILL PUBLIC OPEN SPACE UPGRADES - BOLLARDS INSTALATION INCL - SUPPLY 150NB BOOLLARDS. GALV STEEL WHIP BLASTED & POWERDER COATED SAFETY YELLOW WITH REFLECTIVE RED STRIP.	1	3,107.50	
INV INV-05411/08/2020		OASIS OUTDOOR STRUCTURES	INFRASTRUCTURE BOND ADMIN FEE	1	201.30	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-05311/08/2020		OASIS OUTDOOR STRUCTURES	SUPPLY SHELTER & CONCRETE SLAB FOR BAKERS HILL UPGRADE.	1	56,936.00	
INV INV-05311/08/2020		OASIS OUTDOOR STRUCTURES	BAKERS HILL POS UPGRADES VARIATION #1 - WIDEN STEPS FROM LOPWER CARPARK INCL - SUPPLY & INSTALL EXTRA RUN OF BLOCKS TO WIDEN STEPS TO 2M WIDE. MAKE GOOD STONE PITCHING.	1	4,691.50	
INV INV-05411/08/2020		OASIS OUTDOOR STRUCTURES	BAKERS HILL POS UPGRADE - LEAN-TO SUPPLY AND INSTALL 2M X 12M LEAN-TO TO MATCH SUPPLIED SHELTER.	1	9,487.50	
EFT37433	14/08/2020	OXTER SERVICES	EXTRA COVID CLEANING OF PUBLIC TOILETS	1		2,125.61
INV 23029	03/07/2020	OXTER SERVICES	EXTRA COVID CLEANING OF PUBLIC TOILETS	1	2,026.20	
INV 23170	03/08/2020	OXTER SERVICES	CREATE 298. SUPPLY 1 X BOX OF HAND TOWEL AND 1 X BOX OF TOILET PAPER.	1	99.41	
EFT37434	14/08/2020	POOL AND PUMP SERVICE AND REPAIRS	REPAIRS TO WUNDOWIE POOL - FOOT VALVE SLEEVE	1		1,108.80
INV 100049	30/06/2020	POOL AND PUMP SERVICE AND REPAIRS	REPAIRS TO WUNDOWIE POOL - FOOT VALVE SLEEVE	1	1,108.80	
EFT37435	14/08/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES JULY 2020.	1		194.73
INV JULY 2020	23/07/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES JULY 2020.	1	194.73	
EFT37436	14/08/2020	QUIN'S GOURMET BUTCHERS	BUSINESS SUPPORT GRANT FOR PURCHASE OF A LAPTOP FOR BUSINESS.	1		1,500.00
INV 17	27/07/2020	QUIN'S GOURMET BUTCHERS	BUSINESS SUPPORT GRANT FOR PURCHASE OF A LAPTOP FOR BUSINESS.	1	1,500.00	
EFT37437	14/08/2020	RED DOT STORES	STOCK PURCHASES FOR REC CENTRE.	1		32.00
INV 467242521	07/2020	RED DOT STORES	STOCK PURCHASES FOR REC CENTRE.	1	32.00	
EFT37438	14/08/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	BUSINESS SUPPORT GRANT TO PURCHASE SOFTWARE NEEDED TO DIVERSIFY BUISNESS.	1		5,500.00
INV 004905914	07/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	BUSINESS SUPPORT GRANT TO PURCHASE SOFTWARE NEEDED TO DIVERSIFY BUISNESS.	1	5,500.00	
EFT37439	14/08/2020	ROUTE 94 BAKERS HILL	LOCAL BUSINESS GRANT - FOR A LOCAL WEBSITE DESIGNER.	1		5,500.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-11	124/06/2020	ROUTE 94 BAKERS HILL	LOCAL BUSINESS GRANT - FOR A LOCAL WEBSITE DESIGNER.	1	5,500.00	
EFT37440	14/08/2020	SCOTT PRINT	FIRE INFORMATION BOOKLETS X 7000 COPIES	1		4,950.00
INV 145840	27/07/2020	SCOTT PRINT	FIRE INFORMATION BOOKLETS X 7000 COPIES	1	4,950.00	
EFT37441	14/08/2020	SHIRE OF DANDARAGAN	RECOUPMENT OF LSL FOR GREGORY REYNOLDS	1		1,820.58
INV 30645	21/07/2020	SHIRE OF DANDARAGAN	RECOUPMENT OF LSL FOR GREGORY REYNOLDS	1	1,820.58	
EFT37442	14/08/2020	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB.	1		254.00
INV 730601	15/07/2020	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB.	1	254.00	
EFT37443	14/08/2020	SOUTHERN BROOK COMMUNITY ASSOCIATION	SOUTHERN BROOK HALL - NATURE PLAYGROUND	1		25,000.00
INV RR210721	21/07/2020	SOUTHERN BROOK COMMUNITY ASSOCIATION	SOUTHERN BROOK HALL - NATURE PLAYGROUND	1	25,000.00	
EFT37444	14/08/2020	SOUTHERN CROSS AUSTEREO PTY LTD	NORTHAM ROADWISE COMMITTEE #AVONLOCALSDRIVINGCHANGE DISTRACTION AND NOVICE DRIVERS RADIO CAMPAIGN.	1		962.50
INV 710727331	10/07/2020	SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1	176.00	
INV 710729131	10/07/2020	SOUTHERN CROSS AUSTEREO PTY LTD	NORTHAM ROADWISE COMMITTEE #AVONLOCALSDRIVINGCHANGE DISTRACTION AND NOVICE DRIVERS RADIO CAMPAIGN.	1	786.50	
EFT37445	14/08/2020	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		1,174.40
INV 000201930	06/2020	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	1,174.40	
EFT37446	14/08/2020	TECHNOLOGY ONE LIMITED	2 DAYS WORK TO INTEGRATE SYNERGY EXTRACTS AND MAP DATA WITH INTRAMAPS	1		4,312.00
INV 192970	31/07/2020	TECHNOLOGY ONE LIMITED	2 DAYS WORK TO INTEGRATE SYNERGY EXTRACTS AND MAP DATA WITH INTRAMAPS	1	4,312.00	
EFT37447	14/08/2020	THE PRINT SHOP BUNBURY	5000x A2 NORTHAM VISITOR GUIDES FOLDED DOWN TO DL SIZE AS PER QUOTE	1		4,136.59

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 629133	15/07/2020	THE PRINT SHOP BUNBURY	PRODUCTION OF 2X ACM SIGNS FOR GREAT EASTERN HIGHWAY- 1200X2400	1	833.80	
INV 128030823	07/2020	THE PRINT SHOP BUNBURY	PRODUCTION OF 2X ACM SIGNS FOR GREAT EASTERN HIGHWAY- 1200X2400	1	833.80	
INV 128522505	08/2020	THE PRINT SHOP BUNBURY	5000x A2 NORTHAM VISITOR GUIDES FOLDED DOWN TO DL SIZE AS PER QUOTE	1	2,468.99	
EFT37448	14/08/2020	THE WORKWEAR GROUP	UNIFORM FOR BRANDON BUSWELL.	1		422.55
INV 123321217	06/2020	THE WORKWEAR GROUP	UNIFORM FOR BRANDON BUSWELL.	1	382.55	
INV 124256320	07/2020	THE WORKWEAR GROUP	UNIFORM FOR GORDON TESTER	1	40.00	
EFT37449	14/08/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR JUNE 2020	1		93.56
INV 0448-S3114	06/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR JUNE 2020	1	93.56	
EFT37450	14/08/2020	TPG TELECOM	SES BUILDING 01/06/2020-30/06/2020	1		448.45
INV 153546401	07/2020	TPG TELECOM	SES BUILDING 01/06/2020-30/06/2020	1	448.45	
EFT37451	14/08/2020	TREVOR EASTWELL	WUNDOWIE BUS DRIVER FOR NIGHT HOOPS 2020	1		720.00
INV 63	22/07/2020	TREVOR EASTWELL	WUNDOWIE BUS DRIVER FOR NIGHT HOOPS 2020	1	720.00	
EFT37452	14/08/2020	VERLINDENS ELECTRICAL SERVICE (WA)	BAKERS HILL POS PROJECT ELECTRICAL WORKS INCLUDE POWER SUPPLY FROM NEAREST AVAILABLE TAKE OFF. TO INSTALL 3 PHASE MAINS, SUB BOARD, 4 X WEATHER PROOF BATTENS, SENSOR SPOT LIGHT TO STEPS, 2 X DOUBLE POWER POINTS TO BOARD, TIMER SWITCH FOR LIGHTS, INSTAL SUFFICIENT AMPERAGE POWER FOR BBQ. (2 X 10 AMP HOT PLATES) QUOTE TO INCLUDE ALL TRENCHING AND BACK FILLING. AS PER QUOTE NQ04314.	1		5,907.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 91881	13/08/2020	VERLINDENS ELECTRICAL SERVICE (WA)	BAKERS HILL POS PROJECT ELECTRICAL WORKS INCLUDE POWER SUPPLY FROM NEAREST AVAILABLE TAKE OFF. TO INSTALL 3 PHASE MAINS, SUB BOARD, 4 X WEATHER PROOF BATTENS, SENSOR SPOT LIGHT TO STEPS, 2 X DOUBLE POWER POINTS TO BOARD, TIMER SWITCH FOR LIGHTS, INSTALL SUFFICIENT AMPERAGE POWER FOR BBQ. (2 X 10 AMP HOT PLATES) QUOTE TO INCLUDE ALL TRENCHING AND BACK FILLING. AS PER QUOTE NQ04314.	1	5,907.00	
EFT37453	14/08/2020	VINCELEC	OLD TOWN ADMIN (CREATE 298) FRONT EMERGENCY EXIT TO FIRST FLOOR FLICKERING.	1		390.36
INV IV329	18/07/2020	VINCELEC	OLD TOWN ADMIN (CREATE 298) FRONT EMERGENCY EXIT TO FIRST FLOOR FLICKERING.	1	280.36	
INV IV344	27/07/2020	VINCELEC	SES SHED. DISCONNECT POWER TO EXTERNAL LIGHT READY FOR REMOVAL.	1	110.00	
EFT37454	14/08/2020	VINCENT RYDER	ACAT TOUR - 17/07/2020	1		100.00
INV 5	17/07/2020	VINCENT RYDER	ACAT TOUR - 17/07/2020	1	100.00	
EFT37455	14/08/2020	VODAFONE	HARVEST BAN LINE JUNE 2020 FINAL ACCOUNT	1		440.00
INV 112703106	06/06/2020	VODAFONE	HARVEST BAN LINE JUNE 2020 FINAL ACCOUNT	1	440.00	
EFT37456	14/08/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT 06/07/2020-24/07/2020	1		6,924.50
INV 02731	01/06/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES F/E 18/05/2020 TO 31/05/2020.	1	1,476.75	
INV 02829	25/07/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT 06/07/2020-24/07/2020	1	2,343.00	
INV 02832	27/07/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES AND ON CALL RANGER SERVICES 13/07/2020 TO 26/07/2020	1	1,518.00	
INV 02866	04/08/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JULY	1	110.00	
INV 02867	10/08/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 27/07/2020 TO 09/08/2020.	1	1,476.75	
EFT37458	14/08/2020	WARRICKS NEWSAGENCY	NEWSPAPERS FOR THE MONTH OF JULY 2020.	1		39.10
INV SN000131	07/2020	WARRICKS NEWSAGENCY	NEWSPAPERS FOR THE MONTH OF JULY 2020.	1	39.10	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37459	14/08/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA MEMBERSHIP 2020/2021	1		44,144.91
INV I30829720	07/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA MEMBERSHIP 2020/2021	1	44,144.91	
EFT37460	14/08/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CCTV MACCAS CAR PARK. DEEP CYCLE BATTERIES	1		1,466.50
INV INV-10714	07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CCTV MACCAS CAR PARK. DEEP CYCLE BATTERIES	1	1,466.50	
EFT37461	14/08/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 MONTHS OF 08/07/2020 TO 17/07/2020.	1		4,811.40
INV 003011409	07/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 MONTHS OF JULY AUGUST SEPTEMBER 2020 AND OCTOBER (3 DAYS/WEEK @ 36HRS MAX/WEEK BEING 3 DAYS WORK WITH 3 PEOPLE AT 4HRS/ DAY EACH . TOTAL COST EACH WEEK \$1458+GST	1	1,603.80	
INV 003011430	07/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 MONTHS OF 08/07/2020 TO 17/07/2020.	1	3,207.60	
EFT37462	14/08/2020	WHEATBELT OFFICE & BUSINESS MACHINES	SAMSUNG E45 24" MONIOTOR x10	1		2,404.89
INV 26514	21/07/2020	WHEATBELT OFFICE & BUSINESS MACHINES	SAMSUNG E45 24" MONIOTOR x10	1	2,190.00	
INV 26551	30/07/2020	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER COMPATIBLE TN-3440	1	89.00	
INV 210014	06/08/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING 09.06.20-06.08.2020	1	125.89	
EFT37463	14/08/2020	WILDLIFE SERVICES F/T BUTCHER FAMILY TRUST T/AS ANIMAL PEST MANAGEMENT SERVICES	TRAPPING & CULLING OF CATEGORY 3 PESTS - CORELLAS	1		3,025.00
INV A-1806804	06/2020	WILDLIFE SERVICES F/T BUTCHER FAMILY TRUST T/AS ANIMAL PEST MANAGEMENT SERVICES	TRAPPING & CULLING OF CATEGORY 3 PESTS - CORELLAS	1	3,025.00	
EFT37464	14/08/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE TOWN HALL. CHECK PUSH BUTTON TAPS IN TOILETS AS NOT STAYING ON.	1		555.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 00117	09/07/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE TOWN HALL. CHECK PUSH BUTTON TAPS IN TOILETS AS NOT STAYING ON.	1	430.00	
INV 00118	15/07/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE FOOTBALL CLUB. REPAIR WATER LEAK TO WATER FEED.	1	125.00	
EFT37465	14/08/2020	ZENIEN	CCTV SOLAR POLE - PEEL TCE - INSPECTION RE OUTAGE	1		4,378.37
INV 17728	21/07/2020	ZENIEN	CCTV SOLAR POLE - PEEL TCE - INSPECTION RE OUTAGE	1	3,458.49	
INV 17729	21/07/2020	ZENIEN	CCTV INSPECTION - CCTV SOLAR POLE - PEEL TCE - INSPECTION RE OUTAGE	1	919.88	
EFT37466	21/08/2020	ABBOTT'S FORGE	MOVE SIGN AS PER SPECIFICATIONS ON YILGARN STREET	1		3,250.00
INV 000041024	07/2020	ABBOTT'S FORGE	MOVE SIGN AS PER SPECIFICATIONS ON YILGARN STREET	1	1,650.00	
INV 000041310	08/2020	ABBOTT'S FORGE	FAB AND FIT TRAY DIVIDER FOR TIP TRUCK PN1807 - N4013	1	1,600.00	
EFT37467	21/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION COST FOR AUGUST 2020.	1		196.02
INV 68380	13/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION COST FOR AUGUST 2020.	1	196.02	
EFT37468	21/08/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUC18	08/2020	AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT37469	21/08/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 18/08/2020.	1		59,900.00
INV PAYG 118	08/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 18/08/2020.	1	59,900.00	
EFT37470	21/08/2020	AUTOPRO NORTHAM	SUPPLY SANDING AND CUTTING DISCS	1		188.38
INV 863258	05/08/2020	AUTOPRO NORTHAM	SUPPLY SANDING AND CUTTING DISCS	1	44.01	
INV 863484	06/08/2020	AUTOPRO NORTHAM	SUPPLY EYEBOLTS FOR FUEL TANKERS	1	41.54	
INV 863892	07/08/2020	AUTOPRO NORTHAM	2 X TAIL LIGHT ASSEMBLIES FOR TRAILER PN1414.	1	43.98	
INV 864728	12/08/2020	AUTOPRO NORTHAM	FEMALE TO FEMALE TRAILER PLUG	1	19.77	
INV 865009	13/08/2020	AUTOPRO NORTHAM	SPRAY PAINT CAN - WHITE	1	39.08	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37471	21/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER WUNDOWIE LT 1DZJ-553 VIN# JTELBJ007051217	1		836.55
INV 19352	04/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER INKPEN LT 1GBO-744	1	398.15	
INV 19357	05/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER WUNDOWIE LT 1DZJ-553 VIN# JTELBJ007051217	1	438.40	
EFT37472	21/08/2020	AVON VALLEY CONTRACTORS	12TONNES OF 5MM STONE DELIVERED TO THE SHIRE OF NORTHAM DEPOT	1		946.00
INV 3413	27/07/2020	AVON VALLEY CONTRACTORS	FLOAT ROLLER FROM COMBINED TYRES TO BEERING ROAD ON 30 JUNE 2020.	1	220.00	
INV 3416	27/07/2020	AVON VALLEY CONTRACTORS	12TONNES OF 5MM STONE DELIVERED TO THE SHIRE OF NORTHAM DEPOT	1	726.00	
EFT37473	21/08/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	SAND PER TONNE	1		1,060.00
INV IV1057101/05/2020	10/05/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	SAND PER TONNE	1	640.00	
INV IV1057001/05/2020	10/05/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	14 TONNE OF SAND DELIVERED TO SHIRE OF NORTHAM DEPOT.	1	420.00	
EFT37474	21/08/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY - COMPOST, BLOOD AND BONE, RAKES, LOPPERS	1		550.00
INV 141898	11/08/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY - COMPOST, BLOOD AND BONE, RAKES, LOPPERS	1	550.00	
EFT37475	21/08/2020	BLACKWELL PLUMBING PTY LTD	CEMETERY TOILETS. UNBLOCK UPPER TOILETS AND QUOTE FOR MAJOR REPAIRS.	1		220.00
INV INV-22013/08/2020	13/08/2020	BLACKWELL PLUMBING PTY LTD	CEMETERY TOILETS. UNBLOCK UPPER TOILETS AND QUOTE FOR MAJOR REPAIRS.	1	220.00	
EFT37476	21/08/2020	CADDS FASHIONS	6LMP - AIRFLOW PANT - 97R - MARK EGAN (UNLABELLED)	1		90.77
INV 20-000013/08/2020	13/08/2020	CADDS FASHIONS	YELLOW AND BLACK POLO FLEECE JUMPER SIZE XL, WITH SHIRE OF NORTHAM LOGO AND 'SAFETY' PRINTED ON THE BACK	1	37.50	
INV 20-000013/08/2020	13/08/2020	CADDS FASHIONS	6LMP - AIRFLOW PANT - 97R - MARK EGAN (UNLABELLED)	1	53.27	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37477	21/08/2020	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY SYSTEMS IN VARIOUS PLACES - 01/07/2020 TO 30/09/2020.	1		686.59
INV 966542816	04/2020	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS.	1	44.28	
INV 966673527	04/2020	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS.	1	-38.37	
INV 966960815	05/2020	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM REC CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 01/04/2020 to 31/05/2020.	1	-303.12	
INV 967063725	05/2020	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS.	1	-88.54	
INV 967110625	05/2020	CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SANITARY UNIT SERVICE FROM 01/06/2020 - 30/06/2020	1	-440.00	
INV 967164205	06/2020	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS.08/06/2020 TO 30/06/2020.	1	67.87	
INV 967169705	06/2020	CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SANITARY UNIT SERVICE FROM 08/06/2020 - 30/06/2020	1	337.35	
INV 967410515	06/2020	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY SYSTEMS IN VARIOUS PLACES - 01/07/2020 TO 30/09/2020.	1	1,195.68	
EFT37478	21/08/2020	CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 SERVICE AS REQUIRED	1		2,120.99
INV 000032030	06/2020	CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 SERVICE AS REQUIRED	1	1,286.42	
INV 000032119	07/2020	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR HINO OIL LEAK	1	834.57	
EFT37479	21/08/2020	COUNTRY COPIERS NORTHAM	INV S8569 SERVICE/METER READING OF IR -2525 ENGINEERING SERVICES DONGA	1		1,053.76
INV S8569	10/08/2020	COUNTRY COPIERS NORTHAM	INV S8569 SERVICE/METER READING OF IR -2525 ENGINEERING SERVICES DONGA	1	1,053.76	
EFT37480	21/08/2020	CTI SECURITY SERVICES PTY LTD	RSL MEMORIAL HALL - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1		806.21
INV CTNS3020	07/2020	CTI SECURITY SERVICES PTY LTD	BKB - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	
INV CTNS3020	07/2020	CTI SECURITY SERVICES PTY LTD	RSL MEMORIAL HALL - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	90.56	
INV CTNS3020	07/2020	CTI SECURITY SERVICES PTY LTD	OLD RAILWAY MUSEUM - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	53.00	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	87.96	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	SES BUILDING - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	87.96	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.97	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	53.00	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	
INV CTNS3020/07/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY - SECURITY ALARM MONITORING FROM 01/08/2020-31/08/2020	1	61.96	
EFT37481	21/08/2020	DUNNING INVESTMENTS PTY LTD - DO NOT USE	FUEL CHARGES FOR JULY 2020	1		21,082.05
INV JULY 2031/07/2020		DUNNING INVESTMENTS PTY LTD - DO NOT USE	FUEL CHARGES FOR JULY 2020	1	21,082.05	
EFT37482	21/08/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FOR JULY 2020	1		1,461.70
INV 526633	30/07/2020	E FIRE & SAFETY	AG SHOW PAVILION. SERVICING FIRE EQUIPMENT EXTINGUISHERS.	1	530.00	
INV 526513	05/08/2020	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FOR JULY 2020	1	236.50	
INV 526515	05/08/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FOR JULY 2020	1	532.40	
INV 526514	05/08/2020	E FIRE & SAFETY	NORTHAM TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING FOR JULY 2020	1	162.80	
EFT37483	21/08/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUC18/08/2020		EASIFLEET	Payroll deductions		1,247.56	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC18	08/2020	EASIFLEET	Payroll deductions		1,102.65	
EFT37484	21/08/2020	FINISHING WA	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETINGS AUGUST SEPTEMBER & OCTOBER 2019	1		330.00
INV INV-95210	08/2020	FINISHING WA	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETINGS AUGUST SEPTEMBER & OCTOBER 2019	1	330.00	
EFT37485	21/08/2020	FOX AND HEN HANDMADE CRAFTS	BUSSINESS SUPPORT GRANT FOR THE DEVELOPMENT OF WEBSITE.	1		1,862.00
INV 1	26/07/2020	FOX AND HEN HANDMADE CRAFTS	BUSSINESS SUPPORT GRANT FOR THE DEVELOPMENT OF WEBSITE.	1	1,862.00	
EFT37486	21/08/2020	FRAMESWEST	CUT AND COPY KEYS FOR LIGHTING SYSTEM	1		20.00
INV 000204931	07/2020	FRAMESWEST	CUT AND COPY KEYS FOR LIGHTING SYSTEM	1	20.00	
EFT37487	21/08/2020	GRAFTON ELECTRICS	VINTAGE CAR CLUB. UPGRADE POWER FEED AS PER QUOTE.	1		2,909.61
INV 7125	01/08/2020	GRAFTON ELECTRICS	ADMIN BUILDING. TEST BUILDING AND PROVIDE EVIDENCE OF RCD COMPLIANCE.	1	559.46	
INV 7143	14/08/2020	GRAFTON ELECTRICS	VINTAGE CAR CLUB. UPGRADE POWER FEED AS PER QUOTE.	1	2,350.15	
EFT37488	21/08/2020	JASON SIGNMAKERS	VARIOUS SIGNS FOR ENGINEERING	1		2,011.60
INV 210278	24/07/2020	JASON SIGNMAKERS	VARIOUS SIGNS FOR ENGINEERING	1	1,793.36	
INV 210445	28/07/2020	JASON SIGNMAKERS	MR-GZ-14 - FUNDING SERIES SIGN	1	218.24	
EFT37489	21/08/2020	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER FOR LEADING HAND - WUNDOWIE	1		130.00
INV 7600	30/07/2020	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER FOR LEADING HAND - WUNDOWIE	1	130.00	
EFT37490	21/08/2020	LAURA PATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A11801	1		1,404.81
INV A11801	20/08/2020	LAURA PATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A11801		1,404.81	
EFT37491	21/08/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - JASON WHITEAKER	1		531.00
INV 17579	09/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - JASON WHITEAKER	1	531.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37492	21/08/2020	LYNETTE MARGARET STOLTZE	RATES CREDIT REFUND FOR ASSESSMENT A1704	1		60.10
INV A1704	20/08/2020	LYNETTE MARGARET STOLTZE	RATES CREDIT REFUND FOR ASSESSMENT A1704		60.10	
EFT37493	21/08/2020	MILMAR DISTRIBUTORS	x 24 WHITE/YELLOW RECEIPT ROLLS	1		172.40
INV 000249403/08/2020		MILMAR DISTRIBUTORS	x 24 WHITE/YELLOW RECEIPT ROLLS	1	172.40	
EFT37494	21/08/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		400.00
INV 7240	12/08/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	400.00	
EFT37495	21/08/2020	OXTER SERVICES	REGULAR CLEANING FOR VARIOUS SITES 22/06/2020-05/07/2020	1		9,092.22
INV 23028	03/07/2020	OXTER SERVICES	REGULAR CLEANING FOR VARIOUS SITES 22/06/2020-05/07/2020	1	2,296.80	
INV 23128	24/07/2020	OXTER SERVICES	WUNDOWIE TOILETS. EXTRA CLEANS DUE TO COVID 19 FOR JULY.	1	2,026.20	
INV 23155	31/07/2020	OXTER SERVICES	REGULAR CLEANING FOR VARIOUS SITES 20/07/2020-02/08/2020	1	2,296.80	
INV 23158	31/07/2020	OXTER SERVICES	CEMETERY TOILETS. SUPPLY 1 X BOX GLOVES, 1 X BOX OF TOILET ROLLS AND 1 X BLUE WIPES ROLL.	1	87.00	
INV 23157	31/07/2020	OXTER SERVICES	EXTRA CLEANING PUBLIC TOILETS 20/07/20 TO 02/08/2020.	1	2,026.20	
INV 23169	03/08/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF HAND TOWEL AND 1 X BOX OF TOILET PAPER.	1	158.26	
INV 23227	14/08/2020	OXTER SERVICES	CLACKLINE TOILETS. SUPPLY 2 X CARTONS OF TOILET ROLLS, 1 X BOX OF GLOVES AND 1 X PINEAWAY.	1	200.96	
EFT37496	21/08/2020	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1		172.00
INV 000148110/08/2020		PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1	172.00	
EFT37497	21/08/2020	PROFESSIONAL LOCKSERVICE	WUNDOWIE HALL. REKEY ALL LOCKS AT WUNDOWIE TOWN HALL, DUE TO COPIES NOT BEING ACCOUNTED FOR.	1		1,416.79
INV 001052618/08/2020		PROFESSIONAL LOCKSERVICE	WUNDOWIE HALL. REKEY ALL LOCKS AT WUNDOWIE TOWN HALL, DUE TO COPIES NOT BEING ACCOUNTED FOR.	1	1,416.79	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37498	21/08/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		396.00
INV 005000905/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 005001005/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 005001105/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 005001205/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT37499	21/08/2020	ROAD AND TRAFFIC SERVICES PTY LTD	QUOTE 20RM228: INSTALL PAYEMENT MARKINGS ON FITZGERALD STREET AND MINSON AVENUE AS PER DRAWING SUPPLIED.	1		2,227.50
INV 000082001/08/2020		ROAD AND TRAFFIC SERVICES PTY LTD	QUOTE 20RM228: INSTALL PAYEMENT MARKINGS ON FITZGERALD STREET AND MINSON AVENUE AS PER DRAWING SUPPLIED.	1	2,227.50	
EFT37500	21/08/2020	ROSS DAVID FALCONER	RATES CREDIT REFUND FOR ASSESSMENT A13045	1		9,000.00
INV A13045 20/08/2020		ROSS DAVID FALCONER	RATES CREDIT REFUND FOR ASSESSMENT A13045		9,000.00	
EFT37501	21/08/2020	SPECTRUM CELEBRATIONS	Minute No: LBSC.43 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDES A GRANT TO SPECTRUM CELEBRATIONS OF 50% OF THE REQUESTED GRANT (\$1712) FOR PA SYSTEM AND PORTABLE PRINTER, TO BE SOURCED LOCALLY WHERE POSSIBLE.	1		1,712.00
INV 202008003/08/2020		SPECTRUM CELEBRATIONS	Minute No: LBSC.43 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDES A GRANT TO SPECTRUM CELEBRATIONS OF 50% OF THE REQUESTED GRANT (\$1712) FOR PA SYSTEM AND PORTABLE PRINTER, TO BE SOURCED LOCALLY WHERE POSSIBLE.	1	1,712.00	
EFT37502	21/08/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	CYINV00103945 INVOICE FOR REPLENISHMENT OF FIRST AID SUPPLIES-NORTHAM DEPOT	1		2,194.07
INV CYINV024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	INVOICE FOR REPLENISHMENT OF FIRST AID SUPPLIES-REC CENTRE	1	290.28	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CYINV024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - NORTHAM LIBRARY	1	56.30	
INV CYRTN024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - CREDIT CYINV00102048	1	-56.30	
INV CYINV024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	REPLENISHMENT OF FIRST AID SUPPLIES-NORTHAM LIBRARY	1	204.30	
INV CYINV030/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	CYINV00103922 INVOICE FOR REPLENISHMENT OF FIRST AID SUPPLIES-WUNDOWIE LIBRARY	1	91.62	
INV CYINV030/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	REPLENISHMENT OF FIRST AID SUPPLIES-WUNDOWIE DEPOT	1	320.63	
INV CYINV030/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	CYINV00103945 INVOICE FOR REPLENISHMENT OF FIRST AID SUPPLIES-NORTHAM DEPOT	1	427.94	
INV CYINV002/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	REPLENISHMENT OF FIRST AID SUPPLIES-VISITORS CENTRE	1	61.30	
INV FAINV003/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING - MEGAN WORTHINGTON 3/7/2020	1	133.00	
INV FAINV003/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING - JANELLE VICKERY 3/7/2020	1	133.00	
INV FAINV003/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING - KAYLA BURGESS 3/7/2020	1	133.00	
INV FAINV008/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING -GLENN PADDICK 8/7/2020	1	133.00	
INV FAINV008/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING - PATSY REPEC 8/7/2020	1	133.00	
INV FAINV021/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING - KELLY BREWIS 21/7/2020	1	133.00	
EFT37503	21/08/2020	SYNERGY	STREET LIGHTS 02/07/2020-03/08/2020	1		24,815.72
INV 209298325/06/2020		SYNERGY	332273630 Clackline Post Office - 22/04/2020 to 23/06/2020		188.75	
INV 207299816/07/2020		SYNERGY	GRASS VALLEY FIRE SHED 18/05/2020-16/07/2020	1	273.03	
INV 200899616/07/2020		SYNERGY	092912520 Grass Valley Oval - 13/05/2020 to 10/07/2020		104.90	
INV 206899720/07/2020		SYNERGY	IRISHTOWN BFB 29/05/2020-20/07/2020	1	120.92	
INV 206100230/07/2020		SYNERGY	153902510 Old Shire Depot Building - 29/05/2020 to 27/07/2020		237.97	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 204901	103/08/2020	SYNERGY	STREET LIGHTS 02/07/2020-03/08/2020	1	23,683.41	
INV 203302004	08/2020	SYNERGY	RAP PARK AVON YOUTH 05/06/2020-04/08/2020	1	103.37	
INV 203302004	08/2020	SYNERGY	236109800 Rap Park - 04/06/2020 to 30/07/2020		103.37	
EFT37504	21/08/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PN1902 REGO N11184 15,000 SERVICE	1		419.75
INV 341484	06/08/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PN1902 REGO N11184 15,000 SERVICE	1	419.75	
EFT37505	21/08/2020	TELSTRA CORPORATION	TELSTRA MAINLINE 05/06/2020-04/07/2020	1		995.37
INV 902607512	07/2020	TELSTRA CORPORATION	TELSTRA MAINLINE 05/06/2020-04/07/2020	1	684.83	
INV 200004919	07/2020	TELSTRA CORPORATION	BALANCE OWING ADSL FROM CANCELLATION 15/06/2020-14/07/2020	1	169.83	
INV 272600928	07/2020	TELSTRA CORPORATION	MAIN MOBILE ACCOUNT JULY 2020	1	140.71	
EFT37506	21/08/2020	TPG TELECOM	TPG MAIN ACCOUNT 01/07/2020-31/07/2020	1		6,665.66
INV 154558401	08/2020	TPG TELECOM	TPG MAIN ACCOUNT 01/07/2020-31/07/2020	1	6,665.66	
EFT37507	21/08/2020	TREVOR WILLIAM TURNOCK	RATES CREDIT REFUND FOR ASSESSMENT A13744	1		738.18
INV A13744	20/08/2020	TREVOR WILLIAM TURNOCK	RATES CREDIT REFUND FOR ASSESSMENT A13744		738.18	
EFT37508	21/08/2020	VININDEX PTY LTD	525 STORM PRO CORRUGATED POLLY PIPE 9BLACK) INSIDE DIAMETER 523MM OUTSIDE DIAMETER 600MM (LENGTH 5.89 METER) FOR JOB MW201920-010	1		715.00
INV 861013529	07/2020	VININDEX PTY LTD	525 STORM PRO CORRUGATED POLLY PIPE 9BLACK) INSIDE DIAMETER 523MM OUTSIDE DIAMETER 600MM (LENGTH 5.89 METER) FOR JOB MW201920-010	1	715.00	
EFT37509	21/08/2020	WARCA INC	WARCA MEMBERSHIP FEE 2020/21	1		16,500.00
INV 48	03/07/2020	WARCA INC	WARCA MEMBERSHIP FEE 2020/21	1	16,500.00	
EFT37510	21/08/2020	WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER JULY 2020 ADMIN	1		50.70
INV 100000031	07/2020	WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER JULY 2020 ADMIN	1	50.70	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37511	21/08/2020	WESTERN POWER	BAKERS HILL FIRE SHED. DESIGN FEE FOR NEW FIRE SHED AS PER REF: ZQGGHZ.	1		3,300.00
INV CORPB15	06/2020	WESTERN POWER	BAKERS HILL FIRE SHED. DESIGN FEE FOR NEW FIRE SHED AS PER REF: ZQGGHZ.	1	3,300.00	
EFT37512	21/08/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 - ROLLER - REPAIR REAR LIGHTS	1		698.00
INV INV-10408	06/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO REMOVE AND REPLACE BATTERY - FORKLIFT WONT START	1	272.50	
INV INV-10713	07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 - ROLLER - REPAIR REAR LIGHTS	1	425.50	
EFT37513	21/08/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL FROM PUMA - JULY 2020	1		1,430.07
INV JULY 23	1/07/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL FROM PUMA - JULY 2020	1	1,430.07	
EFT37514	25/08/2020	SPECIALISED TREE SERVICE	9 TREES TO BE CUT TO A HEIGHT OF 2M, ALL MATERIALS CHIPPED AND REMOVE - NORTHAM AERO MAINTENANCE.	1		1,470.00
INV 3375	18/08/2020	SPECIALISED TREE SERVICE	9 TREES TO BE CUT TO A HEIGHT OF 2M, ALL MATERIALS CHIPPED AND REMOVE - NORTHAM AERO MAINTENANCE.	1	1,470.00	
EFT37515	25/08/2020	ZIPFORM	PRINTING AND POSTAGE OF COUNCIL RATES NOTICES	1		18,870.66
INV 198214	17/08/2020	ZIPFORM	PRINTING AND POSTAGE OF COUNCIL RATES NOTICES	1	18,870.66	
EFT37516	28/08/2020	ABBOTT'S FORGE	REPLACE TOWN ROUNDABOUT 9/7/2020	1		350.00
INV 000038510	07/2020	ABBOTT'S FORGE	REPLACE TOWN ROUNDABOUT 9/7/2020	1	350.00	
EFT37517	28/08/2020	ALAN'S AUTO ELECTRICS	SUPPLY GLOBE AS PER QUOTE AND ATTACHED PHOTO	1		7.00
INV INV-5720	05/2020	ALAN'S AUTO ELECTRICS	SUPPLY GLOBE AS PER QUOTE AND ATTACHED PHOTO	1	7.00	
EFT37518	28/08/2020	ALLGLOVE INDUSTRIES	FIRE PRO WILDFIRE GLOVES,	1		1,914.00
INV 000040105	08/2020	ALLGLOVE INDUSTRIES	FIRE PRO WILDFIRE GLOVES,	1	1,914.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37519	28/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR AUGUST 2020	1		6,949.28
INV 68432	20/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR AUGUST 2020	1	6,921.78	
INV 68433	20/08/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR AUGUST 2020	1	27.50	
EFT37520	28/08/2020	AMY WALLEY STACK MAALIYORGA ARTS	STOCK PURCHASES FOR BKB	1		1,275.00
INV 7	18/06/2020	AMY WALLEY STACK MAALIYORGA ARTS	STOCK PURCHASES FOR BKB	1	1,275.00	
EFT37521	28/08/2020	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. SUPPLY AND INSTALL NE RHEEM 25 LITRE BOILING WATER UNIT AS PER QUOTE.	1		4,407.70
INV A18746	10/08/2020	ANDY'S PLUMBING SERVICE	SES ADMIN BUILDING. REPAIR TOILET SEATS AND SERVICE CISTERNS, INSTALL ANTI VANDAL TAP TO FRONT OF BUILDING.	1	303.60	
INV A18768	18/08/2020	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. MALE URINAL WILL NOT STOP RUNNING, PLEASE SERVICE.	1	309.10	
INV A18771	18/08/2020	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. SUPPLY AND INSTALL NE RHEEM 25 LITRE BOILING WATER UNIT AS PER QUOTE.	1	2,479.40	
INV A18767	18/08/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING AUGUST 2020.	1	407.00	
INV A18769	18/08/2020	ANDY'S PLUMBING SERVICE	OLD NORTHAM FIRE STATION (MENS SHED). PLEASE CHECK OPERATION OF SUMP PUMPS FOR DRAINAGE, NOT DRAINING.	1	737.00	
INV A18770	18/08/2020	ANDY'S PLUMBING SERVICE	CREATE 298. SERVICE CISTERN IN LADIES TOILET, CONSTANTLY RUNNING.	1	171.60	
EFT37522	28/08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	50M ROLL BARRIER MESH	1		91.97
INV 655117531	07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	TURN BUCKLE	1	12.77	
INV 655184703	08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	50M ROLL BARRIER MESH	1	79.20	
EFT37523	28/08/2020	AUTOPRO NORTHAM	SPRAY PAINT & LIGHT GLOBE.	1		73.44
INV 864683	11/08/2020	AUTOPRO NORTHAM	SPRAY PAINT & LIGHT GLOBE.	1	73.44	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37524	28/08/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INK/PEN WASTE MANAGEMENT FACILITY 30 HOURS PER WEEK AT \$30 PER HOUR 52 WEEKS PER YEAR, PLUS FOUR PUBLIC HOLIDAYS 14/07/2020 TO 26/06/20	1		1,568.00
INV 0038	26/07/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INK/PEN WASTE MANAGEMENT FACILITY 30 HOURS PER WEEK AT \$30 PER HOUR 52 WEEKS PER YEAR, PLUS FOUR PUBLIC HOLIDAYS 14/07/2020 TO 26/06/20	1	1,568.00	
EFT37525	28/08/2020	AVON SERVICE SPECIALISTS	PN1607 - REGO N577 FULL SERVICE AND CHECK OF ENTIRE VEHICLE CHANGE ANY OILS THAT ARE REQUIRED/ ENCLUDING AIR COND / TYRE PRESURES TO FACTORY PRESSURES AND WHEEL NUTS TO BE TORQUE TO FACTORY SETTINGS. ANYTHING FOUND TO NEED REPAIRING/REPLACING ON THE DAY THAT CAN BE FIXED PLEASE DO AND SUPPLY FULL REPORT OF SERVICE /REPAIRS. IF TYRES NEED DOING PLEASE STATE THAT ON THE REPORT.	1		1,705.25
INV 19328	31/07/2020	AVON SERVICE SPECIALISTS	PN1607 - REGO N577 FULL SERVICE AND CHECK OF ENTIRE VEHICLE CHANGE ANY OILS THAT ARE REQUIRED/ ENCLUDING AIR COND / TYRE PRESURES TO FACTORY PRESSURES AND WHEEL NUTS TO BE TORQUE TO FACTORY SETTINGS. ANYTHING FOUND TO NEED REPAIRING/REPLACING ON THE DAY THAT CAN BE FIXED PLEASE DO AND SUPPLY FULL REPORT OF SERVICE /REPAIRS. IF TYRES NEED DOING PLEASE STATE THAT ON THE REPORT.	1	599.75	
INV 19389	10/08/2020	AVON SERVICE SPECIALISTS	PN1309 - N.4098 - TOYOTA HILUX WORKMATE - 100,000KM SERVICE / 6 MONTH SERVICE - AS PER BOOK	1	311.35	
INV 19413	12/08/2020	AVON SERVICE SPECIALISTS	PN1602 -N11291 - 43000KM SERVICE - 12 AUGUST 2020	1	390.75	
INV 19416	12/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER BAKERS HILL LT 1EFJ-949 VIN# JTELV7900029393	1	403.40	
EFT37526	28/08/2020	AVON VALLEY CONTRACTORS	REPAIR STORMWATER DAMAGE TO REHAB AREA BY RIPPING SECTION OF REHAB PORPTION THAT HAS FURROWS FORMING. RIP WITH GRADER TO A DEPTH OF 400MM.	1		462.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3463	18/08/2020	AVON VALLEY CONTRACTORS	REPAIR STORMWATER DAMAGE TO REHAB AREA BY RIPPING SECTION OF REHAB PORPTION THAT HAS FURROWS FORMING. RIP WITH GRADER TO A DEPTH OF 400MM.	1	462.00	
EFT37527	28/08/2020	AVON WASTE	MANAGMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1		47,715.80
INV 000398331/07/2020		AVON WASTE	MANAGMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1	47,715.80	
EFT37528	28/08/2020	BLACKWELL PLUMBING PTY LTD	VISITORS CENTRE. SERVICE ALL CISTERNS IN ALL TOILETS, SOME LEAKING/RUNNING.	1		863.20
INV INV-22018/08/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM LIBRARY. UNBLOCK TOILETS.	1	214.50	
INV INV-22024/08/2020		BLACKWELL PLUMBING PTY LTD	PEEL TERRACE DUMP POINT. UNBLOCK THE DUMP POINT.	1	49.50	
INV INV-22024/08/2020		BLACKWELL PLUMBING PTY LTD	VISITORS CENTRE. SERVICE ALL CISTERNS IN ALL TOILETS, SOME LEAKING/RUNNING.	1	599.20	
EFT37529	28/08/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2020.	1		1,225.87
INV T1080	25/08/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JULY 2020.	1	1,225.87	
EFT37530	28/08/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2020.	1		159.52
INV T1079	25/08/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JULY 2020.	1	159.52	
EFT37531	28/08/2020	CADDS FASHIONS	UNIFORM FOR KELLESLATER.	1		413.49
INV 20-000013/08/2020		CADDS FASHIONS	UNIFORM FOR KELLESLATER.	1	180.37	
INV 20-000013/08/2020		CADDS FASHIONS	UNIFORM - GORDON TESTER	1	86.45	
INV 20-000018/08/2020		CADDS FASHIONS	UNIFORM FOR LEE-ELLEN EDMONDS	1	146.67	
EFT37532	28/08/2020	COMBINED TYRES PTY LTD	GRASS VALLEY 4.4 (1GAZ-650) - REPLACE TYRE	1		1,169.30
INV INV-60410/08/2020		COMBINED TYRES PTY LTD	GRASS VALLEY 4.4 (1GAZ-650) - REPLACE TYRE	1	1,169.30	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37533	28/08/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1		1,224.58
INV S8587	17/08/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	1,224.58	
EFT37534	28/08/2020	COUNTRYWIDE GROUP	52RS HUSQVARNA BRUSHCUTTER 9672108-01 T BAR HANDLE	1		1,347.30
INV ACC00006/08/2020		COUNTRYWIDE GROUP	EDGER BLADES (10) FOR MOWERS	1	176.00	
INV ACC00007/08/2020		COUNTRYWIDE GROUP	SERVICE POLES AW AS REQUIRED	1	164.75	
INV ACC00007/08/2020		COUNTRYWIDE GROUP	POLE SAW CHAIN	1	257.55	
INV ACC00011/08/2020		COUNTRYWIDE GROUP	52RS HUSQVARNA BRUSHCUTTER 9672108-01 T BAR HANDLE	1	749.00	
EFT37535	28/08/2020	DAMIAN'S PLUMBING	WATER STAND PIPES. TEST 19 BACKFLOW DEVICES AND SUBMIT REQUIRED PAPERWORK TO WATERCORP AS PER QUOTE.	1		4,855.40
INV 5609	01/08/2020	DAMIAN'S PLUMBING	SUPPLY HUNTER HYBRID CONTROLLER BATTERIES. PVC BUSHES	1	607.20	
INV 5639	10/08/2020	DAMIAN'S PLUMBING	FLOOD MITIGATION - FLUSH FLOOD PUMP FOR TESTING	1	891.00	
INV 5596	14/08/2020	DAMIAN'S PLUMBING	WATER STAND PIPES. TEST 19 BACKFLOW DEVICES AND SUBMIT REQUIRED PAPERWORK TO WATERCORP AS PER QUOTE.	1	2,508.00	
INV 5672	19/08/2020	DAMIAN'S PLUMBING	HIRE FLEXT DRIVE 25INC FOR TRASH PUMP FOR SEPTAGE PONDS TO PUMP DOWN.	1	849.20	
EFT37536	28/08/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	KILLARA RESPITE DBA ANNUAL MONITORING 01/07/2020 TO 30/06/2021.	1		3,681.86
INV 54725	19/08/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	KILLARA RESPITE DBA ANNUAL MONITORING 01/07/2020 TO 30/06/2021.	1	1,840.93	
INV 54712	19/08/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE - DIRECT BRIGADE ALARMS	NORTHAM TOWN HALL RESPITE DBA ANNUAL MONITORING 01/07/2020 TO 30/06/2021.	1	1,840.93	
EFT37537	28/08/2020	DIAMOND NETWORKS PTY LTD	THERMOL SWITCH OVERLOAD & PADDLEWHEEL SINGLE PHASE 1HP	1		1,148.40
INV 000151231/07/2020		DIAMOND NETWORKS PTY LTD	THERMOL SWITCH OVERLOAD & PADDLEWHEEL SINGLE PHASE 1HP	1	1,148.40	
EFT37538	28/08/2020	EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND 7 ZAMIA TCE	1		1,000.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1203	25/08/2020	EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND 7 ZAMIA TCE	1	1,000.00	
EFT37539	28/08/2020	FREDERICK ARTHUR TAME	TAG C220545 PARTIAL REFUND OF DOG REGISTRATION PAID DUE TO PRODUCTION OF STERILISATION CERTIFICATE	1		77.50
INV 022054513/07/2020		FREDERICK ARTHUR TAME	TAG C220545 PARTIAL REFUND OF DOG REGISTRATION PAID DUE TO PRODUCTION OF STERILISATION CERTIFICATE	1	77.50	
EFT37540	28/08/2020	GLENN STUART BEVERIDGE	PICK UP AND DISPOSE OF ASBESTOS FROM HOVEA ST AND BALGA TCE	1		2,871.00
INV 10	30/06/2020	GLENN STUART BEVERIDGE	PICK UP AND DISPOSE OF ASBESTOS FROM HOVEA ST AND BALGA TCE	1	869.00	
INV 2	10/07/2020	GLENN STUART BEVERIDGE	RAILWAY MUSEUM. INSTALL NEW BOLLARD AND CHAIN TO PLATFORM.	1	198.00	
INV 1	12/07/2020	GLENN STUART BEVERIDGE	NORTHAM DEPOT. REPAIR REPLACE DOOR CLOSER TO SIDE EXTERIOR DOOR.	1	187.00	
INV 6	13/08/2020	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. SUPPLY AND INSTALL CHAIN TO SECURE 2 X PORTABLE LIGHTING TOWERS.	1	198.00	
INV 7	13/08/2020	GLENN STUART BEVERIDGE	AG SHOW PAVILION. REFIX SHEETS OF TIN TO SIDE OF SHED.	1	99.00	
INV 5	13/08/2020	GLENN STUART BEVERIDGE	RAILWAY MUSEUM (VINTAGE VEHICLE BUILDING). REMOVE VENT IN CEILING AND PATCH.	1	572.00	
INV 4	13/08/2020	GLENN STUART BEVERIDGE	SENIORS MEMORIAL HALL. INSTALL NEW SIGN TO FRONT.	1	462.00	
INV 3	13/08/2020	GLENN STUART BEVERIDGE	MEMORIAL HALL. REPAIR LEAK TO CEILING IN KITCHEN AND REFIX ALL APRON FLASHINGS ON EAST BUILDINGS.	1	286.00	
EFT37541	28/08/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. REPAIR FLICKERING LIGHT TO GROUND FLOOR AND QUOTE TO SUPPLY AND INSTALL WHITE ELECTRIC HAND DRYER SIMILAR TO BERNARD PARK.	1		114.29
INV 7151	14/08/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. REPAIR FLICKERING LIGHT TO GROUND FLOOR AND QUOTE TO SUPPLY AND INSTALL WHITE ELECTRIC HAND DRYER SIMILAR TO BERNARD PARK.	1	114.29	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37542	28/08/2020	GREENWAY TURF SOLUTIONS PTY LTD	25KG BAG OF GYPSUM SOIL CONDITIONER - HENRY STREET OVAL	1		2,200.00
INV SI-0000812/08/2020	28/08/2020	GREENWAY TURF SOLUTIONS PTY LTD	25KG BAG OF GYPSUM SOIL CONDITIONER - HENRY STREET OVAL	1	2,200.00	
EFT37543	28/08/2020	IW PROJECTS	STRATEGIC WASTE MANAGEMENT AND ENVIRONMENTAL ENGINEERING ADVICE - CLD QUARRY ROAD TIP, SITE VISIT 23/07/20	1		2,310.00
INV 1209	31/07/2020	IW PROJECTS	STRATEGIC WASTE MANAGEMENT AND ENVIRONMENTAL ENGINEERING ADVICE - CLD QUARRY ROAD TIP, SITE VISIT 23/07/20	1	2,310.00	
EFT37544	28/08/2020	J & A BUILDING PTY LTD	REFUND OF INFRASTRUCTURE BOND	1		1,000.00
INV T1287	25/08/2020	J & A BUILDING PTY LTD	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT37545	28/08/2020	JOHN KELLY	ARTEFACT MAKING WORKSHOP - 15/08/2020	1		1,000.00
INV 5	14/08/2020	JOHN KELLY	ARTEFACT MAKING WORKSHOP - 15/08/2020	1	1,000.00	
EFT37546	28/08/2020	JR & A HERSEY PTY LTD	PPE EQUIPMENT AND TOOLS FOR DEPOT.	1		476.41
INV S43819	21/07/2020	JR & A HERSEY PTY LTD	PPE EQUIPMENT AND TOOLS FOR DEPOT.	1	476.41	
EFT37547	28/08/2020	KIRK GARLETT	MIYA MIYA MAKING	1		150.00
INV 5	31/07/2020	KIRK GARLETT	MIYA MIYA MAKING	1	150.00	
EFT37548	28/08/2020	KWORBJIDAK YORGAS	FOOD FOR BKB FAMILY DAY 1ST AUG 2020	1		750.00
INV 5	31/07/2020	KWORBJIDAK YORGAS	FOOD FOR BKB FAMILY DAY 1ST AUG 2020	1	750.00	
EFT37549	28/08/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESIONALS MEMBERSHIP 2020/21 ROSS RAYSON	1		185.00
INV 17292	09/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESIONALS MEMBERSHIP 2020/21 ROSS RAYSON	1	185.00	
EFT37550	28/08/2020	LUCY'S TEAROOMS	MEETING 27 JULY 2020 - MORNING TEA (SCONES WITH JAM AND CREAM AND A FRUIT PLATTER) AND LIGHT LUNCH (WITH VEGETARIAN AND GLUTEN-FREE OPTIONS)	1		765.00

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2218	28/07/2020	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING 8 JULY 2020	1	300.00	
INV 2228	28/07/2020	LUCY'S TEAROOMS	MEETING 27 JULY 2020 - MORNING TEA (SCONES WITH JAM AND CREAM AND A FRUIT PLATTER) AND LIGHT LUNCH (WITH VEGETARIAN AND GLUTEN-FREE OPTIONS)	1	465.00	
EFT37551	28/08/2020	MAD DOG PROMOTIONS	STOCK PURCHASES FOR BKB	1		1,882.10
INV INV-21203	30/06/2020	MAD DOG PROMOTIONS	STOCK PURCHASES FOR BKB	1	1,882.10	
EFT37552	28/08/2020	MALINOWSKI HOLDINGS PTY LTD	SHIRE RATES 2019-2020 LAND TAX 2019-2020 WATER RATES SERVICE CHARGES 01/07/2019 TO 30/06/2020	1		5,543.39
INV 000003426	30/06/2020	MALINOWSKI HOLDINGS PTY LTD	SHIRE RATES 2019-2020 LAND TAX 2019-2020 WATER RATES SERVICE CHARGES 01/07/2019 TO 30/06/2020	1	5,543.39	
EFT37553	28/08/2020	MARKETFORCE	LOCAL GOVERNMENT NOTICE CHANGE OF VENUE OF COUNCIL FORUM AND ORDINARY COUNCIL MEETING 8 JULY AND 15 JULY 2020 - THE WEST	1		451.77
INV 34227	27/07/2020	MARKETFORCE	LOCAL GOVERNMENT NOTICE CHANGE OF VENUE OF COUNCIL FORUM AND ORDINARY COUNCIL MEETING 8 JULY AND 15 JULY 2020 - THE WEST	1	451.77	
EFT37554	28/08/2020	MORRIS PEST AND WEED CONTROL	IRRADICATE BEE HIVE THAT IS ADJACENT TO THE NEW PATH	1		470.00
INV INV-06504	08/2020	MORRIS PEST AND WEED CONTROL	TREAT WHITE ANTS ON 6 BROOM TERRACE, NORTHAM (IN A TREE LOCATED OUTSIDE PROPERTY)	1	220.00	
INV INV-06604	08/2020	MORRIS PEST AND WEED CONTROL	IRRADICATE BEE HIVE THAT IS ADJACENT TO THE NEW PATH	1	250.00	
EFT37555	28/08/2020	NORTHAM & DISTRICTS GLASS SERVICE	REFERENCE QUOTE 517 FOR PN1703 KOPMATSU EXCUVATOR REMOVE AND REPLACE REAR WINDSCREEN.	1		1,002.10
INV 5989	12/08/2020	NORTHAM & DISTRICTS GLASS SERVICE	REFERENCE QUOTE 517 FOR PN1703 KOPMATSU EXCUVATOR REMOVE AND REPLACE REAR WINDSCREEN.	1	1,002.10	
EFT37556	28/08/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING.	1		700.00
INV 7242	24/08/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING.	1	700.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37557	28/08/2020	NORTHAM FAMILY PRACTICE	SHANE MCREDMOND 2ND DOSE TWINRIX	1		375.00
INV 132754	17/08/2020	NORTHAM FAMILY PRACTICE	SHANE MCREDMOND 2ND DOSE TWINRIX	1	75.00	
INV 132756	17/08/2020	NORTHAM FAMILY PRACTICE	SHANE MCREDMOND 3RD DOSE TWINRIX	1	75.00	
INV 132769	17/08/2020	NORTHAM FAMILY PRACTICE	CHRIS TURKITCH 2ND DOSE TWINRIX	1	75.00	
INV 132770	17/08/2020	NORTHAM FAMILY PRACTICE		1	75.00	
INV 132771	17/08/2020	NORTHAM FAMILY PRACTICE		1	75.00	
EFT37558	28/08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1		144.00
INV 000029710	08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
INV 000029711	08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
INV 000029712	08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
INV 000029918	08/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
EFT37559	28/08/2020	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT PAYMENT	1		2,700.00
INV 100820210	08/2020	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT PAYMENT	1	2,700.00	
EFT37560	28/08/2020	NUTRIEN AG SOULTIONS LIMITED	10 T PICES 25MM X 3/4 FORCET	1		52.25
INV 033001004	08/2020	NUTRIEN AG SOULTIONS LIMITED	10 T PICES 25MM X 3/4 FORCET	1	52.25	
EFT37561	28/08/2020	OASIS OUTDOOR STRUCTURES	SES SHED INSTALL CONCRETE PAD FOR GENERATOR AND BLUEMETAL AROUND AS PER QUOTE 0583	1		2,200.00
INV INV-05423	08/2020	OASIS OUTDOOR STRUCTURES	SES SHED INSTALL CONCRETE PAD FOR GENERATOR AND BLUEMETAL AROUND AS PER QUOTE 0583	1	2,200.00	
EFT37562	28/08/2020	OXTER SERVICES	VISITORS CENTRE. SUPPLY 1 X CARTON OF HAND TOWEL.	1		210.11
INV 23240	17/08/2020	OXTER SERVICES	VISITORS CENTRE. SUPPLY 1 X CARTON OF HAND TOWEL.	1	210.11	
EFT37563	28/08/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST (POP UP SHOP)	1		323.86

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 219961417/08/2020		PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST (POP UP SHOP)	1	323.86	
EFT37564	28/08/2020	PGG WRIGHTSON TURF	2 X 25KG BAGS OF COLOSSEUM RYE GRASS	1		288.75
INV 182518913/08/2020		PGG WRIGHTSON TURF	2 X 25KG BAGS OF COLOSSEUM RYE GRASS	1	288.75	
EFT37565	28/08/2020	PROFESSIONAL LOCKSERVICE	SES BUILDING AND SHED. CUT 6 X KEYS FOR EACH BUILDING.	1		121.17
INV 001051316/06/2020		PROFESSIONAL LOCKSERVICE	SES BUILDING AND SHED. CUT 6 X KEYS FOR EACH BUILDING.	1	121.17	
EFT37566	28/08/2020	RED INK HOMES	FOOTPATH/KERBING BOND FOR LOT 102 CORYMBIA CLOSE	1		2,000.00
INV T1245	25/08/2020	RED INK HOMES	FOOTPATH/KERBING BOND FOR LOT 102 CORYMBIA CLOSE	1	1,000.00	
INV T1177	25/08/2020	RED INK HOMES	REFUND OF INFRASTRUCTURE BOND FOR 3 CHUDICH WAY BP 19066	1	1,000.00	
EFT37567	28/08/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1		495.00
INV 005067724/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1	99.00	
INV 005068024/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1	99.00	
INV 005068124/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1	99.00	
INV 005068224/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1	99.00	
INV 005068324/08/2020		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING.	1	99.00	
EFT37568	28/08/2020	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR JULY 2020.	1		2,957.28
INV 157	31/07/2020	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR JULY 2020.	1	2,957.28	
EFT37569	28/08/2020	ROAD RAIL AND MINE PRODUCTS PTY LTD	RUBBER WHEEL STOPS WITH 6 X ASPHALT MAELS (1650MM LONG)	1		154.00
INV 000003407/08/2020		ROAD RAIL AND MINE PRODUCTS PTY LTD	RUBBER WHEEL STOPS WITH 6 X ASPHALT MAELS (1650MM LONG)	1	154.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37570	28/08/2020	S & N CREATIONS	STOCK PURCHASES FOR BKB.	1		640.86
INV INV-10922/07/2020		S & N CREATIONS	STOCK PURCHASES FOR BKB.	1	640.86	
EFT37571	28/08/2020	SHANE CHASS WYNNE	Built Miya Miya (Whats on this weekend) 1st August 2020	1		150.00
INV 1	11/08/2020	SHANE CHASS WYNNE	Built Miya Miya (Whats on this weekend) 1st August 2020	1	150.00	
EFT37572	28/08/2020	SPORT AND RECREATION SURFACES	SWEEP ARTIFICIAL HOCKEY PITCH	1		880.00
INV INV-00927/07/2020		SPORT AND RECREATION SURFACES	SWEEP ARTIFICIAL HOCKEY PITCH	1	880.00	
EFT37573	28/08/2020	STEPHEN JOHN CARTWRIGHT	REFUND OF INFRASTRUCTURE BOND TUCKER GROVE BAKERS HILL	1		1,000.00
INV T1270	25/08/2020	STEPHEN JOHN CARTWRIGHT	REFUND OF INFRASTRUCTURE BOND TUCKER GROVE BAKERS HILL	1	1,000.00	
EFT37574	28/08/2020	SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS 03/07/2020 TO 05/08/2020.	1		33,791.86
INV 300013905/08/2020		SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS 03/07/2020 TO 05/08/2020.	1	26,898.06	
INV 200104612/08/2020		SYNERGY	BKB 08/07/2020 TO 12/08/2020.	1	1,574.34	
INV 201702819/08/2020		SYNERGY	335820940 Create 298 - 15/07/2020 to 18/08/2020		983.37	
INV 204502220/08/2020		SYNERGY	136537740 Airport - 16/07/2020 to 19/08/2020		1,391.19	
INV 202102820/08/2020		SYNERGY	796841340 Shire Administration Building - 16/07/2020 to 19/08/2020		1,591.83	
INV 209701420/08/2020		SYNERGY	181994500 Killara Daycare Centre - 16/07/2020 to 19/08/2020		1,353.07	
EFT37575	28/08/2020	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL - 3 MONTHS	1		2,523.40
INV INV-00019/05/2020		TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL - 3 MONTHS	1	2,523.40	
EFT37576	28/08/2020	TELSTRA CORPORATION	BRUSHFIRE BRIGADES JUNE TO JULY 2020.	1		229.98
INV 272600810/07/2020		TELSTRA CORPORATION	BRUSHFIRE BRIGADES JUNE TO JULY 2020.	1	149.98	
INV 630530227/07/2020		TELSTRA CORPORATION	BAKERS HILL FIRE SHED 22/07/2020 TO 21/08/2020.	1	30.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 272600928/07/2020		TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLER SYSTEMS - JULY - AUGUST 2020.	1	50.00	
EFT37577	28/08/2020	THE WORKWEAR GROUP	UNIFORM FOR GORDON TESTER.	1		248.90
INV 124234027/07/2020		THE WORKWEAR GROUP	UNIFORM FOR GORDON TESTER.	1	248.90	
EFT37578	28/08/2020	THE YOGA LOUNGE NORTHAM	BUSINESS SUPPORT GRANT FOR THE COST OF BUILDING SIGNAGE UPGRADE AND WEBSITE DESIGN.	1		3,542.00
INV 501	19/08/2020	THE YOGA LOUNGE NORTHAM	BUSINESS SUPPORT GRANT FOR THE COST OF BUILDING SIGNAGE UPGRADE AND WEBSITE DESIGN.	1	3,542.00	
EFT37579	28/08/2020	TPG TELECOM	SES BUILDING JULY 2020.	1		195.80
INV 154534831/07/2020		TPG TELECOM	SES BUILDING JULY 2020.	1	195.80	
EFT37580	28/08/2020	UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	STOCK PURCHASES FOR BKB	1		629.99
INV 024300128/07/2020		UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	STOCK PURCHASES FOR BKB	1	629.99	
EFT37581	28/08/2020	WA CONTRACT RANGER SERVICES	RANGER RELIEF FOR 7TH AUGUST - 21ST AUGUST 2020	1		3,696.00
INV 02797	14/07/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK	1	1,320.00	
INV 02872	22/08/2020	WA CONTRACT RANGER SERVICES	RANGER RELIEF FOR 7TH AUGUST - 21ST AUGUST 2020	1	2,376.00	
EFT37582	28/08/2020	WATER QUALITY SOLUTIONS	AJROLATOR AQUARIAN PROPELLER 4 X 2.75 FOR 3/4HP & 1HP	1		316.34
INV 604296	03/08/2020	WATER QUALITY SOLUTIONS	AJROLATOR AQUARIAN PROPELLER 4 X 2.75 FOR 3/4HP & 1HP	1	316.34	
EFT37583	28/08/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	2W HANDHELD TWO WAYS UH820S - WITH BELT CLIP AND USB CHARGER	1		665.00
INV INV-10720/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	2W HANDHELD TWO WAYS UH820S - WITH BELT CLIP AND USB CHARGER	1	665.00	
EFT37584	28/08/2020	WOODLANDS DISTRIBUTORS PTY LTD	EPI-OX0300 - DEGRADABLE SINGLE/GUSSETT 300 BAG (BOX)	1		275.00
INV NTM1-030/07/2020		WOODLANDS DISTRIBUTORS PTY LTD	EPI-OX0300 - DEGRADABLE SINGLE/GUSSETT 300 BAG (BOX)	1	275.00	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37585	31/08/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -	1		135,494.07
INV 228	31/08/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -		135,494.07	
DD15397.1	04/08/2020	WA SUPER	Payroll deductions	1		24,660.72
INV SUPER	04/08/2020	WA SUPER	Superannuation contributions	1	20,697.32	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	2,581.06	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	98.25	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	44.54	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	233.93	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	525.00	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUC	04/08/2020	WA SUPER	Payroll deductions	1	107.90	
DD15397.2	04/08/2020	ESSENTIAL SUPER	Superannuation contributions	1		176.07
INV SUPER	04/08/2020	ESSENTIAL SUPER	Superannuation contributions	1	176.07	
DD15397.3	04/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1		768.14
INV SUPER	04/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1	768.14	
DD15397.4	04/08/2020	PRIME SUPER	Payroll deductions	1		450.90
INV SUPER	04/08/2020	PRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUC	04/08/2020	PRIME SUPER	Payroll deductions	1	125.83	
DD15397.5	04/08/2020	ONEPATH	Superannuation contributions	1		195.23
INV SUPER	04/08/2020	ONEPATH	Superannuation contributions	1	195.23	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15397.6	04/08/2020	MEDIA SUPER	Superannuation contributions	1		217.99
INV SUPER	04/08/2020	MEDIA SUPER	Superannuation contributions	1	217.99	
DD15397.7	04/08/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	04/08/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	04/08/2020	UNISUPER	Payroll deductions	1	160.61	
DD15397.8	04/08/2020	HESTA SUPER FUND	Superannuation contributions	1		282.63
INV SUPER	04/08/2020	HESTA SUPER FUND	Superannuation contributions	1	282.63	
DD15397.9	04/08/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		105.72
INV SUPER	04/08/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	105.72	
DD15402.1	06/08/2020	SUNSUPER	Superannuation contributions	1		5.75
INV SUPER	06/08/2020	SUNSUPER	Superannuation contributions	1	5.75	
DD15402.2	06/08/2020	MEDIA SUPER	Superannuation contributions	1		10.38
INV SUPER	06/08/2020	MEDIA SUPER	Superannuation contributions	1	10.38	
DD15405.1	06/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1		90.89
INV SUPER	07/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1	90.89	
DD15414.1	12/08/2020	BANKWEST	ROSS RAYSON MASTERCARD 23RD JUNE TO 23RD JULY 2020	1		4,921.35
INV B RUTTI	2/08/2020	BANKWEST	BRENDAN RUTTER MASTERCARD 23RD JUNE TO 23RD JULY 2020	1	572.30	
INV C YOUNI	2/08/2020	BANKWEST	COLIN YOUNG MASTERCARD 23RD JUNE TO 23RD JULY 2020	1	411.10	
INV C KLEYI	2/08/2020	BANKWEST	CLINTON KLEYNHANS MASTERCARD 23RD JUNE TO 23RD JULY 2020	1	2,447.68	
INV C HUNTI	2/08/2020	BANKWEST	CHADD HUNT MASTERCARD 23RD JUNE TO 23RD JULY 2020	1	717.56	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV R.RAYS12/08/2020		BANKWEST	ROSS RAYSON MASTERCARD 23RD JUNE TO 23RD JULY 2020	1	772.71	
DD15439.1	18/08/2020	WA SUPER	Payroll deductions	1		24,870.05
INV SUPER	18/08/2020	WA SUPER	Superannuation contributions	1	20,850.65	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	2,588.14	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	99.13	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	45.97	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	230.76	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	525.00	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUC	18/08/2020	WA SUPER	Payroll deductions	1	157.68	
DD15439.2	18/08/2020	ESSENTIAL SUPER	Superannuation contributions	1		176.07
INV SUPER	18/08/2020	ESSENTIAL SUPER	Superannuation contributions	1	176.07	
DD15439.3	18/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1		855.41
INV SUPER	18/08/2020	REST INDUSTRY SUPER	Superannuation contributions	1	855.41	
DD15439.4	18/08/2020	PRIME SUPER	Payroll deductions	1		450.99
INV SUPER	18/08/2020	PRIME SUPER	Superannuation contributions	1	325.13	
INV DEDUC	18/08/2020	PRIME SUPER	Payroll deductions	1	125.86	
DD15439.5	18/08/2020	ONEPATH	Superannuation contributions	1		195.87
INV SUPER	18/08/2020	ONEPATH	Superannuation contributions	1	195.87	
DD15439.6	18/08/2020	MEDIA SUPER	Superannuation contributions	1		225.41

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	18/08/2020	MEDIA SUPER	Superannuation contributions	1	225.41	
DD15439.7	18/08/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	18/08/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	18/08/2020	UNISUPER	Payroll deductions	1	160.61	
DD15439.8	18/08/2020	HESTA SUPER FUND	Superannuation contributions	1		310.92
INV SUPER	18/08/2020	HESTA SUPER FUND	Superannuation contributions	1	310.92	
DD15439.9	18/08/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		101.67
INV SUPER	18/08/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	101.67	
DD15470.1	31/08/2020	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FOR AUGUST 2020	1		1,046.85
INV AUGUS	31/08/2020	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE FOR AUGUST 2020	1	1,046.85	
DD15397.10	04/08/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	04/08/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15397.11	04/08/2020	BT SUPER FOR LIFE	Superannuation contributions	1		43.79
INV SUPER	04/08/2020	BT SUPER FOR LIFE	Superannuation contributions	1	43.79	
DD15397.12	04/08/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,086.88
INV SUPER	04/08/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,814.78	
INV DEDUC	04/08/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	272.10	
DD15397.13	04/08/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.62
INV SUPER	04/08/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.82	
INV DEDUC	04/08/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.80	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15397.14	04/08/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		622.18
INV DEDUC04	04/08/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	173.63	
INV SUPER	04/08/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	448.55	
DD15397.15	04/08/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		174.88
INV SUPER	04/08/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	174.88	
DD15397.16	04/08/2020	AMP LIFE LIMITED	Superannuation contributions	1		758.69
INV SUPER	04/08/2020	AMP LIFE LIMITED	Superannuation contributions	1	758.69	
DD15397.17	04/08/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	04/08/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15397.18	04/08/2020	HSTPLUS SUPER	Superannuation contributions	1		362.85
INV SUPER	04/08/2020	HSTPLUS SUPER	Superannuation contributions	1	362.85	
DD15397.19	04/08/2020	SUNSUPER	Superannuation contributions	1		703.70
INV SUPER	04/08/2020	SUNSUPER	Superannuation contributions	1	703.70	
DD15397.20	04/08/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	04/08/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD15439.10	18/08/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.35
INV SUPER	18/08/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.35	
DD15439.11	18/08/2020	BT SUPER FOR LIFE	Superannuation contributions	1		89.14
INV SUPER	18/08/2020	BT SUPER FOR LIFE	Superannuation contributions	1	89.14	
DD15439.12	18/08/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,261.76
INV SUPER	18/08/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,984.96	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC18/08/2020		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	276.80	
DD15439.13	18/08/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		498.02
INV SUPER	18/08/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	374.31	
INV DEDUC18/08/2020		COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15439.14	18/08/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.75
INV DEDUC18/08/2020		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	18/08/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
DD15439.15	18/08/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		155.45
INV SUPER	18/08/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	155.45	
DD15439.16	18/08/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.86
INV SUPER	18/08/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.86	
DD15439.17	18/08/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	18/08/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15439.18	18/08/2020	HOSTPLUS SUPER	Superannuation contributions	1		366.87
INV SUPER	18/08/2020	HOSTPLUS SUPER	Superannuation contributions	1	366.87	
DD15439.19	18/08/2020	SUNSUPER	Superannuation contributions	1		721.32
INV SUPER	18/08/2020	SUNSUPER	Superannuation contributions	1	721.32	
DD15439.20	18/08/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		142.30
INV SUPER	18/08/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	142.30	

Date: 01/09/2020
Time: 4:39:19PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
---------------------------	-------------	-------------	----------------------------	----------------------	-----------------------	---------------

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,149,976.12
TOTAL		1,149,976.12

Attachment 2 – Declaration

Payment dates 1st August 2020 to 31st August 2020

- Municipal Fund payment cheque numbers 35334 to 35339 Total \$28,387.37.

Electronic Funds Transfer

- Municipal Fund EFT37340 to EFT37585 Total \$1,046,444.89.

Direct Debits Total \$75,143.86.

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

Month	Cheques 2020/2021	EFT Payments 2020/2021	Direct Debits 2020/2021	Payroll 2020/2021	Total Payments 2020/2021
July	\$ 74,584.82	\$2,564,263.02	\$ 74,501.09	\$ 444,478.87	\$ 3,157,827.80
August	\$ 28,387.37	\$1,046,444.89	\$ 75,143.86	\$ 427,591.82	\$ 1,577,567.94
September					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
Jun					\$ -
Total	\$ 102,972.19	\$3,610,707.91	\$ 149,644.95	\$ 872,070.69	\$ 4,735,395.74

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15414.1

Summary Credit Card Payments	Total
Executive Manager Engineering Services	
IKEA PTY LTD - NADEEMGUL PARTING GIFT	\$ 150.00
SHIRE OF NORTHAM - LICENCE CEO NEW VEHICLE - PLATE CHANGE	\$ 27.70
SHIRE OF NORTHAM - LICENCE CEO NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 48.00
SHIRE OF NORTHAM - LICENCE CEO NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 39.95
SHIRE OF NORTHAM - LICENCE NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 38.00

SHIRE OF NORTHAM - LICENCE NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 38.00
SHIRE OF NORTHAM - LICENCE NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 42.95
SHIRE OF NORTHAM - LICENCE NEW VEHICLE REGISTRATION- PLATE CHANGE	\$ 42.95
JB HIFI .COM.AU-BELKIN MINI DISPLAY PORT TO VGA ADAPTER	\$ 44.94
ALOFT PERTH RIVERVALE-REIMBURSED ACCOMMODATION FOR KAZI AMIM COVID QUARANTEEN	\$1,975.19
	\$2,447.68
CESM	
COLES - CATERING FOR JOINT SES AND BFB TRAINING SESSION	\$ 50.80
LOOSEFOOT SALOON - CATERING FOR IIF COURSE 28/6/2020 @ INKPEN FIRESTATION	\$ 239.50
RED ROOSTER NORTHAM -CATERING FOR BASIC WAERN	\$ 164.10
DOMINOS ESTORE CATERING FOR ADV WAERN TRAINING 16/7/2020	\$ 91.75
COLES - TRAINING FOR NEW APPLIANCE	\$ 26.15
	\$ 572.30
Executive Manager Corporate Services	
PUMA ELCABALO - FUEL - 22/6/2020	\$ 69.08
AMAYSIM AUSTRALIA - LIBRARY LIFT PHONE DATA	\$ 10.00
MICROSOFT - MONTHLY FEES	\$ 62.92
WANEWSDTI - WA NEWSPAPER ONLINE MONTHLY SUBSCRIPTION JASON WHITEAKER	\$ 28.00
ADOBE CREATIVE CLOUD MONTHLY SUBSCRIPTIONS	\$ 213.99
FOREIGN TRANSACTION FEES	\$ 27.11
	\$ 411.10
Executive Manager Development Services	

M.A.L. AUTOMOTIVE 3 X YEARLY BUS INSPECTIONS (PN1808,PN1220 & PN1806)	\$ 567.45
DOME - REFRESHMENTS - MEETING	\$ 9.20
SHIRE OF NORTHAM PLATE SWAP	\$ 33.50
SHIRE OF NORTHAM PLATE SWAP	\$ 33.50
SEC*EOT TRAINING SYDNEY WHITE CARD MICHAEL NEWTON	\$ 73.91
	\$ 717.56

Executive Manager Community Services

FAIR FAX SUBSCRIPTIONS - DIGITAL SUBSCRIPTION FOR WA TODAY	\$ 7.57
FACEBOOK - VISIT THIS LONG WEEKEND	\$ 640.09
SUBWAY - ACAT SESSION WITH GP NETWORK	\$ 60.00
NAMECHEAP - DOMAIN REGISTRATION FOR NORTHAM CONNECT.COM	\$ 65.05
	\$ 772.71

Total Credit Card Expenditure	\$4,921.35
--------------------------------------	-------------------

CERTIFICATION OF THE PRESIDENT

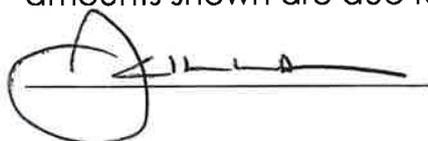
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,577,567.94 was submitted to the Ordinary Meeting of Council on Wednesday, 16 September 2020.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,577,567.94 was submitted to each member of the Council on Wednesday, 16 September 2020, 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 31st July & 31st August 2020

File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald, Accountant
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 31 July & 31 August 2020.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 July & 31 August 2020.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31 July & 31 August 2020 are included as Attachment 1 to this agenda and include the following reports:

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

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or

any other matters relating to this please contact Council finance staff prior to the meeting.

Notes to the Financial Statements

Operating Income

1. Economic Services is over budget \$37,302 predominantly due to the items disclosed below:
 - The timing of Council-leased buildings revenue being accounted for \$17,000
 - BKB fees and charges \$10,000
2. Other property and services is over budget \$26,464 due to additional worker's compensation reimbursements received than budgeted

Operating Expenditure

3. Law Order and Public Safety are under budget \$159,651, predominantly relating to fire mitigation expenditure, \$89,000 and the timing of BFB expenditure of \$50,000
4. Community Amenities is under budget \$81,877 due to the timing of expenditure at Council's waste facilities

Operating Revenue by Nature and Type

5. Other revenue is under budget due to worker's compensation insurance payments as disclosed at note 2 above

Operating Expenditure by Nature and Type

6. Materials and Contracts are under budget predominantly due to the items disclosed at notes 2 And 3 above

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 2020/21 Budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. **OFFICER'S COMMENT**

Nil.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4039

Moved: Cr Ryan

Seconded: Cr Girak

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 July and 31 August 2020.

CARRIED 10/0

Attachment 1



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5 to 8
Disposal of Assets	9 to 10
Information on Borrowings	11
Reserves	12
Net Current Assets	13
Rating Information	14
Cash Flow Information	15



**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JULY 2020**

NOTE	20/21	Ytd	20/21	Variations	Variations
	Budget	Budget	Ytd Actual	Actuals to	Actuals to
Operating	\$	\$	\$	Budget	Budget
				\$	%
Revenues					
Governance	53,126	2,757	12,000	9,243	335.24%
General Purpose Funding Other	1,854,511	35,149	53,568	18,419	52.40%
General Purpose Funding Rates	10,152,290	10,158,611	10,313,272	154,661	-1.52%
Law, Order, Public Safety	2,895,063	55,284	47,066	(8,218)	(14.86%)
Health	61,000	3,073	958	(2,115)	(68.83%)
Education and Welfare	1,173,342	272,845	258,635	(14,210)	(5.21%)
Housing	62,277	5,189	12,658	7,469	143.94%
Community Amenities	2,983,576	1,611,942	1,601,188	(10,754)	(0.67%)
Recreation and Culture	890,653	7,417	4,034	(3,383)	(45.61%)
Transport	2,407,990	230,141	321,906	91,765	39.87%
Economic Services	568,231	37,619	49,554	11,935	31.73%
Other Property and Services	130,200	10,848	19,787	8,939	82.40%
Total Operating Revenue	23,262,259	12,430,875	12,694,626	263,751	2.12%
Expenses					
Governance	(2,970,523)	(258,700)	(293,157)	(34,457)	(13.32%)
General Purpose Funding	(358,499)	(29,987)	(9,683)	20,304	67.71%
Law, Order, Public Safety	(2,019,979)	(177,639)	(148,149)	29,490	16.60%
Health	(323,504)	(27,344)	(19,908)	7,436	27.19%
Education and Welfare	(1,422,376)	(124,456)	(130,022)	(5,566)	(4.47%)
Housing	(75,215)	(6,451)	(2,162)	4,289	66.49%
Community Amenities	(3,558,140)	(116,511)	(132,656)	(16,145)	(13.86%)
Recreation & Culture	(4,734,123)	(349,981)	(283,467)	66,514	19.00%
Transport	(5,936,559)	(455,930)	(443,407)	12,523	2.75%
Economic Services	(2,367,706)	(173,724)	(131,722)	42,002	24.18%
Other Property and Services	(47,599)	(34,552)	(78,283)	(43,731)	(126.57%)
Total Operating Expenses	(23,814,223)	(1,755,275)	(1,672,617)	82,658	4.71%
Removal of Non-Cash Items					
(Profit)/Loss on Asset Disposals	(155,784)	948	0	(948)	
Movement in Employee Benefit Provisions	300,000	25,000	43,592	18,592	
Depreciation on Assets	4,680,609	390,037	421,124	31,087	
Non Operating Items					
Purchase Land and Buildings	(3,885,910)	(75,729)	(7,159)	68,570	
Purchase Plant and Equipment	(1,842,162)	0	0	0	
Purchase Furniture and Equipment	(32,000)	0	0	0	
Purchase Infrastructure Assets - Roads	(3,711,438)	(68,087)	(18,080)	50,007	
Purchase Infrastructure Assets - Bridges	(194,235)	0	0	0	
Purchase Infrastructure Assets - Footpaths	(268,650)	0	0	0	
Purchase Infrastructure Assets - Drainage	(706,355)	(52,635)	(30,217)	22,418	
Purchase Infrastructure Assets - Parks & Ovals	(2,898,728)	(8,935)	(25,856)	(16,921)	
Purchase Infrastructure Assets - Airfields	(99,578)	(8,298)	0	8,298	
Purchase Infrastructure Assets - Streetscape	(99,225)	(49,225)	(86)	49,139	
Purchase Infrastructure Assets - Other	(759,612)	(38,500)	0	38,500	
Proceeds from Disposal of Assets	992,500	0	0	0	
Repayment of Debentures	(345,975)	0	0	0	
Proceeds from New Debentures	3,464,020	0	0	0	
Self-Supporting Loan Principal Income	20,203	0	0	0	
Transfers to Restricted Assets (Reserves)	(1,434,500)	(10)	(10)	0	
Transfers from Restricted Asset (Reserves)	1,449,643	798,527	0	(798,527)	
ADD Net Current Assets July 1 B/Fwd	6,248,941	6,248,941	6,557,827	308,886	
LESS Net Current Assets Year to Date	0	17,453,769	18,440,143	986,374	
Surplus/Deficit	0	383,865	(417,671)	(801,536)	

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

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

1. OPERATING STATEMENT

	Revised 20/21 Note Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
OPERATING REVENUES					
Rates	10,152,290	10,173,511	10,393,272	219,761	2%
Operating Grants Subsidies and Contributions	3,664,952	523,447	462,459	(60,988)	-12%
Fees and Charges	3,673,118	1,666,597	1,630,694	(35,903)	-2%
Interest Earnings	133,000	11,083	606	(10,477)	-95%
Other Revenue	953,571	52,091	62,629	10,538	20%
TOTAL OPERATING REVENUE	18,576,931	12,426,729	12,549,660	122,931	1%
OPERATING EXPENSES					
Employee Costs	(8,455,397)	(680,705)	(759,452)	(78,747)	-12%
Materials and Contracts	(8,713,671)	(434,483)	(246,766)	187,717	43%
Utility Charges	(1,020,182)	(345)	(541)	(196)	-57%
Depreciation of Non Current Assets	(4,680,609)	(390,037)	(421,124)	(31,087)	-8%
Interest Expenses	(229,114)	(6,537)	45,231	51,768	792%
Insurance Expenses	(516,245)	(254,014)	(269,712)	(15,698)	-6%
Other Expenditure	(13,751)	11,794	(20,253)	(32,047)	272%
TOTAL OPERATING EXPENSE	(23,628,969)	(1,754,327)	(1,672,617)	81,710	-5%
Non-Operating Grants Subsidies and Contributions	4,344,290	4,146	144,967	140,821	-3397%
Profit on Asset Disposals	343,038	0	0	0	0%
Loss on Asset Disposals	(187,254)	(948)	0	948	100%
RESULTING FROM OPERATIONS	(551,964)	10,675,600	11,022,010	346,410	3%

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JULY 2020

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
CURRENT ASSETS		
Cash Assets	7,874,182	9,868,173
Receivables	15,593,042	3,386,636
Inventories	0	0
TOTAL CURRENT ASSETS	<u>23,467,224</u>	<u>13,254,809</u>
NON-CURRENT ASSETS		
Receivables	589,384	466,121
Land and Buildings	50,393,701	50,507,796
Property, Plant and Equipment	7,229,050	6,935,417
Infrastructure	169,348,011	169,891,672
Financial Assets	213,663	336,925
TOTAL NON-CURRENT ASSETS	<u>227,773,809</u>	<u>228,137,931</u>
TOTAL ASSETS	<u>251,241,033</u>	<u>241,392,740</u>
CURRENT LIABILITIES		
Payables	1,861,313	3,498,179
Interest-bearing Liabilities	371,000	345,975
Provisions	1,251,017	1,252,838
TOTAL CURRENT LIABILITIES	<u>3,483,330</u>	<u>5,096,992</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,059,540	6,058,528
Provisions	230,292	230,292
Payables	221,047	160,558
TOTAL NON-CURRENT LIABILITIES	<u>6,510,879</u>	<u>6,449,378</u>
TOTAL LIABILITIES	<u>9,994,209</u>	<u>11,546,370</u>
NET ASSETS	<u>241,246,824</u>	<u>229,846,370</u>
EQUITY		
Retained Surplus	123,881,231	112,250,275
Reserves - Cash Backed	3,386,581	3,617,084
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	<u>241,246,824</u>	<u>229,846,370</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

3. ACQUISITION OF ASSETS	20/21 Revised Budget \$	20/21 Yrd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
DCTV Upgrade	9,000	0
Admin Building Solar	19,010	0
EMCS Vehicle	45,000	0
New Telephone System	32,000	0
Law, Order & Public Safety		
Pangers Ute	57,139	0
3.4 Urban Fire Appliance N/central	470,000	0
3.4 Urban Fire Appliance Bakers Hill	470,000	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	495,405	0
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	0
Water Tank Smith Road	9,800	0
DCTV Windows	227,666	0
Education & Welfare		
Bernard Park Playgroup	15,000	0
Killara's Manager vehicle	35,000	0
Solar, Killara	11,300	0
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
Housing		
Kurringal Units Upgrade	20,000	0
Community Amenities		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	0
Transfer Station Tip Shop	576,850	0
Area Drainage	128,669	2,446
Signage streetscape	50,000	0
CBD Streetscape	49,225	86
Peacoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21	20/21
		Revised Budget \$	Ytd Actual \$
By Program (Continued)			
Recreation & Culture			
Wundowie Hall Solar		4,550	2,500
Quellington Hall, Sub Floor repairs		7,585	0
Bakers Hill Pavilion, Structural Floor Cracking Repairs		20,000	0
Northam Hall, Replace Gutters		12,885	0
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		96,000	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,988	0
Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling		118,000	2,160
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
Solar Recreation Centre		38,130	0
Netting Rec Centre Roof		55,000	0
EMDOMS Vehicle		45,000	0
Jubilee Oval Upgrade Electric Boards		38,500	0
Community Plan Implementation		90,000	0
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	25,856
Landscaping/demolition Old Pool site		519,500	0
Improvements Dr Dunkop Park		270,000	0
Northam Youth Space		134,008	0
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	0
Bridge Crossing Fixings D/W/d		10,000	0
St John's Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		25,000	0
RV Friendly Overnight Site Northam		250,000	0
RV Friendly Bakers Hill		100,000	0
RV Friendly Wundowie		150,000	0
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint Interior & Solar Wundowie		23,950	2,500
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 (Ytd Actual)
Transport			
Northam Depot Redesign		2,000,000	0
Solar Northam Depot		11,300	0
Boronia Avenue SIK 0-90		16,050	0
Esperance Street SIK 0-220		39,000	0
Fitzgerald Street SIK 1850-2020		25,500	0
Fraser Street SIK 0-100		15,000	0
Henry Street SIK 0-190		40,850	0
Hovea Crescent SIK 0-60		7,650	0
Kuringal Road SIK 180-240		7,500	0
Kuringal Road SIK 480-550		15,000	0
Ord Street SIK 0-180		30,000	0
Wellington Street SIK 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	27,771
Jenapullin Road 9330-11500		610,172	0
Selby Street 370-520		370,074	0
Gordon Street 320-410		262,000	0
Byfield Street 350-550		59,307	0
Irishtown Road 0-1000		115,459	16,382
Maintenance Capitalised		716,252	1,886
Coates Road 1700-4250		15,850	0
O'Neill Road		51,939	0
Charles Street 510-1070		93,054	0
Henry Place (0-270)		28,950	0
Kennedy Street (320-920)		92,496	0
Martin Street (0-300)		20,940	0
Lyon Street (0-600)		42,841	0
Oliver Street (0-410)		202,254	0
Southern Brook Road (0-3070)		387,000	0
Werrabee Road 0-1410		233,984	0
Lyon Street 0-600		185,100	0
Gairdner & Wellington Street 40-160		124,528	0
Kerb Renewal		109,238	0
Culvert Renewal		84,238	0
Bridge Construction		194,235	0
PN1201 Nissan Isuzu Flocon		160,000	0
P5017 Dtnapac Vibro Roller		50,500	0
PN1007 Hako Footpath Sweeper		97,000	0
PN1412 Nissan Navara Dual Cab		31,993	0
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	0
PN1401 Mazda BT50 Tray Top		28,000	0
PN1605 Isuzu Dmax Ute		27,995	0
PN1516 Mazda BT50		29,888	0
Bobcat Trailer C/fwd		25,000	0
Tandem Trailer C/fwd		15,250	0
Pegasus 200 Varge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway		99,578	0
Economic Services			
Solar Visitor Centre		11,300	0
Manager Building Vehicle		30,327	0
Water Pump Station Upgrade		154,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	0
		<u>14,667,693</u>	<u>21,399</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,885,910	7,159
Plant and Equipment		1,842,162	0
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,711,438	18,090
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		194,235	0
Infrastructure Assets - Drainage		706,355	30,217
Infrastructure Assets - Parks & Ovals		2,898,728	25,856
Infrastructure Assets - Airfields		99,578	0
Infrastructure Assets - Streetscape		99,225	86
Infrastructure Assets - Other		759,612	0
		<u>14,667,693</u>	<u>91,399</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JULY 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Governance						
EMCS Vehicle	20,403	0	20,000	0	(4,03)	0
Law Order & Public Safety						
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Welfare						
Manager Killara Vehicle	16,600	0	15,500	0	(1,100)	0
Recreation & Culture						
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Transport						
PN1201 N008 Isuzu Flocon	56,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401 Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,384	0	11,000	0	5,616	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Economic Services						
Manager building Vehicle	16,464	0	11,000	0	(5,464)	0
Sale 144 Chidlow Street	67,200	0	67,000	0	(200)	0
	836,716	0	992,500	0	155,784	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JULY 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Plant & Equipment						
EMCS Vehicle	20,403	0	20,000	0	(403)	0
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Manager Killara Vehicle	16,600	0	15,500	0	(1,100)	0
EMCAMS Vehicle	29,025	0	23,500	0	(5,525)	0
PN1201 N008 Isuzu Flockon	96,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401 Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1805 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Manager building Vehicle	16,464	0	11,000	0	(5,464)	0
Land						
Sale of Land, Yilgarn Ave Victoria Street Oval	406,500	0	724,500	0	318,000	0
	67,200	0	37,000	0	(50,200)	0
	836,716	0	992,500	0	155,784	0
Summary						
Profit on Asset Disposals					343,038	0
Loss on Asset Disposals					(187,254)	0
					155,784	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		20/21 Budget \$	20/21 Ytd Actual \$						
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	20,203	0	123,263	143,466	5,363	(324)
Loan 224 - Recreation Facilities	6.48%	769,630	0	49,844	0	719,786	769,630	54,248	(8,448)
Loan 227 - Youth Space	2.26%	454,903	0	46,122	0	408,781	454,903	13,075	0
Loan 228 - Swimming Pool	1.88%	4,406,806	0	189,024	0	4,217,782	4,406,806	112,043	(27,842)
COVID-19 Response	1.80%	0	0	0	0	0	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	40,782	0	588,916	629,698	44,385	(6,912)
		6,404,503	3,464,020	345,975	0	9,522,548	5,404,503	229,114	(43,526)

Note: ** indicates self-supporting loans.

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

Page 11



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

20/21 Budget	20/21 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED:					
Employee Liability Reserve	972,123	12,481			984,604
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114
Refuse Site Reserve	199,246	2,064	150,000		351,310
Speedway Reserve	149,810	1,550			151,360
Sepinge Pond Reserve	232,077	2,405	35,000		269,482
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869
Revaluation Reserve	72,186	748		(70,000)	2,934
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,449,643)	3,372,857

Total Interest & Transfers

1,434,500

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

Page 12



SHIRE OF NORTHAM

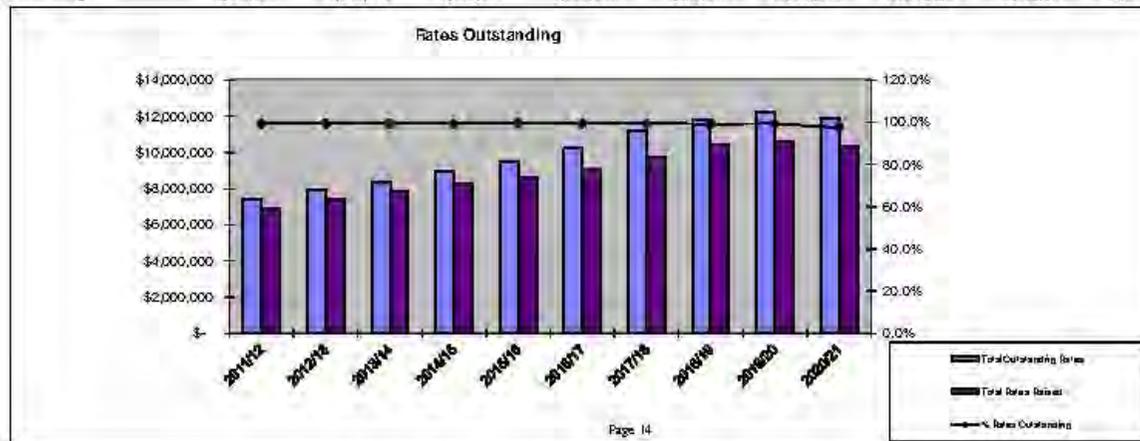
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 JULY 2020

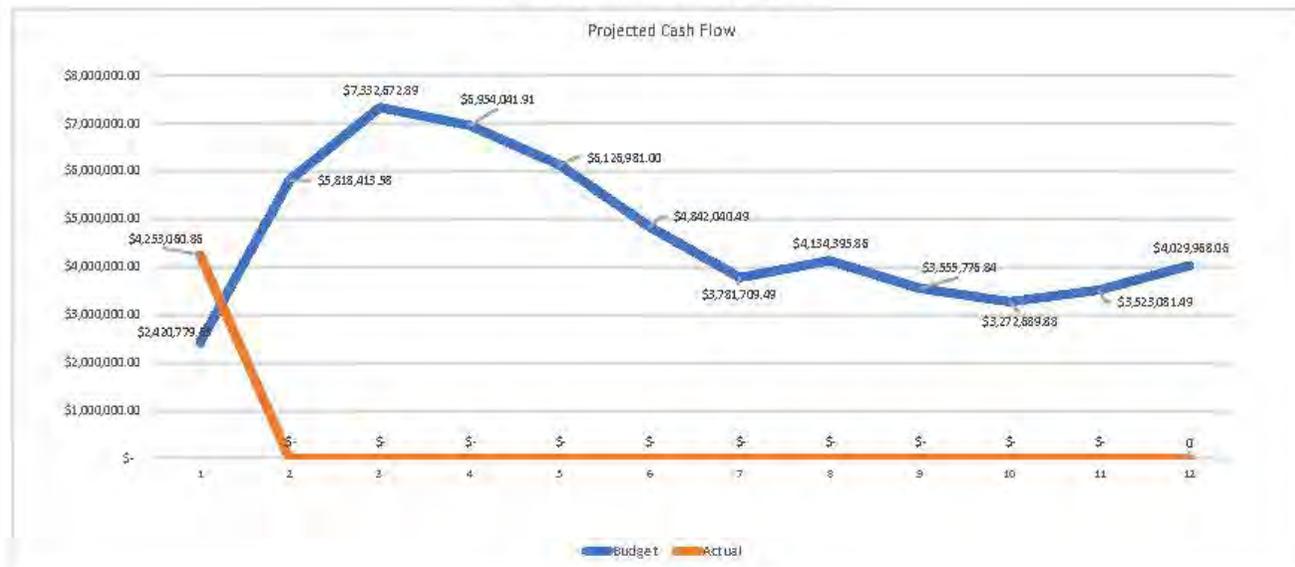
	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	898,000	4,487,601	6,504,268
Cash - Restricted Reserves	3,372,857	3,386,581	3,363,905
Self Supporting Loan	20,203	20,203	20,203
Receivables	3,200,428	1,173,898	3,363,905
Rates - Current	0	14,516,846	0
Pensioners Rates Rebate	0	21,811	0
Provision for Doubtful Debts	0	(142,243)	0
Other financial Assets	0	0	213,667
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,492,488</u>	<u>23,467,225</u>	<u>13,468,475</u>
LESS: CURRENT LIABILITIES			
	<u>(5,715,427)</u>	<u>(3,233,627)</u>	<u>(5,096,996)</u>
NET CURRENT ASSET POSITION	<u>1,777,061</u>	<u>20,233,598</u>	<u>8,371,479</u>
Less: Cash - Reserves - Restricted	(3,372,857)	(3,386,581)	(3,363,905)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	371,000	345,975
Add: Leave Liability Reserve	984,584	972,126	974,481
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>18,440,143</u>	<u>6,557,827</u>

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 JULY 2020

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Key Rating Dates										
RATES ISSUED	08/06/2011	5/08/2012	4/05/2013	14/06/14	14/06/15	19/06/2016	1/06/2017	15/06/2018	4/05/2019	7/06/2020
RATES DUE	25/05/2011	24/05/2012	23/10/2013	6/10/2014	25/09/2015	20/09/2016	14/09/2017	15/09/2018	9/10/2019	11/09/2020
1st INSTALLMENT DUE	22/11/2011	16/11/2012	23/12/2013	6/12/2014	25/11/2015	20/11/2016	14/11/2017	15/11/2018	9/12/2019	11/11/2020
2nd INSTALLMENT DUE	23/01/2012	25/01/2013	24/02/2014	5/02/2015	25/01/2016	20/01/2017	15/01/2018	2/02/2019	1/02/2020	11/01/2020
3rd INSTALLMENT DUE	22/03/2012	25/03/2013	24/04/2014	5/04/2015	26/03/2016	20/03/2017	15/03/2018	2/04/2019	14/04/2020	11/03/2020
Outstanding 1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,683	\$1,935,793	\$1,737,187	\$1,842,862
Rates 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	\$10,342,685	\$10,381,252
Interest, Ex gratia, interim and bank rates less writeoffs	\$63,079	\$68,857	\$73,630	\$82,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,028	\$42,529
Rates paid by month										
1 July	\$1,948	\$8,805	\$7,443	\$2,554	\$9,105	\$3,333	\$0,002	\$4,638	\$7,543	\$37,979
2 August										
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	\$1,948	\$8,805	\$7,443	\$2,554	\$9,105	\$3,333	\$0,002	\$4,638	\$7,543	\$37,979
% Ytd Rates Outstanding	99.3%	99.5%	99.4%	99.3%	99.7%	99.6%	99.5%	99.2%	99.3%	97.5%
Ytd Outstanding	7,384,032	7,904,613	8,352,981	8,956,335	9,479,942	10,212,222	11,193,452	11,840,986	12,243,254	11,873,605



**SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 31 JULY 2020**





SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 AUGUST 2020

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5 to 8
Disposal of Assets	9 to 10
Information on Borrowings	11
Reserves	12
Net Current Assets	13
Rating Information	14
Cash Flow Information	15



**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 AUGUST 2020**

	NOTE	20/21 Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variates Actuals to Budget \$	Variates Actuals to Budget %
Operating						
Revenues						
Governance		53,126	5,514	5,458	(56)	(1.02%)
General Purpose Funding Other		1,854,511	445,211	405,018	(40,193)	(9.03%)
General Purpose Funding Rates		10,152,290	10,158,611	10,292,362	133,751	1.32%
Law, Order, Public Safety		2,895,063	275,753	297,731	21,978	7.87%
Health		61,000	6,146	1,641	(4,505)	(73.30%)
Education and Welfare		1,173,342	280,555	279,125	(1,430)	(0.51%)
Housing		62,277	10,378	13,860	3,482	33.55%
Community Amenities		2,983,576	1,702,360	1,655,235	(47,125)	(2.77%)
Recreation and Culture		890,653	21,097	10,008	(11,089)	(52.56%)
Transport		2,407,990	381,518	405,835	24,317	6.37%
Economic Services	1	568,231	54,364	91,666	37,302	68.61%
Other Property and Services	2	130,200	21,696	48,160	26,464	121.98%
Total Operating Revenue		23,262,259	13,363,203	13,506,099	142,896	1.07%
Expenses						
Governance		(2,970,523)	(647,769)	(661,102)	(13,333)	(2.06%)
General Purpose Funding		(358,499)	(58,865)	(38,912)	19,953	33.90%
Law, Order, Public Safety	3	(2,019,979)	(336,988)	(177,337)	159,651	47.38%
Health		(323,504)	(51,586)	(40,895)	10,691	20.72%
Education and Welfare		(1,422,376)	(232,747)	(224,372)	8,375	3.60%
Housing		(75,215)	(12,485)	(4,620)	7,865	63.00%
Community Amenities	4	(3,558,140)	(266,448)	(184,571)	81,877	30.73%
Recreation & Culture		(4,734,123)	(675,177)	(637,992)	37,185	5.51%
Transport		(5,936,559)	(894,287)	(874,585)	19,702	2.20%
Economic Services		(2,367,706)	(291,331)	(267,059)	24,272	8.33%
Other Property and Services		(47,599)	(30,401)	(10,037)	20,364	66.98%
Total Operating Expenses		(23,814,223)	(3,498,084)	(3,121,482)	376,602	10.77%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(155,784)	948	0	(948)	
Movement in Employee Benefit Provisions		300,000	50,000	43,592	(6,408)	
Depreciation on Assets		4,680,609	780,074	342,007	61,933	
Non Operating Items						
Purchase Land and Buildings		(3,885,910)	(81,785)	(17,409)	64,376	
Purchase Plant and Equipment		(1,842,162)	0	0	0	
Purchase Furniture and Equipment		(32,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(3,711,438)	(174,659)	(143,193)	31,466	
Purchase Infrastructure Assets - Bridges		(194,235)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	0	0	0	
Purchase Infrastructure Assets - Drainage		(706,355)	(105,270)	(73,163)	32,107	
Purchase Infrastructure Assets - Parks & Ovals		(2,898,728)	(17,870)	(25,856)	(7,986)	
Purchase Infrastructure Assets - Airfields		(99,578)	(16,596)	0	16,596	
Purchase Infrastructure Assets - Streetscape		(99,225)	(49,225)	(86)	49,139	
Purchase Infrastructure Assets - Other		(759,612)	(38,500)	(81,763)	(43,263)	
Proceeds from Disposal of Assets		992,500	0	0	0	
Repayment of Debentures		(345,975)	(94,070)	(94,070)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	0	0	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(10)	(10)	0	
Transfers from Restricted Asset (Reserves)		1,449,643	798,527	0	(798,527)	
ADD Net Current Assets July 1 B/Fwd		6,248,941	6,248,941	6,557,827	308,886	
LESS Net Current Assets Year to Date		0	17,165,624	17,893,081	727,457	
Surplus/Deficit		0	0	(441,261)	(441,261)	

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

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

1. OPERATING STATEMENT

	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
OPERATING REVENUES					
Rates	10,152,290	10,171,672	10,292,362	120,690	1%
Operating Grants Subsidies and Contributions	3,664,952	1,123,295	1,128,164	4,879	0%
Fees and Charges	3,673,118	1,817,053	1,792,572	(24,481)	-1%
Interest Earnings	133,000	12,166	3,045	(9,121)	-75%
Other Revenue	953,571	104,582	144,989	40,407	39%
TOTAL OPERATING REVENUE	18,576,931	13,228,758	13,361,132	132,374	1%
OPERATING EXPENSES					
Employee Costs	(8,455,397)	(1,313,298)	(1,368,980)	(55,682)	-4%
Materials and Contracts	(8,713,671)	(1,081,187)	(538,228)	542,359	50%
Utility Charges	(1,020,182)	(84,788)	(101,335)	(16,547)	-20%
Depreciation of Non Current Assets	(4,680,609)	(780,074)	(842,007)	(61,933)	-8%
Interest Expenses	(229,114)	(6,537)	3,807	10,344	158%
Insurance Expenses	(516,245)	(254,826)	(269,711)	(14,885)	-6%
Other Expenditure	(13,751)	23,574	(4,428)	(28,002)	119%
TOTAL OPERATING EXPENSE	(23,628,969)	(3,497,136)	(3,121,482)	375,654	-11%
Non-Operating Grants Subsidies and Contributions	4,344,290	134,445	144,967	10,522	-8%
Profit on Asset Disposals	343,038	0	0	0	0%
Loss on Asset Disposals	(187,254)	(948)	0	948	100%
RESULTING FROM OPERATIONS	(551,964)	9,865,119	10,384,617	519,498	5%

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 AUGUST 2020

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
CURRENT ASSETS		
Cash Assets	10,381,754	9,868,173
Receivables	12,480,622	3,386,636
Inventories	0	0
TOTAL CURRENT ASSETS	<u>22,862,376</u>	<u>13,254,809</u>
NON-CURRENT ASSETS		
Receivables	589,384	466,121
Land and Buildings	50,325,208	50,507,796
Property, Plant and Equipment	7,156,942	6,935,417
Infrastructure	169,327,089	169,891,672
Financial Assets	213,663	336,925
TOTAL NON-CURRENT ASSETS	<u>227,612,286</u>	<u>228,137,931</u>
TOTAL ASSETS	<u>250,474,662</u>	<u>241,392,740</u>
CURRENT LIABILITIES		
Payables	2,042,399	3,498,179
Interest-bearing Liabilities	276,930	345,975
Provisions	1,251,017	1,252,838
TOTAL CURRENT LIABILITIES	<u>3,570,346</u>	<u>5,096,992</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,059,540	6,058,528
Provisions	230,292	230,292
Payables	156,546	160,558
TOTAL NON-CURRENT LIABILITIES	<u>6,446,378</u>	<u>6,449,378</u>
TOTAL LIABILITIES	<u>10,016,724</u>	<u>11,546,370</u>
NET ASSETS	<u>240,457,938</u>	<u>229,846,370</u>
EQUITY		
Retained Surplus	123,092,343	112,250,275
Reserves - Cash Backed	3,386,583	3,617,084
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	<u>240,457,938</u>	<u>229,846,370</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

3. ACQUISITION OF ASSETS	20/21 Revised Budget \$	20/21 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
DCTV Upgrade	9,000	0
Admin Building Solar	19,010	0
EMCS Vehicle	45,000	0
New Telephone System	32,000	0
Law, Order & Public Safety		
Pangers Ute	57,139	0
3.4 Urban Fire Appliance N/central	470,000	0
3.4 Urban Fire Appliance Bakers Hill	470,000	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	495,405	3,000
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	0
Water Tank Smith Road	9,800	0
DCTV Windows	227,666	0
Education & Welfare		
Bernard Park Playgroup	15,000	0
Killara's Manager vehicle	35,000	0
Solar, Killara	11,300	0
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
Housing		
Kurringal Units Upgrade	20,000	0
Community Amenities		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	0
Transfer Station Tip Shop	576,850	7,250
Area Drainage	128,669	37,243
Signage streetscape	50,000	0
CBD Streetscape	49,225	86
Peacoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21	20/21
		Revised Budget	Ytd Actual
		\$	\$
By Program (Continued)			
Recreation & Culture			
Wundowie Hall Solar		4,550	2,500
Quellington Hall, Sub Floor repairs		7,585	0
Bakers Hill Pavilion, Structural Floor Cracking Repairs		20,000	0
Northam Hall, Replace Gutters		12,885	0
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		96,000	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,988	945
Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling		118,000	2,160
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
Solar Recreation Centre		38,130	0
Netting Rec Centre Roof		55,000	0
EMDOMS Vehicle		45,000	0
Jubilee Oval Upgrade Electric Boards		38,500	0
Community Plan Implementation		90,000	80,816
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	25,856
Landscaping/demolition Old Pool site		519,500	0
Improvements Dr Dunkop Park		270,000	0
Northam Youth Space		134,008	0
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	0
Bridge Crossing Fixings D/W/d		10,000	0
St John's Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		25,000	0
RV Friendly Overnight Site Northam		250,000	0
RV Friendly Bakers Hill		100,000	0
RV Friendly Wundowie		150,000	0
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill			
Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint			
Interior & Solar Wundowie		23,950	2,500
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 (Ytd Actual)
Transport			
Northam Depot Redesign		2,000,000	0
Solar Northam Depot		11,300	0
Boronia Avenue Slk 0-90		16,050	0
Esperance Street Slk 0-220		39,000	0
Fitzgerald Street Slk 1850-2020		25,500	0
Fraser Street Slk 0-100		15,000	0
Henry Street Slk 0-190		40,850	0
Hovea Crescent Slk 0-60		7,650	0
Kuringal Road Slk180-240		7,500	0
Kuringal Road Slk 480-550		15,000	0
Ord Street Slk 0-180		30,000	0
Wellington Street Slk 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	35,920
Jenapullin Road 9330-11500		610,172	2,991
Selby Street 370-520		370,074	0
Gordon Street 320-410		262,000	0
Byfield Street 350-550		59,307	0
Irishtown Road 0-1000		115,459	60,797
Maintenance Capitalised		716,252	1,896
Coates Road 1700-4250		15,850	0
O'Neill Road		51,939	0
Charles Street 510-1070		93,054	0
Henry Place (0-270)		28,950	0
Kennedy Street (320-920)		92,496	0
Martin Street (0-300)		20,940	0
Lyon Street (0-600)		42,841	0
Oliver Street (0-410)		202,254	0
Southern Brook Road (0-3070)		387,000	77,209
Werrabee Road 0-1410		233,984	0
Lyon Street 0-600		185,100	0
Gardner & Wellington Street 40-160		124,528	0
Kerb Renewal		109,238	298
Culvert Renewal		84,238	0
Bridge Construction		194,235	0
PN1201 N008 Isuzu Flocon		160,000	0
P5017 Dtnapac Vibro Roller		50,500	0
PN1007 Hako Footpath Sweeper		97,000	0
PN1412 Nissan Navara Dual Cab		31,993	0
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	0
PN1401Mazda BT50 Tray Top		28,000	0
PN1605 Isuzu Dmax Ute		27,995	0
PN1516 Mazda BT50		29,888	0
Bobcat Trailer C/fwd		25,000	0
Tandem Trailer C/fwd		15,250	0
Pegasus 200 Varge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway		99,578	0
Economic Services			
Solar Visitor Centre		11,300	0
Manager Building Vehicle		30,327	0
Water Pump Station Upgrade		154,630	0
Bakers Drainage		25,000	0
BKB Building		31,993	0
		<u>14,667,693</u>	<u>341,471</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,885,910	17,409
Plant and Equipment		1,842,162	0
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,711,438	143,193
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		194,235	0
Infrastructure Assets - Drainage		706,355	73,163
Infrastructure Assets - Parks & Ovals		2,898,728	25,856
Infrastructure Assets - Airfields		99,578	0
Infrastructure Assets - Streetscape		99,225	86
Infrastructure Assets - Other		759,612	81,764
		<u>14,667,693</u>	<u>341,471</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 AUGUST 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Governance						
EMCS Vehicle	20,403	0	20,000	0	(4,03)	0
Law Order & Public Safety						
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Welfare						
Manager Killara Vehicle	16,600	0	15,500	0	(1,100)	0
Recreation & Culture						
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Transport						
PN1201 N008 Isuzu Flocon	56,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401 Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,384	0	11,000	0	5,616	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Economic Services						
Manager building Vehicale	16,464	0	11,000	0	(5,464)	0
Sale 144 Chidlow Street	67,200	0	67,000	0	(50,200)	0
	836,716	0	992,500	0	155,784	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 AUGUST 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Plant & Equipment						
EMCS Vehicle	20,403	0	20,000	0	(403)	0
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Manager Killara Vehicle	16,600	0	15,500	0	(1,100)	0
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
PN1201 N008 Isuzu Flockon	96,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401 Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1805 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Manager building Vehicle	16,464	0	11,000	0	(5,464)	0
Land						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Victoria Street Oval	67,200	0	37,000	0	(30,200)	0
	836,716	0	992,500	0	155,784	0
Summary						
Profit on Asset Disposals					343,038	0
Loss on Asset Disposals					(187,254)	0
					155,784	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		20/21 Budget \$	20/21 Ytd Actual \$						
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	20,203	0	123,263	143,466	5,363	(324)
Loan 224 - Recreation Facilities	6.48%	769,630	0	49,844	0	719,786	769,630	54,248	(8,448)
Loan 227 - Youth Space	2.26%	454,903	0	46,122	0	408,781	454,903	13,075	0
Loan 228 - Swimming Pool	1.88%	4,406,806	0	189,024	94,070	4,217,782	4,312,736	112,043	13,582
COVID-19 Response	1.80%	0	0	0	0	0	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	40,782	0	588,916	629,698	44,385	(6,912)
		6,404,503	3,464,020	345,975	94,070	9,522,548	5,310,433	229,114	(2,102)

Note: ** indicates self-supporting loans.

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

Page 11



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

20/21 Budget	20/21 Ytd Actual				Total	20/21 Ytd Actual				Total
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve		Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	
6. RESERVES - CASH BACKED:										
Employee Liability Reserve	972,123	12,481			984,584	972,123	3			972,126
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872				119,872
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246				199,246
Speedway Reserve	149,810	1,550			151,160	149,810				149,810
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077				232,077
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953				246,954
Revaluation Reserve	72,186	748		(70,000)	2,934	72,186				72,186
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	3			1,395,937
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,449,643)	3,372,857	3,388,000	10			3,388,010

Total Interest & Transfers

1,434,500

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

Page 12



SHIRE OF NORTHAM

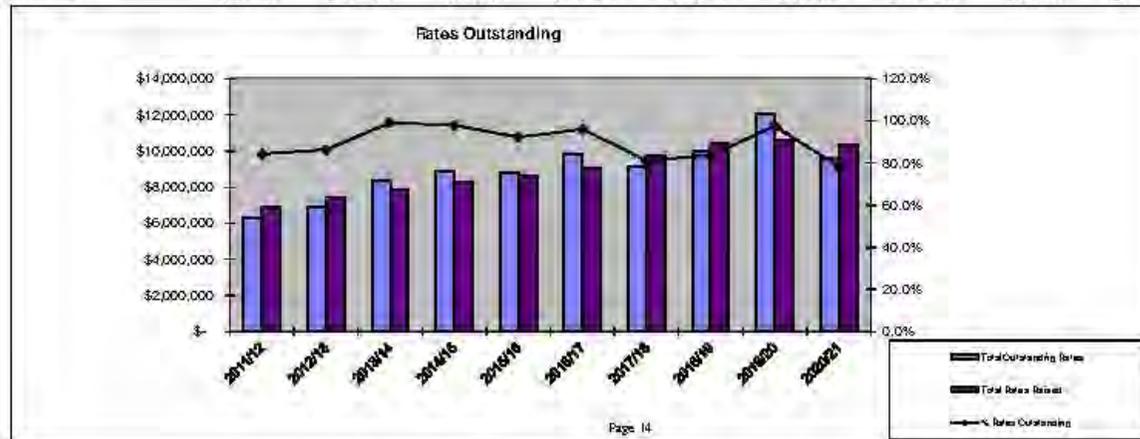
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 AUGUST 2020

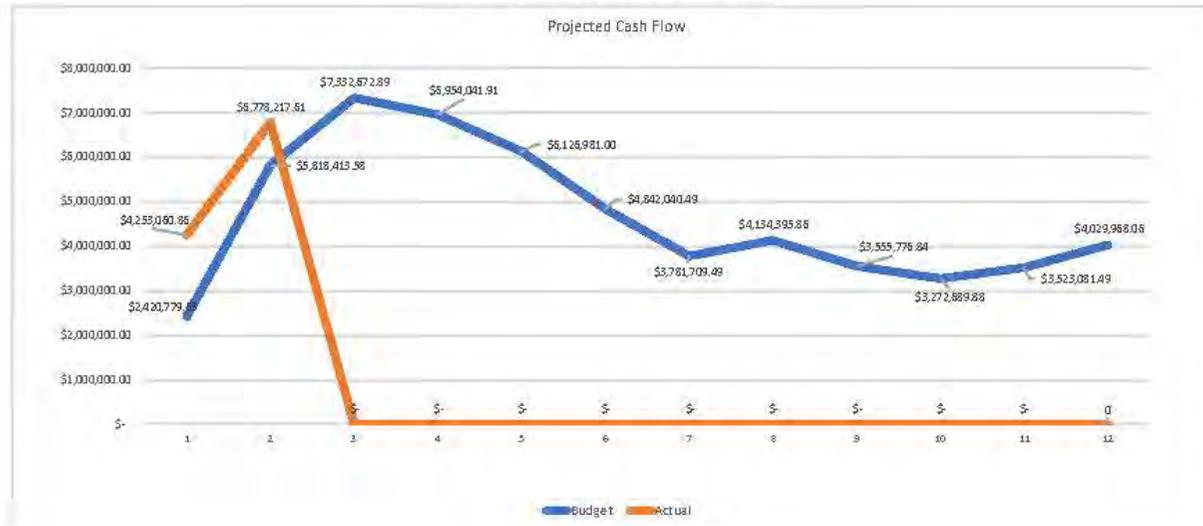
	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	898,000	6,995,171	6,504,268
Cash - Restricted Reserves	3,372,857	3,386,583	3,363,905
Self Supporting Loan	20,203	20,203	20,203
Receivables	3,200,428	746,943	3,363,905
Rates - Current	0	11,657,090	0
Pensioners Rates Rebate	0	136,856	0
Provision for Doubtful Debts	0	(142,243)	0
Other financial Assets	0	59,246	213,667
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,492,488</u>	<u>22,862,377</u>	<u>13,468,475</u>
LESS: CURRENT LIABILITIES			
	<u>(5,715,427)</u>	<u>(3,081,769)</u>	<u>(5,096,996)</u>
NET CURRENT ASSET POSITION	<u>1,777,061</u>	<u>19,780,608</u>	<u>8,371,479</u>
Less: Cash - Reserves - Restricted	(3,372,857)	(3,386,583)	(3,363,905)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	276,930	345,975
Add: Leave Liability Reserve	984,584	972,126	974,481
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>17,893,081</u>	<u>6,557,827</u>

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Key Rating Dates										
RATES ISSUED	08/06/2011	5/08/2012	4/05/2013	14/09/14	14/09/15	19/08/2016	1/06/2017	15/06/2018	4/05/2019	7/06/2020
RATES DUE	25/05/2011	24/05/2012	23/10/2013	6/10/2014	25/09/2015	30/09/2016	14/05/2017	15/05/2018	9/10/2019	11/09/2020
1st INSTALLMENT DUE	22/11/2011	16/11/2012	23/12/2013	6/12/2014	25/11/2015	30/11/2016	14/11/2017	15/11/2018	9/12/2019	11/11/2020
2nd INSTALLMENT DUE	23/01/2012	25/01/2013	24/02/2014	5/02/2015	25/01/2016	30/01/2017	15/01/2018	2/01/2019	1/02/2020	11/01/2020
3rd INSTALLMENT DUE	22/05/2012	25/05/2013	24/04/2014	5/04/2015	26/03/2016	30/03/2017	15/03/2018	2/03/2019	14/04/2020	11/03/2020
Outstanding 1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,753	\$1,737,187	\$1,842,862
Rates 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	\$10,342,585	\$10,381,252
Impress., Ex gratia, interim and back rates less writeoffs	\$53,079	\$58,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	\$41,420
Rates paid by month										
1 July	51,948	38,805	47,443	62,654	29,105	43,333	60,002	94,838	87,543	307,979
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849
3 September										
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	1,172,860	1,081,968	71,404	182,394	729,304	411,109	2,114,985	1,951,507	300,738	2,651,829
% Ytd Rates Outstanding	84.2%	86.4%	99.2%	98.0%	92.3%	96.0%	81.2%	83.6%	97.6%	78.2%
Ytd Outstanding	6,283,120	6,861,450	8,329,020	8,836,495	8,779,743	9,844,446	9,138,489	9,984,117	12,030,059	9,930,865



SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020



12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 Shire of Northam State of Emergency

NOTICE OF MOTION/COUNCIL DECISION

Minute No: C.4040

Moved: Cr Antonio
Seconded: Cr Ryan

That Council determines it is no longer in a State of Emergency, thereby reverting to standard policy settings.

CARRIED 10/0

BACKGROUND:

On March 30 2020, Council resolved to enter a state of emergency. This decision was made with no legislative backing or effect, it was more about making a decision which then allowed for the relaxation of certain policy positions of Council to support the administration being more flexible and agile through the COVID-19 pandemic period.

Whilst the Shire President acknowledges Western Australia remains in stage 4 restrictions due to COVID-19, the real sense of urgency which triggered the previous Council decision is no longer apparent.

In discussion with the Chief Executive Officer, removing the State of Emergency will impact the following policies:

1. Policy 4.2 Purchasing and tendering policy

Changes to make it easier and quicker to purchase goods and services in times of declared emergency

2. Policy 4.4 Local Price preference

Changes to provide stronger local price preferences in times of declared emergency

3. Policy 4.5 End of year surplus
Adjustment to allow more flexibility in the application of this policy
4. Policy G1.1 Meeting attendance
Adjustment to allow more flexibility in the application of this policy

6. Delegation F05 – Write Off/Waive Small Fees and charges.
The delegation to the Chief Executive Officer was increased from \$500 to \$5,000. This was to ensure a quick decision-making process, to give any applicants a level of certainty

OFFICER'S COMMENT:

1. Policy 4.2 Purchasing and tendering policy
Changes to make it easier and quicker to purchase goods and services in times of declared emergency

The main adjustments to this policy were around the various financial thresholds associated with purchasing.

State of Emergency Provisions	Original Purchase Thresholds (excluding GST)	Minimum Requirements
Less than \$10,000	Less than \$3000	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
	\$3,000 to \$7,500	Verbal quotations to be sought from three (3) suppliers where possible with the successful quote supplied in writing.
\$10,000 - \$20,000		Written quotations to be sought from two (2) suppliers where possible.
\$20,000 - \$250,000	\$7,500 to \$50,000	Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.
	Above \$50,000 to Prescribed amount	Obtain at least three written quotations containing price and specification of goods and services (with the procurement decision based on value for money considerations) or purchase through the Local Government Purchasing Service of WALGA.
	Above Prescribed Amount (\$250k)	Public tender or purchase through the Local Government Purchasing Service of WALGA.

2. Policy 4.4 Local Price preference

Changes to provide stronger local price preferences in times of declared emergency.

This policy has been amended permanently so moving out of State of Emergency will have no impact.

3. Policy 4.5 End of year surplus

Adjustment to allow more flexibility in the application of this policy

4. Policy G1.1 Meeting attendance

Adjustment to allow more flexibility in the application of this policy

6. Delegation F05 – Write Off/Waive Small Fees and charges.

The delegation to the Chief Executive Officer was increased from \$500 to \$5,000. This was to ensure a quick decision making process, to give any applicants a level of certainty.

RECOMMENDATION

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council amends Policy 4.2 Purchasing and Tendering to reflect the following purchasing parameters:

Less than \$10,000: No quotations required. Officers are to use professional judgement and discretion to determine if prices or rates are value for money.

\$10,000 - \$20,000: Written quotations to be sought from two (2) suppliers where possible.

\$20,000 – Prescribed Amount (currently \$250,000): Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.

\$250,000 – In accordance with Local Government Act and associated Regulation requirements.

5/5

CASTING VOTE - LOST 5/6

REASON FOR REJECTION OF OFFICER'S RECOMMENDATION:

The Shire President advised that while he voted in favour of the motion, he was using his casting vote to defeat it. The reason for this being the nature of the decision and he felt it prudent to provide an opportunity for Council

adjust or review the purchasing parameters in order to have more elected members comfortable with the outcome given the importance of this policy.

COUNCIL DECISION

Minute No: C.4041

Moved: Cr Pollard

Seconded: Cr Ryan

That Policy 4.2, Purchasing and Tendering, be referred to the Audit and Risk Management Committee for further review and recommendation to Council.

CARRIED 9/1

14.2 Disbanding of the Local Business Support Committee

NOTICE OF MOTION/COUNCIL DECISION

Minute No: C.4042

Moved: Cr Della

Seconded: Cr Pollard

That Council:

1. Disbands the Local Business Support Committee effective 2 October 2020, allowing the Committee to finalise any pending grant applications
2. Ceases to offer the Local Business Support Grant Scheme

CARRIED 10/0

BACKGROUND:

The Local Business Support Grant Scheme was an effective tool in assisting local business to navigate the uncertainty around the COVID-19 pandemic. Given the control of the pandemic in WA with no current community transmission, business activities have generally resumed, with a number of business sectors demonstrating strength growth over recent months.

With the economic outlook more positive and with a significant amount of support having already been provided to local business, it is a suitable time to cease the local business grants.

It is recommended allocation of the remaining funds be assessed at budget review. This will allow flexibility in the event of further outbreaks (resulting in further decline in business activity due to the economic impact of COVID-19), identification of suitable projects which may require additional allocation of funds (e.g. redevelopment of Mt Ommaney), or allocation to reserve to assist in managing the financial impact of the pandemic in coming years. Given this, a specific recommendation regarding the allocation of funds in the Notice of Motion has not been provided.

15. URGENT BUSINESS APPROVED BY DECISION

The Chief Executive Officer advised that this would be the last meeting attended to by the Executive Manager Community Service, whose employment with the Shire of Northam is ending. The Chief Executive Officer thanked the Executive Manager Community Services for his hard work and dedication at the Shire over the last six years and wished him all the best for his future endeavours.

16. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Antonio declared the meeting closed at 6.09pm.

"I certify that the Minutes of the Ordinary Council Meeting held on Wednesday, 16 September 2020 have been confirmed as a true and correct record."


_____ President

21/10/2020 Date