



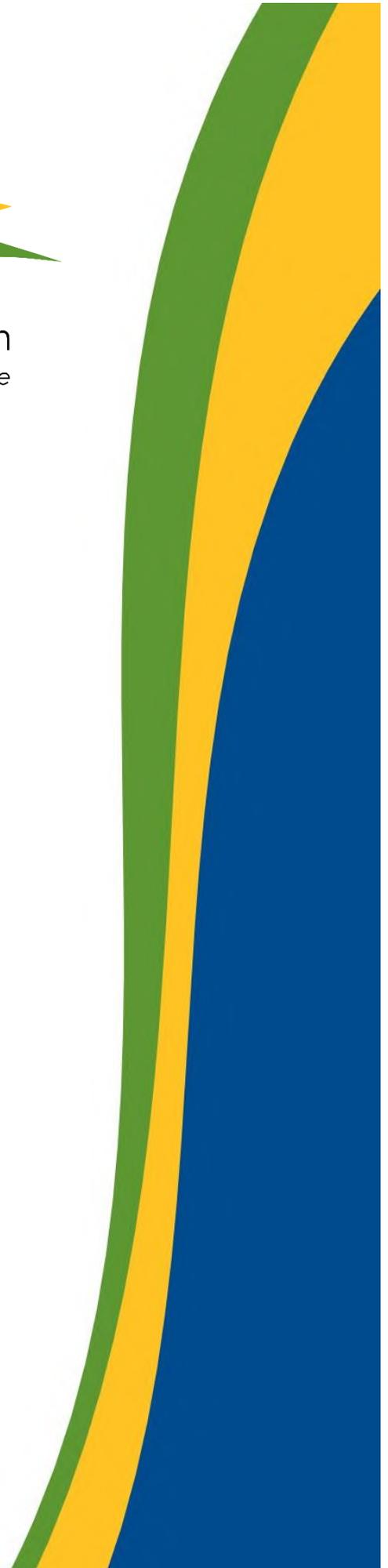
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

17 April 2019



NOTICE PAPER
Ordinary Council Meeting
17 April 2019

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on Wednesday, 17 April 2019 at 5:30pm.

There was a Forum meeting held in the Council Chambers on Wednesday, 10 April 2019 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

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

Staff:

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

2.1 APOLOGIES

Councillor	J E G Williams
Executive Manager Corporate Services	C Young

2.2 APPROVED LEAVE OF ABSENCE

Cr J E G Williams has been granted leave of absence from 11 April 2019 to 29 April 2019 (inclusive).

Cr C L Davidson has been granted leave of absence from 9 April 2019 to 16 May 2019 (inclusive).

3. DISCLOSURE OF INTERESTS

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



4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
18/03/19	Radio Interviews regarding winning right to host 2021 World's Women's Ballooning Championships
21/03/19	Local Emergency Management Committee Meeting - Northam
22/03/19	Community event – Respect to Christchurch Victims - Northam
22/03/19	Central Regional TAFE Graduation and Awards Evening Northam
22/03/19	Community event at Village Green - Northam
29/03/19	Laurie Graham Office Official Opening - Northam
29/03/19	Community event at Village Green - Northam
30/03/19	Northam Link Theatre Production
01/04/19	MMM Radio Interview - Northam
06/04/19	Lions Markets- Northam
06/04/19	Northam Motorsport Festival – Two days
09/04/19	Avonvale Primary School Anzac Day Service - Northam
10/04/19	Northam Primary School Anzac Day Service
11/04/19	Regional Capitals Alliance Meeting - Perth
12/04/19	AVAS Fred Killick Award Opening Night - Northam
15/04/19	MMM Radio Interview - Northam
15/04/19	Mayor's and President's Forum - Perth
16/04/19	Agribusiness Graduation for CSU Degree Students - Muresk
<u>Upcoming Events</u>	
19/04/19	Start of Easter Weekend – includes and up to Monday 22 nd April
25/04/19	ANZAC Dawn Service - Northam
25/04/19	ANZAC Service - Grass Valley
25/04/19	ANZAC Day Parade and Service - Northam
26/04/19	Avon-Midland Country Zone meeting - Goomalling
26/04/19	Citizenship Ceremony
29/04/19	MMM Radio Interview - Northam
04/05/19	Lions Markets - Northam
12/05/19	Mother's Day
13/05/19	MMM Radio Interview - Northam

Operational Matters:

Shire of Northam Heritage Enhancement Fund

With the recent media announcement around the granting of just over \$10,000 toward work on the old GJ Coles Building located at 178 Fitzgerald Street Northam, it is a reminder that the Shire of Northam remains committed to assisting the CBD in being strong and vibrant. By availing of this grant, business or property owners of buildings in the Northam CBD can help preserve our unique history for generations to come.

Developments

Apart from those mentioned in "Strategic Matters" below, there are a number of developments across the Shire. Keep your eyes open for these as they come to fruition. These include both Shire and Private activities.

Shire of Northam Events

Announced in late March, Northam has been the successful bidder to host the 5th World Women's Ballooning Championships in 2021. This bid was a collaboration of Northam Ballooning Events (Inc.).

This is a major coup for the Shire and will be the first time that this event will be held outside of the Northern Hemisphere. We will have a great opportunity to showcase both the Shire and the wider Avon Valley.

In case you missed it, here is a link to the winning bid video shown on social media.

<https://www.facebook.com/shireofnortham/videos/516416698763497?sfns=m>
[o](#)

Strategic Matters:

Major Projects

The Youth Precinct located at the corners of Peel Terrace and Chidlow Street has now been completed. This fantastic facility will not only provide more activities for youth, but also for families.

With the construction of the Aquatic Centre continuing on schedule, the Shire of Northam is looking at ways to connect this and the Youth Precinct, making the entire Jubilee Location a place for families and activity.

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

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr A J Mencshelyi leave of absence from 1 May 2019 to 30 June 2019 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 20 MARCH 2019

RECOMMENDATION

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

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 APRIL 2019

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 10 April 2019.

Attachment 1



Shire of Northam

Notes

Council Forum Meeting

10 April 2019



DISCLAIMER

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

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Council Forum Meeting Notes
10 April 2019



Preface

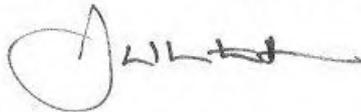
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

Unconfirmed Notes

These notes were approved for distribution on 12 April 2019.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 17 April 2019.

Signed:

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

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10 April 2019



1. DECLARATION OF OPENING

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

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
M P Ryan
J E G Williams
R W Tinetti
S B Pollard
A J Mencshelyi
T M Little
J Proud
C P Della

Staff:

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

Gallery:

Public	Heather Meiklem
	Ray Dorosenko
	Brian Daniels
	Joy Daniels
	Jack Potter
	Richie Jasper
	Cherry Alexander
	Maria Girak at 5:35pm

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr J E G Williams has been granted leave of absence from 11 April 2019 to 29 April 2019 (inclusive).

Council Forum Meeting Notes
10 April 2019



Cr C L Davidson has been granted leave of absence from 9 April 2019 to 16 May 2019 (inclusive).

3. DISCLOSURE OF INTERESTS

Nil.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

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

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Name: Brian Daniels.

My questions is in regard to the Shire tender RFT 1 of 2019.

The Shire of Northam have issued a Tender which closed on Friday the 22 March 2019 for the "Reinstatement Repairs to Flood Damaged Infrastructure" As far as I can make out this Tender is to repair the roads and roadside verges and drains that were effected by last year's floods.

Can the CEO please advise as to the status of this tender in particular:

Summary of Question 1: Has the contract been awarded yet?

Summary of Response 1: The Executive Manager Engineering Services advised, No.

Summary of Question 2: If not then when does the council estimate that an award will be made?

Summary of Response 2: The Executive Manager Engineering Services advised, Within the next few weeks subject to any final clarifications and assessments that may be required.

Summary of Question 3: The Tender called for remedial work on 25 roads within the Shire which of these roads will take priority?

Council Forum Meeting Notes
10 April 2019



Summary of Response 3: The Executive Manager Engineering Services advised, The sequence of works will be discussed with the successful contractor once awarded.

Summary of Question 4: How many contractors have submitted tenders for this contract and of these how many are local?

Summary of Response 4: The Executive Manager Engineering Services advised, The Local Government Tendering Regulations prevents the Shire from disclosing that information publicly at this time. However I can advise that Local Contractors have been given the same opportunity as contractors outside the Shire of Northam.

Summary of Question 5: Can the CEO confirm that the cost of this contract will be paid for by WANDRA funds?

Summary of Response 5: The Executive Manager Engineering Services advised, WANDRRA will pay up to 75% for the works, with the LGA contribution being the remaining 25% until the Shire contribution cap is reached. In the case of the Shire this cap is \$156,000. Once the Shire has contributed this amount, the rest of the works will be funded 100%.

Summary of Question 6: Are all of the roads listed below still remaining as part of the tender? According to the tender documents the roads affected by this tender are as follows:

Almond Avenue, Jose Road, Greengage Place, Warin Road, Wootating Road, Waylie Rise, Berry Brow Road, Brockman Street, Burma Road, Carlin Road, Bach Street, Gleeson Hill Road, Glenmore Drive Road, Gumtree Lane, Douglas Road, Jordi Road, Koojedda Road, Shearing Rise, O'Driscoll Street, Orchid Valley Road, Redcourte Road, Tait Close, Tamma Road, Valencia Lane, Chandler Link.

Summary of Response 6: The Executive Manager Engineering Services advised, Yes.

Summary of Question 7: In summary, can the CEO please give a detailed status of this tender?

Summary of Response 7: The Executive Manager Engineering Services advised, the received submissions are currently being assessed. I am unable to provide any further detail at this time as we would be in breach of the Tender Regulations.

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One (1) member of the Gallery entered the meeting at 5:35pm.

Name: Heather Meiklem.

Summary of Question 1: In relation to the Clydesdale Road Quarry, has there been any further development now that the Environmental Protection Authority (EPA) is involved?

Summary of Response 1: The Executive Manager Development Services advised that there has been nothing further, the matter has been referred to the EPA and contact has been made with the applicant however there is no information that can be provided at this time. The Chief Executive Officer advised that Council has not withdrawn the approval, a third party has referred the matter to the EPA and Council sought legal advice in relation to this. The advice provided was to not issue the formal development approval until advice is received from the EPA.

Name: Cherry Alexander

Summary of Question 1: Why is the Council proposing to dispose of the former Victoria Oval site below market valuation?

Summary of Response 1: The Chief Executive Officer advised that the valuation received was approximately \$1.1 million and the land is proposed to be sold at \$969,000.

There were a range of factors which Council considered when deciding to negotiate the sale price, these included an easement being required over the land for drainage and the benefit that the proposed development would provide to the community.

Summary of Question 2: Is there a reason why a member of the general public couldn't purchase the land at the valuation price?

Summary of Response 2: No. The Chief Executive Officer advised that the matter is currently out for advertising seeking public comment. Members of the public can provide comments in relation to this which Council will then consider and can either determine to dispose of the land as advertised or make an alternative decision.

Council Forum Meeting Notes
10 April 2019



Summary of Question 3: Why is the Council not trying to get top dollar for the land if it needs more finances?

Summary of Response 3: The Chief Executive Officer advised that as previously advised there were a number of factors considered when negotiating the sale price and these were weighed up in terms of the value and benefit to the community. It was also advised that Council is well positioned financially according to the Long Term Financial Plan.

Name: Brian Daniels.

Summary of Question 1: In relation to the question asked at the previous Council meeting. Has there been any progress towards a recording and PA system for the Council Chambers?

Summary of Response 1: The Chief Executive Officer referred to the previous response provided. This will be considered through the budget process which should be finalised approximately June/July 2019. Unless an Elected Member moves a notice of motion to consider sooner, there will be no further progress made on this matter until the budget process has been finalised.

Name: Cherry Alexander

Summary of Question 1: When undertaking the tender process and local tenderers, if they do not have the best price can a meeting be held with them to discuss option?

Summary of Response 1: The Chief Executive Officer advised that the tendering process is legislated and requires public notice to be given. Information was provided in relation to the Regional Price Preference which is given to locals, being 10% preference. It was advised that Council reports on the percentage spent locally and this is considerably high. Staff are very aware that they are dealing with public money and want to ensure Council receives best value, meaning in some instances it is just not possible to go with a local contractor.

Name: Jack Potter.

Council Forum Meeting Notes
10 April 2019



Summary of Question 1: Is the Council aware that your correspondence is being intercepted?

Response 1: The Shire President advised that Councillors must abide by the Communication Policy which was adopted by the Council.

The Chief Executive Officer advised that Councillors are provided with information in their induction in relation to all communication being official records of the local government and must be recorded in accordance with the State Records Act. This includes emails, meeting notes, letters etc.

Summary of Question 2: Further to question 1, does this include social conversations?

Response 2: No, matters that are not related to the business of the Council are not applicable.

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

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

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 20 MARCH 2019

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

Council Forum Meeting Notes
10 April 2019



9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 APRIL 2019

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

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 ART ADVISORY COMMITTEE MEETING HELD ON 7 MARCH 2019

Clarification was sought in relation to the following:

- Whether the matter relating to the Wundowie Community Art project is required to go back to the committee? Cr Pollard advised that it is his understanding that it will be required to go back to the committee for approval.
- A commercial artist undertaking the work. The Executive Manager Community Services advised that discussion was held with Trish Hamilton however she was not interested. A professional artist will be working with the youth on the project.

11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 MARCH 2019

Cr Williams advised that there is a correction to the wording for item 2 of the recommendation as this was incorrect. This has been corrected in the Ordinary Council Meeting agenda.

11.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 21 MARCH 2019

A typographical error was raised in the recommendation relating to the name of the committee. This has now been corrected within the Ordinary Council meeting agenda.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Amendment to Policy C 3.4 Write Off / Waive Small Fees or Debts

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

Council Forum Meeting Notes
10 April 2019



12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Supply, Replacement and Repair of Mobile Garbage Bins in the Shire of Northam

Clarification was sought in relation to the following:

- The ownership of the bins and not purchasing these from the landowners. It was requested some information be provided in relation to purchasing these at a cost of \$50 from funds in the Reserve account. The Chief Executive Officer advised that staff will provide some detail and comments in relation to this.

Additional Information

Staff in making the recommendation to Council considered several options for the resolution of the bin ownership issue. The suggested purchase of the MGB from ratepayers funded through the Refuse Site Reserve was not recommended by staff for the following reasons –

- The Shire of Northam currently services approximately 5300 general waste MGB's. A once off purchase for \$50 would require an outlay of \$265,000;
- The current reserve balance is required for capital improvement works at both the Old Quarry and Inkpen waste Disposal sites (current balance is approximately \$556,000). In addition significant funds will need to be expended in the future for the rehabilitation of the current sites and potential development of new sites;
- There would be significant logistical issues in a "once off" purchase including details of the bin being purchased, various condition of the bin and physical tracking of the bin being purchased. (The proposed new bins will have the Shire of Northam emblem and have a unique serial number that can be linked to the property ID);
- Obtaining a realistic market value for a second hand MGB given the various age and condition of the bins is problematic;
- It should be noted that through the proposed purchase there will be ongoing costs associated with replacement bins, repair and maintenance of newly purchased bins. This costs would be in addition to the once off purchase;
- Previously ratepayers in the (former) Shire of Northam area were charged \$15 to purchase their own bins in 2010/11. This affected 1722 properties at that time.

Staff believe the recommended process is the most practical means of obtaining ownership of all MGB's within the Shire of Northam. In essence

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10 April 2019



this does mean that ownership will remain with the property owner, until a new bin is requested – after providing proof of loss or significant damage.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – March 2019

Clarification was sought in relation to whether this is the first time 0% has been spent outside the Shire. The Chief Executive Officer advised that this is not believed to be the first time.

The following queries were raised prior or after the Council Forum meeting:

Reference	\$	Details Reference	Question	Query By	Answer
32579	18013.33	Contract variation - lights	Why varied?	Cr Pollard	It was determined there was insufficient lighting to cover the BBQ area and the Basketball Court, 2 extra lights were added. Additional conduit was also added to allow for CCTV cabling in the future. This will prevent having to excavate footpaths at a later stage.
32601	2838.55	LGIS function cater (+ other assoc expenses)	Seems extravagant for LGIS? Coded to "Marketing"?	Cr Pollard	This was an arrangement of menu from LGIS, LGIS reimbursed Council the full cost.
32601	2838.55	LGIS function cater (+ other Assoc. expenses)	Why Shire Paying?	Cr Williams	As above, reimbursed by LGIS.
32695	250.00	Cultural Dancing	Why Shire paying?	Cr Williams	This amount was incorporated into the venue hire fee.
32780	736.71	Liquor Barrons	Why Shire Paying?	Cr Williams	As above 32601.
32610	973.50	Andys Plumbing - flick mixer	Value for money?	Cr Pollard/ Cr Williams	Disable flick mixer was only one part of P/O @ \$350.
32612	4708.00	Survey water main location	Why not as per maps?	Cr Pollard	This was to identify the proposed location of a water main which needs to be relocated on Spencer Brook Road Project
32619	1307.74	Benara Nursey roundabout trees	No local supplier? Warranty?	Cr Pollard	These are advanced plantings (140mm) - unavailable locally. Shrubs not tree's so no warranty
32621	25435.96	Blackwell plumbers - water meter	Part of \$50k budget?	Cr Pollard	Yes, Water Corp Portion, paid via Blackwell's.
32650	517.00	Grove Wesley - brass plaque	To whom?	Cr Pollard	Brass Plaque hung in the court yard at Killara to recognise the hard work and fundraising efforts of the Killara Auxiliary, which no longer operates.
32650	517.00	Grove Wesley - brass plaque	Will this cost be reimbursed as a Killara Cost	Cr Williams	The Killara Auxiliary trust was wound up last financial year with the funds transferred to Council general funding, this

Council Forum Meeting Notes
10 April 2019



Reference	\$	Details Reference	Question	Query By	Answer
					was purchased with the last of that trust funds.
32651	4621.76	Red/Blue LED lights	For where?	Cr Pollard	Replacement lights and emergency beacons for fire trucks.
32655	128.00	Misconduct restraining order	Paid to Mr Colbourne? Why?	Cr Pollard	Reimbursement of admin costs to Ms Colbourne associated with a restraining order that was obtained by the officer due to workplace safety concerns.
32659	300.00	Grader driver training lunches	Were they off site all day?	Cr Pollard	Yes - There were both theory and practice sessions. Typically these types of events would have the Shire cover lunches.
32667	1402.50	Security callouts - old Railway museum	Just the museum or others too?	Cr Pollard	Multiple buildings on the one purchase order
32680	6600.00	Skyworks - ballooning bid part 1	What is total cost?	Cr Pollard	The total cost of the bid video was \$6000 (+CST)
32683	1208.90	Advertising - aquatic centre	Why? Not built yet? Or parking?	Cr Pollard	To alert the public to the Aquatic Centre construction and the changed parking conditions
32689	5500.00	Planting 1440mm - just garden? Reticulation?	Value for money? Did locals quote?	Cr Pollard	The plants purchased were specific riparian vegetation that was available for the time of planting and was as dimatized to Northam as possible, 13 suppliers were approached to quote including two locals. The Wheatbelt NRM Rangers were then procured to do the planting on behalf of Council. The Trees are relocated on the river banks.
32739	2392.50	Replace failed "Exit" sign Southern Brook Hall	Expensive?	Cr Pollard	Was part of P/O for multiple buildings. Southern Brook only \$275 of total.
32771	35310.00	Bernard Park play equipment x 2 pieces	Is this part of P139 budget? Did old train etc really need replacing? Did it get reused?	Cr Pollard	This play equipment was vandalised with replacement parts unavailable due to supplier no longer in operation. The old unit was not relocated as it was non-compliant with current standards and damaged beyond repair. The replacement cost is currently being dealt with through insurance.
32686	11348.74	Refund St Joseph's for JDAP Fees	Why was a refund paid?	Cr Pollard	Because they withdraw their application to JDAP.

12.4.2 Financial Statement for the period ending 29 March 2019

The following queries were raised prior or after the Council Forum meeting:

Council Forum Meeting Notes
10 April 2019



Reference	Details Reference	Query By	Answer
	Dated 29/3 - should this be 31/3? Given that the "Operating Statement" and "Operating Income by Nature and Type" is the same data reported differently, should there be 2 different sets of explanations as to the variances?	Cr Pollard Cr Pollard	Correct, will change before OCM No, in the explanations that refer to the notes above, they are the same, for example, note 16 refers to notes 2,3 & 6, which are all fee related, other notes will vary as such as note 9 Health, some is related to employee costs and some is related to materials being the legal expense.
Page 192, Note 31	How does the handing over of the Newcastle road bridge affect our ratios	Cr Antonio	The new bridge will have a negative effect on Councils Ratios due to the following reasons, increased operating expenditure, best guess, 40k per annum, increased depreciation expense of 152k per annum, this will weaken the asset renewal ratio, operating surplus ratio, own source revenue ratio and the asset consumption ratio.
Page 192, Note 31	What is the annual cost for the Newcastle road bridge for insurance	Cr Antonio	17k per annum.
Page 203	Rates percentage		Yes it remains a concern overall, however the current percentage outstanding is as expected.

12.4.3 Health Amendment Local Law 2018 Undertaking

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

12.4.4 Transfer of Land within the Katrine Floodplain to the State of WA

Clarification was sought in relation to the following:

- How this affects the Aboriginal Lands Trust. The Chief Executive Officer advised that there is no impact.
- Whether this has any implications for the Spencers Brook properties? The Rates Officer advised that staff are only aware of the Spencers Brook properties with similar circumstances in relation to not being able to build on the land, however there are additional issues around road access for the Spencers Brook properties.
- Whether cropping the land is an appropriate land use? The Rates Officer advised that it is not an appropriate or permitted use. The Chief Executive Officer advised that staff explored all options prior to presenting these to Council and it was determined that the land has no value.
- The period of rates being accrued. It was advised that these were accrued over a long period, dating back to the previous Town of Northam.

Three (3) members of the Gallery left the meeting at 6:01pm.

The Coordinator Governance / Administration left the Council Chambers at 6:01pm and returned at 6:02pm.

Council Forum Meeting Notes
10 April 2019



12.4.5 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13783

Clarification was sought in relation to whether this needs to be transferring to the State of WA not Shire of Northam within the title. The Executive Manager Corporate Services advised that items 12.4.5, 12.4.6 and 12.4.7 are different to item 12.4.4 as that land is already in the Shire's name. The process requires the properties to be in the Shire's name and rates written off prior to commencing the process to transfer the land to the State of WA.

12.4.6 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13169

Clarification was sought in relation to why agenda items 12.4.5, 12.4.6 and 12.4.7 were not bundled. The Rates Officer advised this is due to each parcel being a distinct piece of land with distinct owners and history.

12.4.7 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13191

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

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

13.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 MARCH 2019

Clarification was sought in relation to the purpose of the meeting and whether there were any decisions made. The Shire President advised that the purpose was to clarify the intent of the KPI's. No changes were made given that we are nearing the end of this financial year.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

Council Forum Meeting Notes
10 April 2019



15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

15.1 REVIEW OF FINANCE/ADMINISTRATION POLICIES

It was advised that this will form part of the Corporate Services agenda item at the Ordinary Council meeting however will be included as 15.1 for the Forum meeting.

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

16. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 6:14pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 ART ADVISORY COMMITTEE MEETING HELD ON 7 MARCH 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Art Advisory Committee meeting held on 7 March 2019.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accepts the nomination of Anita Franklin to fill the vacant position of Community Representative on the Shire of Northam Art Advisory Committee;
2. Accepts the progress made towards photographing and displaying the Art Collection for display on the website. The photographing of the remaining artworks for display on the website will continue to be a priority;
3. Note the proposed Wundowie Community Art Project is being developed for future implementation;
4. Defer a decision on the purchase of the F Batty artwork until further details on the artwork and proposed purchase price are obtained; and
5. Investigate that a formal approach be made to the ANZ Bank for 6 works of art to be put on display.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

MINUTES

ART ADVISORY COMMITTEE

7 March 2019

ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019

DISCLAIMER

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

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

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

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ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019

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ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019



1. DECLARATION OF OPENING

Chairperson Cr Steven Pollard declared the meeting open at 4:00pm

2. ATTENDANCE

Committee:

Chairperson
Councillor
Councillor
Community Member
Community Member
Avon Valley Arts Society

Cr Steven Pollard
Cr Julie Williams
Cr Michael Ryan
Ms Trish Hamilton
Mr Michael Letch
Mr Cliff Simpson

Staff:

Executive Manager Community Services
Community Development Officer
Community Services Administration

Ross Rayson
Jaime Hawkins
Jordyn Budas

2.1. APOLOGIES

Nil.

2.2. APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nomination for Position of Community Representative on Art Advisory Committee	5.1	Cr Steven Pollard	Impartially	Knows Nominee
Nomination for Position of Community Representative on Art Advisory Committee	5.1	Cliff Simpson	Impartially	Knows Nominee

ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD

RECOMMENDATION

Minute No: AR.090

Moved: Cr Julie Williams

Seconded: Trish Hamilton

That the minutes of the Northam Art Committee meeting held 13th September 2018 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019



5. COMMITTEE REPORTS

5.1 Nomination for Position of Community Representative on Art Advisory Committee

Address:	
Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

Under the Art Advisory Committee Terms of Reference there is provision for three Community Representatives on the Committee. There are currently two of these position filled. A nomination has been received from for the vacant position of Community Representative.

ATTACHMENTS

Attachment 1: Nomination Form Anita Franklin

BACKGROUND / DETAILS

Anita Franklin has previously been serving on the Committee as the AVAS Representative. The position of AVAS Representative is now held by Cliff Simpson, following the AVAS AGM. Anita has now nominated for the vacant community representative position.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2 Community Well Being

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

Objective: Facilitate the provision of varied cultural and artistic activities

Financial / Resource Implications

Council has an annual budget allocation for the ongoing management and maintenance of the art collection.

Legislative Compliance

N/A

Policy Implications

Art Advisory Committee Terms of Reference

ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019



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

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

Stakeholder Engagement / Consultation

The position was advertised via the Avon Valley Advocate, Shire of Northam website and Shire of Northam Facebook.

Risk Implications

- Reputational – Low
 - There is low reputational risk as Council is complying with the Committee terms of Reference
- Financial - Low
 - There are no additional costs associated with the appointment of the Committee member
- Compliance - Low
 - Council is appointing members of the committee as per the Committee Terms of Reference
- Legal – Low
 - There is no legal risk by adopting this recommendation

OFFICER'S COMMENT

Council first advertised for an additional Community Representative in July 2018 with no nominations received. With the position still vacant it is recommended that the committee accept the nomination.

RECOMMENDATION

Minute No: AR.091

Moved: Cr Julie Williams

Seconded: Michael Letch

That Council accepts the nomination of Anita Franklin to fill the vacant position of Community Representative on the Shire of Northam Art Advisory Committee.

CARRIED 6/0

ART ADVISORY COMMITTEE MEETING MINUTES
 7 March 2019

ATTACHMENT 1:

Committee Nomination Form

SHIRE OF NORTHAM RECEIVED	
Shire of Northam Heritage, Commerce and Lifestyle	
7 MAR 2019	
FILE 2132	STATUS art
DOC 185031	RES No. Jaime
MISS	

1. Complete your contact details:

Title: Mr Mrs Ms
 First Name: ANITA Surname: FRANKLIN
 Street Address: 29 WILSON STREET, GRASS VALLEY
 Postal Address: PO BOX 1056, NORTHAM, 6401
 Suburb/Town: NORTHAM
 Home Phone: 96229718 Mobile:
 Work: RETIRED
 Email: getchu99@gmail.com

2. Please indicate which Committee you wish to nominate for:

NORTHAM SHIRE ART COMMITTEE

3. Please indicate if you are already on, or previously on this Committee or another Council Committee? If so please state the Committee below:

PREVIOUSLY ON NS.A.C.A WITH AVAS REP.

4. Tell us why you would like to join this Committee:

I WOULD LIKE TO CONTINUE TO SUPPORT THE NORTHAM ART ACQUISITIONS SHIRE

5. Are you a member of any other Community or Cultural Organisations? If so, please list your membership status. (e.g. Northam Historical Society):

GRASS VALLEY PROGRESS ASSOC. NORTHAM PROBUS, AVAS INC COMMITTEE, MATCHMAKER AT NORTHAM VOLUNTEERING HUB.

CERTIFICATE
 I, the undersigned, certify that:

I have read and understand the Terms of Reference for the NORTHAM SHIRE ART Committee.

The statements in this nomination form, are true and correct to the best of my knowledge, information and supporting material are my own work.

I give permission for Council to verify statements outlined on this form.

Signature: Anita Frankli Date: 1/3/2019

Name: ANITA FRANKLIN

ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019



Cr Ryan entered at 4:10pm

5.2 Update of Artworks display on Shire website

Address:	
Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

The Art Advisory Committee are wishing to give the public more opportunities to engage with the Shire's Art Collection. One method in which the Shire is making the artworks more accessible to the public is through the display of high quality digital images of the artworks on the Shire of Northam website.

ATTACHMENTS

Nil

BACKGROUND / DETAILS

85 artworks from the Shire of Northam Art Collection have now been photographed and uploaded to the Shire of Northam website for public viewing. Included on the website along with the image of the artworks are the provenance details as per the most recent valuation. The Art Collection has been arranged on the website under the category headings of 'The Claude Hotchin Bequest', 'Shire of Northam Art Prize Acquisitions', and 'Other Donations and Acquisitions'.

The remaining artworks to be photographed and uploaded to the website are those that are currently displayed at the Northam Library, Northam Visitors Centre and Killara Respite Centre or where the location of the artwork is currently unknown.

CONSIDERATIONS

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: Facilitate the provision of varied cultural and artistic activities.

Financial / Resource Implications

There is an annual budget allocation for the management and maintenance of the art collection

ART ADVISORY COMMITTEE MEETING MINUTES
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Legislative Compliance

Nil

Policy Implications

Nil

Stakeholder Engagement / Consultation

N/A

Risk Implications

There is a minor risk that the artwork could be damaged if relocated to the proposed location.

- Reputational – Low
 - Decisions regarding the display of artworks are within the provisions of the Committee's Terms of Reference.
- Financial - Low
 - No direct costs associated with the display of artworks on Shire website, although indirect costs occurred through staff time.
- Compliance - Low
 - Display of the artwork is as per the Committee Terms of Reference
- Legal – Low / Moderate / High (select)
 - There is no legal risk by adopting this recommendation

OFFICER'S COMMENT

Shire Officers are making progress in regards to the display of artworks on the Shire website.

RECOMMENDATION

Minute No: AR.092

Moved: Ms Trish Hamilton

Seconded: Cr Julie Williams

That Council accepts the progress made towards photographing and displaying the Art Collection for display on the website. The photographing of the remaining artworks for display on the website will continue to be a priority.

CARRIED 6/0

ART ADVISORY COMMITTEE MEETING MINUTES
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5.3 Wundowie Public Art (Mural) Project

Address:	
Owner:	Shire of Northam
File Reference:	
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Voting Requirement	Simple Majority

BRIEF

The Shire of Northam have been approached by the SGT Jamie Cresswell Officer in Charge of the Wundowie Police Station about having the young people in town involved in the painting of a mural on the large water tank on the Wundowie Oval, which is recurrently targeted by graffiti.

ATTACHMENTS

N/A

BACKGROUND / DETAILS

SGT Cresswell believes the graffiti is the work of young people in town and when the Shire paints over the graffiti in grey paint, it leaves a "blank canvas" for them to do it again. Case studies indicate that murals and credible street art helps to prevent graffiti with taggers more likely to respect the work of the artist and not tag over the artworks. Street art (or murals) are being used as a crime prevention strategy in many areas across Australia, such as Sydney and Melbourne and can also be a powerful youth engagement tool, developing young artists' skills and increasing their community pride and ownership (Irons, 2009).

Shire Officers have been working towards facilitating a youth art project which would culminate in the painting of the Wundowie water tank. This project is currently in the very early planning phase. The project is likely to entail skills development for the young artists, followed by workshopping the final design and painting of the water tank.

Shire Officers are bringing this proposed project to the attention of the Art Advisory Committee in accordance with the Shire Art Policy, to provide to provide direction for all art in the Shire including public art, including murals and street art.

CONSIDERATIONS

Strategic Community / Corporate Business Plan
Theme Area

ART ADVISORY COMMITTEE MEETING MINUTES
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Outcome: 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Objective: Facilitate the provision of varied cultural and artistic activities.

Financial / Resource Implications

This project will be funded through Community Safety and not the Art Collection budget.

Legislative Compliance

N/A

Policy Implications

Shire of Northam Art Policy

- Public Art
 - a. Artwork commissioned or acquired for the outdoors, such as a sculpture or built form, will be included as part of the Shire of Northam Art Collection.
 - b. Public art sites should be significant or strategically important public places, with visibility and/or accessibility and the site must be in public ownership. Sites that may be selected should be:
 - Highly visible to the community
 - Places of high pedestrian activity
 - Places of high recreational activity
 - Places of civic importance and/or cultural significance.
 - c. Public art will be acquired either by acquisition, commission or bequest.
 - d. Public artworks are to be robust in nature, needing minimal maintenance over the first 10 year period, except where a temporary installation work is specifically commissioned.

Stakeholder Engagement / Consultation

Stakeholder engagement and consultation is currently being undertaken.

Risk Implications

- Reputational – Low / Moderate / High (select)
 - o Detail reasoning.
- Financial - Low
 - o It is intended that this project will be partially funded through external grants and Community Safety Budget funds.
- Compliance - Low
 - o Acceptance of this recommendation is compliant with the Shire's Art Policy
- Legal – Low
 - o There is no legal risk by adopting this recommendation

OFFICER'S COMMENT

ART ADVISORY COMMITTEE MEETING MINUTES
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This potential project was proposed as a Community Safety initiative, however in accordance with the Shire's Art Policy is being brought to the attention of the Art Collection Committee. External grant funding is likely to be sought, with remaining funds to be allocated from the Community Safety budget.

DISCUSSION

Proposed to look into getting a professional artist to do the work on the Wundowie Water tank, and Trish Hamilton go along to be mentored and someone to go with her so we then can understand how to measure the use of how much paint etc would be needed. However, also looking in to using the community i.e Vai Seagrim and the young people as well to get them to help, as in the past they have done work and it hasn't been tagged.

RECOMMENDATION

Minute No: AR.093

Moved: Cr Michael Ryan

Seconded: Cr Williams

Council to note the proposed Wundowie Community Art Project is being developed for future implementation.

CARRIED 6/0

ART ADVISORY COMMITTEE MEETING MINUTES
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5.4 Offer of artwork available for purchase

Address:	
Owner:	Shire of Northam
Applicant:	
File Reference:	2.1.3.2
Reporting Officer:	Jaime Hawkins
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority

BRIEF

The Shire have been contacted to ascertain interest in purchasing a painting by F Batty.

ATTACHMENTS

Attachment 2: Email and Photographs of artwork

BACKGROUND / DETAILS

The artist F Batty is believed to be a former resident of the Northam area and has one existing artwork contained within the Shire's Art Collection. The existing artwork, 'The Residency Northam 1904', was acquired through donation from Christopher Stevens and is valued at \$660. Details of the subject of the artwork offered for purchase and the proposed sale price are unknown. The artwork is unframed and said to be in excellent condition.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area

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

Objective: Facilitate the provision of varied cultural and artistic activities.

Financial / Resource Implications

Council has an annual budget allocation for the ongoing management and maintenance of the art collection.

Legislative Compliance

N/A

Policy Implications

ART ADVISORY COMMITTEE MEETING MINUTES
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Shire of Northam Art Policy

- Acquisition and Development
 - The Shire of Northam will not be bound to acquire any artwork or accept any donations.
 - All acquisitions will be made on the advice and recommendation of the Shire of Northam Art Advisory Committee.
 - New acquisitions will primarily be from artists living and working in the Shire of Northam and surrounding districts.
 - Consideration will be given to public safety, display, storage, conservation and transport issues of a potential acquisition.
 - Artwork acquisition and donation, including public art will be considered based on the following criteria:
 - Excellence – quality of design and execution based on conceptual rationale and innovation;
 - Diversity – range of media catering to a diverse audience;
 - Originality – will not accept reproductions;
 - Feasibility – affordability and long-term cultural value or investment potential;
 - Location – appropriateness of the work to the chosen site including integration with landscaping and architecture;
 - Conservation – durability, robustness and ongoing maintenance requirements;
 - Interpretation – works that reflect the Shire's history, culture or sense of place;
 - Public safety – ensuring there is no unacceptable level of risk associated with any public art proposal;
 - Useful life – ephemeral or permanent;
 - Interaction – encourages audience participation.
 - The winning artwork from the Shire of Northam Art Award may be acquisitioned. Acquisitions of other artworks from the art award and exhibition may also be made in accordance to Procedure.

Stakeholder Engagement / Consultation

N/A

Risk Implications

- Reputational – Low
 - There is low reputational risk as Council is complying with the Committee terms of Reference
- Financial - Low
 - There is an annual budget allocation for the ongoing management and maintenance of the art collection.
- Compliance - Low
 - The acquisition of new artwork is in keeping with the Committee's Terms of Reference and Art Policy.
- Legal – Low

ART ADVISORY COMMITTEE MEETING MINUTES
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- o There are no legal risks associated with this item.

OFFICER'S COMMENT

Officers have contacted the person offering the artwork for sale to ascertain a proposed purchase price. Seller is asking for \$200, the artwork is unframed and appears to be in Tasmania. Officers are to get more information and get a quote for getting the artwork framed, to bring back for a follow up in the next meeting.

RECOMMENDATION

Minute No: AR.094

Moved: Cr Williams
Seconded: Cr Ryan

Council defer a decision on the purchase of the F Batty artwork until further details on the artwork and proposed purchase price are obtained.

CARRIED 6/0

ART ADVISORY COMMITTEE MEETING MINUTES
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ATTACHMENT 2

Ross Rayson

From: Kim Magrath [kmmp.mail@gmail.com]
Sent: Thursday, 6 September 2018 7:26 AM
To: Marlene Plews
Subject: 180821 - F Batty Oil Painting
Attachments: IMG_5136.jpg; IMG_5135.jpg; IMG_5134.JPG; IMG_5133.JPG; IMG_5137.jpg

Hi,

I have come across a painting by F Batty, apparently he/she resided in your area at some stage. I notice you have another of their paintings in your art collection. This painting I have has no frame and is in excellent condition. I wonder if would be interested in buying it for your collection? Pictures attached.

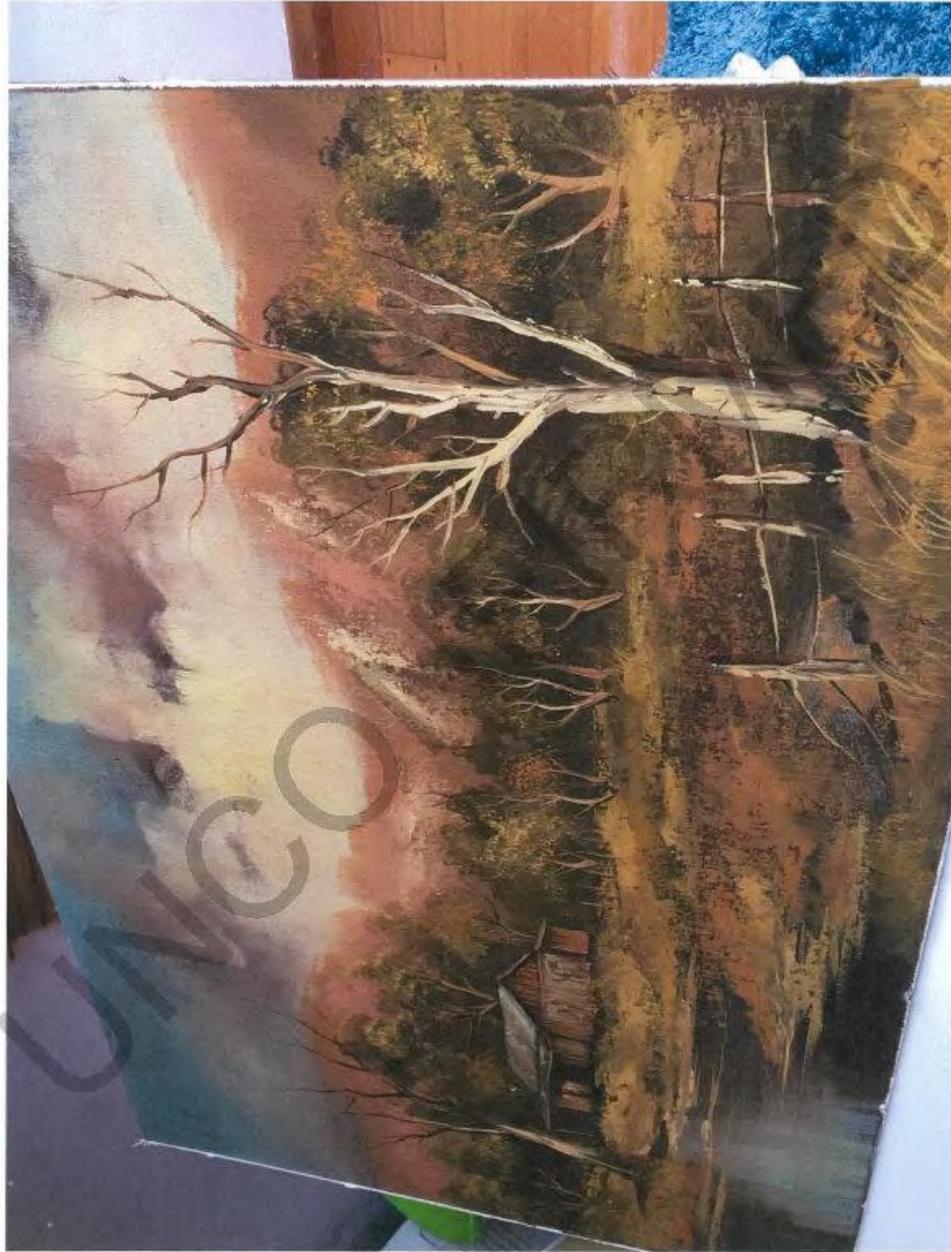
Kind regards,

Kim Magrath
Ph. 0407 655443
Tasmania

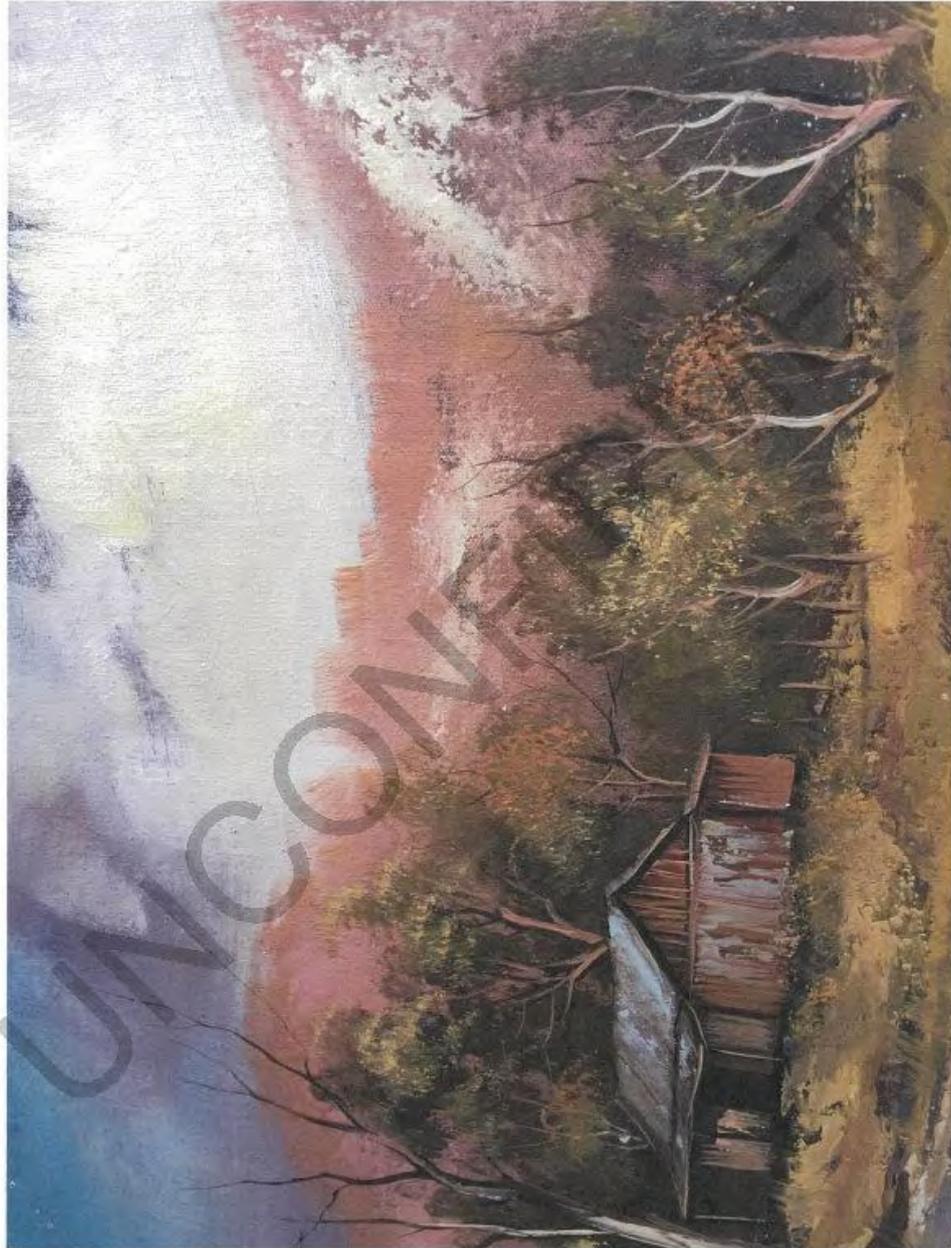
ART ADVISORY COMMITTEE MEETING MINUTES
7 March 2019



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5. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

- The display of artwork in the ANZ:

Michael Letch proposed the committee make an approach to the ANZ Bank in the boulevard to display up to 6 works of art (on loan). He acknowledged to put art on display in a private establishment, would have to look into top insurance if it is a high priced piece of art. Mr Ross Rayson is worried about the damage that may come to the piece of art if it is to be on display in the waiting area.

Michael Letch suggested that the painting be observed in the window from the outside of the Bank.

Cliff Simpson said that the handling and transport of the art also needs to be considered. Ross Rayson added that it would end up being staff time and responsibility to oversee the loaning of the artworks.

MOTION

Minute No: AR.095

Moved: Cr Williams

Seconded: Cr Ryan

Recommend to Council that it be investigated that a formal approach be made to the ANZ Bank for 6 works of art to be put on display

CARRIED 5/1

- Providence Cards to be brought back by Mr Michael Letch

- Disposal of Art:

Cr Steven Pollard requested an update on the deaccessioning of the artworks. Ross Rayson advised that they will be advertised in the paper and website, including a list of paintings in the next few weeks

They will be advertised for Expressions of interests with the opportunity to look at paintings if they wish before they purchase/make an offer.

- Riverside Hotel Photos:

Cr Steven Pollard raised the question over whether the artwork (photographs) on the side of the Riverside Hotel is considered to be art? Were the Shire aware of it being there? Are they under the jurisdiction of the Art Advisory Committee?

Ross Rayson responded he had no knowledge of the art or whether it was run passed the building or planning department. As the building is heritage listed he would think that there is restrictions and they would have to get these

ART ADVISORY COMMITTEE MEETING MINUTES
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approved. Ross Rayson will make a note for Council process and parameters around street art.

6. DATE OF NEXT MEETING

To be advised

7. DECLARATION OF CLOSURE

There being no further business the Chairperson, Cr Steven Pollard, declared the meeting closed at 5:00pm.

"I certify that the Minutes of the Northam Art Committee held on Thursday, 7th March 2019 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date

11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 19 MARCH 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 19 March 2019.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accept the update of the Community Safety and Crime Prevention Plan provided; and
2. Investigate options for pedestrian safety (pedestrian friendly area) in the central Fitzgerald St area.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

19 March 2019

UNCONFIRMED



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1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 12:09pm

2. ATTENDANCE

Committee Members:

Chairperson	Cr Julie Williams
Councillor	Cr Michael Ryan
Northam Police	SSGT David Hornsby
Local Youth Services Representative	Ms Jane Atterby
Department of Housing	Mr Atilla Menschelyi
Northam Chamber of Commerce	Ms Esther Bliss
Executive Manager Community Services	Mr Ross Rayson
Community Representative	Mr Denis Beresford
Department Education	Mrs Sharon Bray
Holyoake	Ms Eloise Fewster
Department of Sport and Recreation	Ms Emma Draper
Northam Roadwise Committee	Mr Cliff Simpson

Committee Ex-Officio Members:

Shire of Northam	Ms Jaime Hawkins
Shire of Northam	Miss Jordyn Budas
Wheatbelt Detectives	Det. SSGT Dave Shillingford

2.1 APOLOGIES

Wundowie Police	SGT Jamie Cresswell
LDAG	Mrs Rose Power
Councillor	Cr Rob Tinetti

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

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

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4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 16 OCTOBER 2018

RECOMMENDATION

Minute No: CSC.048

Moved: Ms Jane Atterby
Seconded: Ms Eloise Fewster

That Council accept the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 16 October 2018 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

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5. COMMITTEE REPORTS

Mrs Sharon Bray entered the meeting at 12.14pm
Cr Michael Ryan entered the meeting at 12.16pm

5.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE

Address:	
Owner:	Shire of Northam
File Reference:	1.3.12.1
Reporting Officer:	Community Development Officer
Responsible Officer:	Executive Manager Community Services
Voting Requirement	Simple or Absolute Majority

ATTACHMENTS

Attachment 1 – 2019 Draft Communications Plan

BRIEF

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

BACKGROUND / DETAILS

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The CSCP Plan 2016-2020 has brought all of the current data together to help the Committee to understand 'What is the Northam story'. This will help the Committee to reconcile where the facts and the perceptions differ.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective: Create an environment that provides for a caring and healthy community.

Strategy: Provide community services to uphold public safety standards.

Action: Review and implement the Shire of Northam Community Safety and Crime Prevention Plan

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Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

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

Criminal or Offending Behaviour

- Crime Statistics – SSGT David Hornsby to provide update from Northam Police.
- Crime Statistics – Jaime Hawkins to present Crime Statistics from WALGA

Community Awareness

- The draft 2019 Communication Plan was presented at the last committee. Feedback was sought by Brooke Evans prior to her maternity leave. No feedback was received so the plan is now presented to be finalised.
- Community Safety Communications have been progressing in alignment with the Draft 2019 Communication Plan.
- Graffiti Reporting – Members of the Police State Graffiti Taskforce visited Northam and met with the Shire. Jaime Hawkins to provide update.
- Keeping Kids in School – Update to be provided by Jaime Hawkins and Sharon Bray.

Building Partnerships

- There were minimal responses received for the Information Capture in 2018. Shire Officers will re-commence the Information Capture process, with follow up such as telephone calls and face to face meetings.

Community Design

- Youth Precinct – Ross Rayson to provide update on the construction.
- Northam and Wundowie CCTV Project – Jaime Hawkins to provide update.

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- Proposal to create a mural on the Wundowie Oval water tank as a youth engagement project and to discourage graffiti.



DISCUSSION

Ms Jaime Hawkins provided a handout of crime statistics from WALGA showing the monthly statistics for Northam. SSGT David Hornsby elaborated more on the statistics, Northam crime is down by 6.5%, the Wheatbelt District is down around 16%, non-family assault across the subdistrict has gone down 30%. The Police look at the 5 year average as this gives a more strategic outlook.

Mr Denis Beresford stated that there appears to be a correlation between drug dealers being imprisoned or moving on and the crime statistics going down. SSGT David Hornsby confirmed that there is a correlation between volume of crime and methamphetamine use in the community. The Police encourage the community to "Dob in a Dealer" and all of those little bits of information come together to be able to take action.

Mr Denis Beresford commented that feedback he had received suggest that people are dobbing in a dealer, but nothing is being done. Mr Beresford asked if there was a way the Police could reassure the community that the information is being used.

Det. SSGT Dave Shillingford said that community information is recorded, kept and used, but the Police need to look at building a bigger picture to be able get a substantial result when it goes to court.

Ms Jaime Hawkins presented the Draft 2019 Communication Plan. The plan was presented at the last meeting in 2018 with feedback to be provided to Brooke Evan's prior to her maternity leave. As it is believed no feedback was received Ms Hawkins asked if the committee were happy to endorse the plan?

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Ms Elouise Fewster suggested that the Communication Plan created as part of the Youth Wellbeing Plan be linked with this plan and that the committee utilise the Facebook posts and messages that have already been created, such as the "I need you to say no" campaign.

Chairperson Cr Julie Williams did not believe the Communications Plan needed to be formally endorsed by the committee.

Ms Jaime Hawkins updated the committee on a visit to Northam by representatives of the State Graffiti Taskforce. The representatives were impressed by Northam's lack of graffiti, however only a couple of days later Northam was targeted by a large graffiti attack. The Graffiti Taskforce were raising awareness about reporting graffiti via the www.goodbyegrffiti.wa.gov.au website, where a photo can be taken of the graffiti and uploaded and submitted using the reporting tool on this website. This can also be done via a smart phone. The reporting helps the taskforce identify tags and monitor the movement of graffiti artists. Anti-graffiti merchandise such as posters, wrist bands and rulers were left with the Shire. Committee members or organisations requiring any of this merchandise can contact Jaime Hawkins.

Ms Jaime Hawkins discussed the Keeping Kids in Schools program. Mrs Sharon Bray had reported some queries from retailers regarding the program as well as their having been recent social media interaction via the Shire's Facebook page. Ms Hawkins advised that the program is still operational, and that perhaps it was worth touching base with retailers about the program once again. Mrs Sharon Bray updated the committee that the Keeping Kids in School Program is where retailers are encouraged to refuse service to school aged children unless they have a valid Department of Education Leave Pass. Ms Jaime Hawkins said that one of the Facebook interactions was from a parent who was unhappy that their child had been refused service when the school had a pupil free day. Ms Hawkins suggested that perhaps retailers should be provided with a list of school holidays and pupil free days from each school so the retailers can verify the information. Ms Esther Bliss agreed to compile this information from school calendars and disseminate to retailers through the Chamber of Commerce. Another concern raised about the program was in regards to retailers refusing service to home schooled children. Mrs Sharon Bray said that there are very few home schooled children in Northam, however to overcome this they should carry a copy of their home school registration certificate. She advised that all home schooled students are required to be registered and they receive a registration certificate.

SSGT David Hornsby said that he has had queries from liquor agencies about whether they are to serve students who are 18, but are in school uniform. He has advised them not to serve students in uniform.

Mr Attila Mencshelyi advised the committee about the Avon Community Services school bus run which is picking up students and delivering them to

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school. In the absence of Avon Community Services from the meeting Mrs Sharon Bray provided a further update on this service. She said they are currently conducting 5 runs and picking up around 40 students per day. They are targeting kids who are at risk as opposed to kids who are being too lazy to go to school. Avon Community Services are seeking funding for a larger bus. They have letters of support from the Police, Department of Justice, Wheatbelt Human Services Managers and are also working with Elders. Mrs Sharon Bray advised that the Police are reporting that with the kids at school means lower crime rates, and the Department of Justice will have less kids in court.

Mr Ross Rayson updated the committee on the progress of the Youth Precinct. At this stage he believes they are on track for an April 4th completion. Skate Boarding WA will be coming up on the 17th April. For those on the committee who aren't aware the skate park has a number of activities, including the skate bowl, flying fox, parkour, nature play, table tennis, BBQ area and seating. It will be Wi-Fi enabled and the Shire are looking into using smart technologies in the park. It will also have CCTV coverage. Mr Rayson advised that later on down the track to look at getting technology driven waste bins that send messages back to say when they are full and need emptying. Ms Jane Atterby asked if there is a timeframe for a toilet block to be built in the precinct, as without it they cannot run programs from the facilities. Mr Rayson responded he did not know the answer but will find out.

Ms Jaime Hawkins provided an update on the Wundowie CCTV project. The project is progressing well, with a wireless assessment having been completed for the proposed camera locations and recommendations received for tower locations and required heights. With this information the Shire is now writing up the tender documents and the project should be due to go out for tender soon. SSGT David Hornsby advised that problems are currently being experienced with the Northam system. A technician has inspected the cameras and says they are all working, but it appears that something is blocking the RF paths. This is being further investigated.

Ms Jaime Hawkins informed the group of a proposal to create a mural on the Wundowie Oval water tank. This project came about through Community Safety with SGT Jamie Cresswell OIC of Wundowie Police Station informing the Shire of the regular graffiti that is occurring on the water tank. The Shire continue to paint over the graffiti in grey and then it leaves a blank canvas for it to be targeted again. SGT Cresswell suggested that a mural could be painted on the tank as a youth engagement project to help discourage the graffiti. The project is only in the early planning phases. External grant funding will be sought, however some funding from the Community Safety budget may be required.

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RECOMMENDATION

Minute No: CSC.049

Moved: Mr Attila Mencshelyi

Seconded: Mrs Jane Atterby

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

CARRIED 9/0

ATTACHMENT 1



Communications Plan

Overview

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity. By improving the community safety and crime prevention of the area, the Shire of Northam seeks to achieve our vision for Northam to be a vibrant growing community that is safe, caring and inclusive.

The following four focus areas have been identified to improve community safety throughout the Shire of Northam:

Criminal or Offending Behaviour

The Shire aims to work with key stakeholders and community members to increase community participation in identifying and reporting of crime. Strong community links can result in detecting and reducing levels of crime, as suspicious activity is more likely to be reported to police.

By increasing the understanding of risk factors for potential victims of crime, community members will increase safety measures making it more difficult for criminals to offend.

Community Awareness

The Shire aims to increase community awareness and understanding of how to

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prevent crime and improve community safety. Through awareness programs the community will better understand the local environment and its associated risks, helping them to make informed decisions. This will also contribute to a better quality of life by reducing unjustified fears held by the community.

Building Partnerships and Participation

Working with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives is a priority. Responsive programs such as alcohol and drug education for young people, diversionary programs for young offenders, and early intervention education initiatives have been developed by experts in these field areas.

Community Design

'Designing Out Crime' focuses on the planning and design of places, spaces and buildings and can assist in reducing crime through improvements to the physical environment.

Built and environmental factors such as lighting, surveillance, open spaces with clear sight lines and the ability to seek refuge are well documented as key elements that influence peoples' perceptions of community safety in public spaces.

Designing Out Crime can be factored into future community facility developments or upgrades and can improve existing community facilities that are often exposed to criminal or offending behaviours.

Key Communication Objectives

- To create and grow awareness of the CSCP.
- Improve the community perception of crime in the Shire of Northam.
- Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.
- Reduce the opportunity for crime or offending behaviour.
- Increase community engagement and participation in identifying, reporting and prevention of crime.
- Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.
- Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Target Audience

- Shire of Northam community
- Youth
- Parents

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- Sporting clubs
- Business owners
- Home owners
- Opportunity providers
- Emergency workers
- Stakeholders

Media and Marketing Opportunities

Social Media

- Shire of Northam
- Northam Community Watch
- Wheatbelt District - WA Police
- Wundowie Neighbourhood Watch
- Wundowie Progress Association
- Northam Community Board
- Whats on in Northam
- Bakers Hill Neighbourhood Watch
- Bakers Hill Progress and Recreation Association
- Bakers Hill and Surrounds Emergency Events
- Bakers Hill Volunteer Bush Fire Brigade
- Bakers Hill - Clackline Must Know Now
- Wundowie VFRS
- Grass Valley WA Community
- Grass Valley Fire Fighters
- Clackline/Muresk Volunteer Bush Fire Brigade
- Avon Youth
- Northam Chamber of Commerce

Local newsletters

- Shire of Northam Newsletter
- School Newsletters

Email networks

- Shire of Northam
- Northam Shire Alcohol and Other Drug Management Plan Committee
- Northam Chamber of Commerce
- Bakers Hill Progress Association
- Clackline Progress Association
- Grass Valley Progress Association
- Southern Brook Progress Association
- Spencers Brook Progress Association
- Wundowie Progress Association

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- Northam Roadwise Committee
- Community Development Officer Network

Community notice boards

- Shire of Northam Office
- Coles Northam
- Wundowie IGA
- Northam Library
- Northam Swimming Pool
- Wundowie Library
- McDonalds Northam
- Bridgeley Centre
- Public Health
- Bakers Hill Post Office
- Ranger Notice Board Bakers Hill
- Ranger Notice Board Wundowie
- Ranger Notice Board Clackline
- Ranger Notice Board Grass Valley
- Clackline General Store
- Schools
- Shop windows

Radio

- Triple M

Websites

- Shire of Northam

Regional newspapers

- Avon Advocate

Media and Marketing Materials

- Social media photo messages
- Flyers
- Competitions
- Street banners
- Existing material

VMS Messages

- Belt up - you're worth holding on to
- Don't trust your tired self - don't drive tired
- Drunk, drugged or high - it's all a DUI
- Thieves pick easy targets - secure your home

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- Be a bright spark - don't drink in the park
- Don't make burglars feel welcome – secure your home
- If you see something – say something – Crimestoppers 1800 333 000
- Crime prevention - is everybody's business
- Let's all fight crime – report suspicious activity to Northam Police
- Hoons are goons - dob in a driver today 131 444
- Smile, you are on candid camera - CCTV in use in this town
- Reporting crime? Ring our Police hotline 131 444
- Who you gonna call? Northam Police 131 444
- This is a wonderful town - don't be a clown - party safe
- Reporting theft? Call 131 444
- Do the right thing - put your litter in the bin

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Communication Schedule

Month	Details	Actions	Messages
January	<p>School holidays People going on long driving trips People leaving town to go on holidays Young people are board</p> <p>Australia Day and New Years Day People drinking and having BBQs People Swimming</p> <p>Post Christmas People have a large amount of new purchases in their home</p>	<p>Slow down and enjoy the ride – local person promoting by photo message through social media and email networks. Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email networks. Media release – Things for young people to do in and around the Shire of Northam. Home Burglary awareness – promotion of Lock and Light “Do It Yourself Home Assessment” on website and by social media. Pool Safety Promotion – Colouring-In Competition</p>	<p>Looking forward to a trip away and a chance to escape the day-to-day and relax these school holidays? Give yourself some peace of mind by ensuring you have properly secured your home for the duration of your holiday.</p> <ul style="list-style-type: none"> • Lock up before you leave: It’s often a rush of last minute organisation when you are leaving on a trip and one idea is to lock everything up the night prior to departure, particularly if you are leaving early in the morning. • Avoid the dark: Having exterior lights activated by motion sensors can light up the dark areas around your home at night. • Interior activity: Put some lamps on timers inside rooms that can come on in the early evening and switch off at bedtime. Consider also setting a timer on a radio so that it switches on and off at a specified time. As with the lights on timers, it may trick the casual observer into thinking that the residents are at home. • Regular check-ups: You may wish to leave your house keys with trustworthy friends or family so that they can conduct regular check-ups on your property. You may also want to join the local Neighbourhood Watch Group seek their help to watch over your property. A list of Groups within the Shire of Northam can be found on the Shire website. • Don’t let mail pile up: Nothing advertises an empty house better than an overflowing mailbox. Contact Australia post to have your mail held, this can be done online at the following link: https://auspost.com.au/receiving/manage-your-mail/redirect-hold-mail/hold-mail • Comings and goings: Consider asking a family member, friend or neighbour to park in your driveway. The regular movements of a vehicle may create the illusion that the residents are still home.
February	<p>Back to School Keeping Kids in School School Zones</p> <p>Valentine’s Day People sending gifts Shire of Northam</p>	<p>Drop to 40kms in school zones – local person promoting by photo message through social media and email networks. Parcel theft – awareness raising and promotion by Australia Post</p>	<p>The Keeping Kids in School program is a coordinated approach to increase participation in school and reduce truancy involving the entire community working together to address the issue. Students are required to provide a leave pass to show that they have permission to be away from school during school hours. Shop owners may request to view a leave pass if faced with school-aged customers during school hours.</p>

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	<p>Community Grants released Potential funding for crime prevention projects</p>	<p>on how to avoid parcel theft. Encourage community members to submit applications to facilitate crime prevention projects.</p>	<p>Our community is working together in a bid to encourage students to gain a better start in life by attending school every day. Information packages, including posters to display in shop windows are available for download from the Shire of Northam website.</p> <p>Parents are encouraged to talk with their children and ensure they understand that the local shops are not a place that students can spend their day if they decide they won't be attending school without a valid reason. This program is a community effort with commitment from the Shire of Northam, the Department of Education, WA Police and local businesses.</p> <p>With Valentine's Day around the corner, you may be doing a bit of online shopping to surprise your significant other with the perfect gift. There are a few things you can do to prevent your parcel from being stolen from your front door or verandah.</p> <p>Not going to be home during the day? Have your parcel delivered to your workplace (be sure to check with your boss first).</p> <p>Always check the signature on delivery option.</p> <p>Going away for holiday? You can place a hold on your package (and all your mail) to keep your parcel safe.</p> <p>Insure your parcels. Insuring your parcels will guarantee your reimbursement if unfortunately your delivery was stolen or lost before you lay your hands on it. If the sender has sent you a link to track your parcel, be sure to use it.</p> <p>As a sender, always register your parcels!</p> <p>With students returning to School this month, please remember to slow down to 40km/hour in all School Zones, between 7:30 to 9:00am and 2:30 to 4:00pm.</p>
<p>March</p>	<p>Labour Day Long Weekend</p>		<p>Drop 5 to Save Lives</p> <p>Around 40 per cent of Western Australians admit to speeding: many drivers believe that driving 5 to 10 km/h over the posted speed limit is acceptable, but there is clear evidence that lower speeds would mean fewer crashes, fewer deaths and fewer serious injuries on Western Australian roads.</p> <p>If WA drivers reduced their average speed by 5-10 km/h, many lives could be saved and serious injuries prevented. Around 60 people die each year on our roads due to speed-related crashes, a further 375 people suffer life changing injuries.</p> <p>Community Safety Committee</p> <p>Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on</p>

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			<p>minimising the occurrence and opportunity for antisocial and criminal activity. By improving the community safety and crime prevention of the area, the Shire of Northam seeks to achieve our vision for Northam to be a vibrant growing community that is safe, caring and inclusive.</p> <p>The Committee includes representatives from: the Shire of Northam; local Police; the Northam Roadwise Committee; Department of Health; Local Drug Action Group; Northam Chamber of Commerce; Department of Education; Department of Sport and Recreation; Housing Authority; Youth Services; Community members; Department of Main Roads; Department of Child Protection and Family Support; and the Department of Fire and Emergency Services.</p> <p>The Committee is here to discuss matters of safety concern on behalf of the community and find viable solutions where possible. Any issues can be raised by sending an email to the Chair of the Committee Cr Julie Williams via records@northam.wa.gov.au.</p>
April	<p>School/Easter Holidays People going on long driving trips People leaving town to go on holidays Young people are board</p> <p>ANZAC Day Road closures</p> <p>Back to School School Zones</p> <p>Fire Alarms Annual fire alarm battery replacement day</p> <p>Fire Season Opens</p>	<p>Driver Fatigue – local person promoting by photo message through social media and email networks.</p> <p>Promote all organised school holiday activities - inclusion Program through social media, school newsletters and email networks.</p> <p>Change your smoke alarm batteries on 1 April.</p>	<p>When house fires start, only working smoke alarms provide the critical early warning needed to save lives and minimise property damage. Taking the time to learn and adopt fire safety habits is the best way to prevent fires in your home. To ensure smoke alarms work properly, DFES encourages householders to test smoke alarms monthly and change batteries annually. Each year on April 1, DFES promotes the day as a reminder to change your smoke alarm batteries using a high-quality, long-life battery.</p> <p>So be a home with a working smoke alarm and set a recurring reminder in your phone calendar now for April 1.</p>
May	<p>Mother's Day People are sending gifts</p> <p>National Road Safety Week</p>	<p>Wheatbelt road statistics/driving to the conditions of the road.</p>	<p>National Road Safety Week is an annual initiative from the Safer Australian Roads and Highways (SARAH) Group, partnering road safety organisations and Government. The week highlights the impact of road trauma and ways to reduce it.</p> <p>Over the week, national and state icons will turn yellow. Emergency vehicles, fleet trucks, cars, motorbikes and bicycles will display yellow ribbons. These</p>

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			<p>activities honouring both those we have lost and demonstrate our pledge to drive safely.</p> <p>The Wheatbelt region continues to experience very high rates of fatal and serious crashes relative to other regions of the state. Previously high risk road segments along routes in the Wheatbelt region have been identified for attention.</p> <p>There are a number of things we can do to reduce the number of accidents on our roads:</p> <ul style="list-style-type: none"> • Avoid all distractions: put your mobile away, check the map before leaving and take a break rather than eating or drinking while driving. • Don't drive tired: swap drivers where possible, stop for coffee, breaks and naps. • Don't drink and drive: plan to stay the night or organise a designated driver. • Wear your seatbelt. • Slow down, enjoy the ride. <p>Help make our roads a safer place to be.</p>
June	<p>Winter</p> <p>People lighting their home fires</p> <p>People using electrical heating items</p> <p>Change of driving conditions</p> <p>Homeless people risking health in the cold</p> <p>Scavenging for wood</p> <p>Bushfire Ready</p> <p>Emergency services start spreading the message about home preparation for bush fire</p>	<p>Safety around fires in the home</p> <p>Safe driving</p> <p>Homelessness and support agencies</p> <p>Preparing your home to protect against fire</p>	<p>1 June marks the first day of winter and with that comes a fire safety reminder to be vigilant in the home.</p> <p>Fires starting in the bedroom or lounge room account for 73% of all house fire fatalities. Losing your home to fire is a devastating experience with huge emotional and financial costs. By installing a smoke alarm in your home and having the 5 Minute Fire Chat you can help protect your family and property. Head to https://www.dfes.wa.gov.au/firechat/Pages/default.htm to put together a Bushfire Plan for your family.</p> <p>If a fire starts in your home, leave and call 000 immediately.</p>
July	<p>School holidays</p> <p>People going on long driving trips</p> <p>People leaving town to go</p>	<p>Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email</p>	<p>Road Safety During Wet Weather</p> <p>You should prepare and frequently maintain your vehicle to make sure you will always be as safe as possible when driving in wet conditions.</p> <p>To get your vehicle ready for driving in wet weather make sure:</p>

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	on holidays Young people are board NAIDOC Week	networks. Home burglary	<ul style="list-style-type: none"> You have good tyre tread (at least 1.5mm deep across the whole tyre width) All of your vehicle's lights work well. Your windscreen and lights are clean. <p>In wet conditions:</p> <ul style="list-style-type: none"> Drive slowly—to avoid aquaplaning and skidding Use your air conditioner or demister to keep your windscreen clear of condensation Double the distance between you and the car in front.
August	Avon Descent People going for a night out drinking Anti-Social behaviour Road Closures Keep Australia Beautiful Week Littering is an all year round issue and untidy surroundings increase perception of high crime area	Safety around fires Drinking responsibly Anti-litter Campaign	<p>Keep Australia Beautiful Week is held late August each year, to raise awareness about the simple things we can all do in our daily lives to reduce our impact on the environment and encourage action. Litter costs the public pocket an estimated \$300 million to \$350 million annually, with West Australians spending up to \$30 million on litter clean ups. Throwing or dropping litter, even unintentionally, is an offence according to the Litter Act 1979. Dumping rubbish of any kind on any land not specified as a waste facility is also considered littering and attracts the same penalties under the Litter Act.</p> <p>The Keep Australia Beautiful (KAB) Litter Report Scheme allows registered Litter Reporters to report littering or dumping of matter from a car, trailer or boat. To become a Litter Reporter simply register via https://www.kabc.wa.gov.au/report-littering/register-as-a-litter-reporter. Have you ever felt frustrated by seeing litter lying around your street, park or local beach or wondered how you contribute to a cleaner and healthier community?</p> <p>Whether you are an individual or part of a community group, business or school community, the Adopt-a-Spot program is a simple way to volunteer a few hours to do your bit for a cleaner environment. You receive free resources to help, insurance cover if you need it and an Adoption Certificate. To register for the Adopt-a-Spot program head to: https://www.kabc.wa.gov.au/register-here-to-adopt-a-spot.</p>
September	School holidays People going on long driving trips People leaving town to go on holidays Young people are board Police Remembrance Day Father's Day	Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email networks.	<p>The Shire of Northam Community Safety Committee would like to remind the community that at this time of the year there are a lot more snakes about doing what snakes do, looking for food and water. Like most wild creatures they are more afraid of us than we are of them and will usually scurry away before we have even seen them. However if you do see one the best answer is avoid it as most snake bites occur when we try and chase them or worse still catch or kill them!</p> <p>If you feel you would prefer to have the snake relocated here are some useful numbers to call as the Rangers are not authorised to deal with them.</p>

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	People are sending gifts		Ray Adams (Northam Area) - 0429 910 321 Bryan Pettersen (Bakers Hill area) - 0427864 019 Other useful info can be found on this web site http://www.dec.wa.gov.au/management-and-protection/animals/living-with-wildlife/dealing-with-snakes.html
October	<p>Back to School School Zones Halloween Kids visiting strangers houses Kids wandering the streets Firebreaks are due to be installed Spring Racing Season Ladies Day, Sunday Session, Cup Day Drink Driving</p>	<p>Drop to 40kms in school zones – local person promoting by photo message through social media and email networks. Stranger danger colouring in promotion Promote the 'Are you Bushfire Ready' message through Social Media</p>	<p>Neighbourhood Watch Week runs for the first week of October each year. The Shire of Northam Community Safety Committee encourages residents to join a local Neighbourhood Watch Group. Neighbourhood Watch is simply neighbours getting to know neighbours, looking out for each other and reporting suspicious activity to Police. That is the smallest investment we ask of anyone that lives in our community. For more information and a list of the Neighbourhood Watch Groups within the Shire of Northam head to the Shire's website.</p>
November	<p>Melbourne Cup People drinking and partying Opening of the Pool Enrolments open for Swimming Lessons Christmas Shopping People are purchasing gifts Restricted Burning Warm Weather People leaving windows and doors open for cool air School Leavers</p>	<p>Don't drink and drive Home Security Water Safety Campaign to business owners about Paywave fraud Turning 18 – what does this mean to me?</p>	<p>Leavers is the celebratory period of three to five days at the completion of Year 12 in WA, where students often travel to various locations (including Dunsborough, Busselton, Margaret River, Rottnest Island) to celebrate with their peers. Leavers has become increasingly popular in WA over the past decade. For information on how to plan Leavers, advice to parents or guardians and tips for staying safe during Leavers and where to go for help if something goes wrong, visit www.leaverswa.com.au. Everyone involved in leavers planning is committed to improving the safety and enjoyment of leavers and the communities they visit. Parents and guardians are encouraged to play a major role in preparing young people for Leavers. Spending time discussing plans before they go and offering assistance while they are away will reduce anxiety and help them have a safe and enjoyable time. If your leaver asks you for alcohol, please consider the possible consequences. There are laws relating to supplying under age people with alcohol you need to consider and how accepting you are of their drinking has an impact on how much they may drink. Your child will be exposed to a range of external pressures involving alcohol and it is almost certain that any alcohol you do provide them will not be the only alcohol they have access to at Leavers.</p>

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	<p>December</p> <p>School holidays People going on long driving trips People leaving town to go on holidays Young people are board People are ordering school lists</p> <p>Christmas People are sending gifts People have a large amount of new purchases in their home</p>	<p>Drink driving is never okay - local person promoting by photo message through social media and email networks. Promote all organised school holiday activities – Inclusion Program through social media, school newsletters and email networks. Home burglary – Don't promote your movements on Facebook as this is advertising to burglars that your house is vacant. Parcel theft – awareness raising and promotion by Australia Post on how to avoid parcel theft.</p>	<p>We strongly recommend you do not supply alcohol to leavers and that you discuss with them the implications of their drinking alcohol of Leavers.</p> <p>Keep Watch The Royal Life Saving Society Australia's Keep Watch program aims to reduce the incidence of toddler drowning in the community. To prevent toddler drowning, the Royal Life Saving Society of WA encourages parents and caregivers to:</p> <ul style="list-style-type: none"> • Always keep watch of your child in and around water. • Supervise children within arm's reach. • Prevent your child's access to water at all times. • Teach your child to be water confident. • Learn CPR and call 000 in an emergency. <p>The Shire of Northam wishes to advise that as of the 1st of December the Shire will enter the Prohibited Burning Period. No Burning will be permitted by residents after the 30th of November 2019. For more information see the Shire of Northam Website.</p> <p>Home Burglary Awareness Are you aware one of Australia's most common crimes in home burglary? Thieves target items like televisions and stereos, as well as credit cards, cash, outdoor furniture, tools and computer equipment because they can easily be resold or traded. The Shire of Northam Community Safety Committee encourages residents to join a local Neighbourhood Watch Group. Neighbourhood Watch is simply neighbours getting to know neighbours, looking out for each other and reporting suspicious activity to Police. That is the smallest investment we ask of anyone that lives in our community. Visit the WA Police website for a Home Security Checklist</p>
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6. GENERAL BUSINESS

6.1 MATTER RAISED FOR DISCUSSION FROM COMMUNITY REPRESENTATIVE DENIS BERESFORD – IMPLICATIONS OF FITZGERALD STREET REALIGNMENT FOR PEDESTRIANS

Mr Denis Beresford expressed concern that the recent straightening of Fitzgerald St, outside the Boulevard and the Mall was to the detriment of pedestrians. Removing the curve in the road, that was put there to improve pedestrian safety in the first place, would encourage more traffic and trucks along Fitzgerald Street and would compromise pedestrian safety. It was discussed by the committee that the raise in that area of the road has remained and that this along with the other speed humps along Fitzgerald Street discourage speeding. Mr Cliff Simpson suggested that a trial of a 30km/h speed limit along the main street could be investigated, like they have down in Victoria Park. Cr Michael Ryan agreed with Mr Simpson, and that he was thinking of a 40km/h speed limit.

Mr Ross Rayson questioned Police resourcing if the speed limit was reduced, he asked whether it would be enforced. SSGT David Hornsby replied that it would be very difficult. Unless there is data to suggest that it is a dangerous road, which currently there is none to suggest that it is, they don't have the resources to do speed patrols there.

Mr Cliff Simpson suggested an advisory speed sign could be installed on Fitzgerald at the shopping centre and said that they are often effective in encouraging drivers to reduce their speed.

MOTION

Minute No: CSC.050

Moved: Mr Denis Beresford

Seconded: Mr Attila Mencshelyi

That Council investigate options for pedestrian safety (pedestrian friendly area) in the central Fitzgerald St area.

CARRIED 7/2

Community Safety Committee Meeting Minutes
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7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

7.1 UPDATE OF THE LOCK AND LIGHT PROGRAM

Mr Denis Beresford requested an update on whether the Lock and Light Program still existed. Ms Jaime Hawkins updated the committee that the Lock and Light program was no longer operational. The program put a large strain on resources, particularly for the Police who were required to carry out the assessment on the applicant's house and their eligibility. SSGT David Hornsby asked whether the lock and light funding could be used to get general safety messages out to the vulnerable and for target hardening. SSGT Hornsby suggested looking at getting security experts to do some promotions of what can be done to improve home safety and then offer discounts or incentives for people who book their services as a result.

SSGT Hornsby asked if there was a Neighbourhood Watch. It was replied that there is, but that it is not very active.

8. DATE OF NEXT MEETING

Tuesday 18 June at Council Chambers

9. DECLARATION OF CLOSURE

There being no further business, Chairperson Cr Julie Williams declared the meeting closed at 1:20pm

"I certify that the Minutes of the Community Safety Committee meeting held on 19 March 2019 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date

11.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 21 MARCH 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the **Local Emergency Management Committee meeting held on 21 March 2019.**

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

**Local Emergency Management
Committee**

21 March 2019

Local Emergency Management Committee Meeting Minutes
21 March 2019



DISCLAIMER

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

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1. DECLARATION OF OPENING

The Presiding Member, Cr C R Antonio declared the meeting open at 3:00pm.

2. ATTENDANCE

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager (Executive Officer)	Brendon Rutter
WA Police, Northam (Local Emergency Coordinator)	David Hornsby
WA Police, Wundowie (Local Emergency Coordinator)	Jamie Cresswell
Northam Regional Hospital	Jennifer Lee at 3:06pm

Non-voting Members:

SEMC Secretariat	Yvette Grigg
Australian Defence Force	Damian Powell
Department Primary Industry & Regional Development	Josh Smith
Department of Communities – Housing	Ken Parker
Juniper Aged Care	Tony Carter
St John Ambulance	Andy Wright
	Neil Robinson
WA Police	Paul Anton
Main Roads WA Wheatbelt	Gren Putland

2.1 APOLOGIES

Voting Members

Department of Fire and Emergency Service	Michael Lovell
--	----------------

Non-Voting Members

Councillor	Steven Pollard
Department of Education	Alison Ramm
Western Power	Brian Smith
Water Corporation	Derek Host
	Larry Bailly
Northam Airport	Matt Bignell
Wheatbelt Region Education Department	Shannon Wasmann
Australian Border Force	Sharan Brown
	Michael Bakes

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3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 20 SEPTEMBER 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.43

Moved: Mr Chadd Hunt

Seconded: Mr Jamie Cresswell

That the minutes of the Local Emergency Management Committee meeting held 20 September 2018 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

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5. COMMITTEE REPORTS

Ms Jennifer Lee entered the meeting at 3:06pm.

5.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 20 September 2018.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

The District Emergency Services Officer Report has been provided as Attachment 1. The Wheatbelt District Advisor Report has been provided as Attachment 2.

Reports were provided as follows:

Brendon Rutter, Shire of Northam Summary

- Current bush fire season has been relatively quiet.
- There have been a number of significant incidents outside of our district and region which our volunteers have provided support, this includes the Goldfields and York.

David Hornsby, WA Police Summary

- Introduced himself advising he has been in the role six (6) weeks.
- Outlined that there had been a number of fatal incidents since he has been in the role.

Jamie Cresswell, WA Police Summary

- Advised that there has been no major traffic or emergency incidents year to date.
- Discussed the CCTV and its progress towards being implemented.

Jennifer Lee, Northam Hospital Summary

- Advised that there had been no major emergencies.
- Alarms have been activated a number of times due to the building works underway.
- Outlined that they are in the new emergency department.
- Completion date is at least, end of the year.

Yvette Grigg, SEMC

- Provided an overview of Attachment 1 and 2 outlining their intent and purpose advising that this provides support to the local government for disaster recovery. It was outlined that the controlling agency is

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responsible for completing the forms contained which covers all details for a major event, the controlling agency will vary depending on the event. If applicable, expertise will be called upon to complete this. It was advised that the forms were trialled at Esperance two weeks ago and positive feedback was received.

- An overview was provided for a document which provides information for the Local Area Coordinator. This has been provided at Attachment 3.

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Attachment 1



District Emergency Services Officer – Wheatbelt Update: January 2019

The Local Emergency Management Plan for the Provision of Welfare Support (LWP) have been updated with details that were provided to me up to the end of December 2018. The plans remain in the old format at this stage but will be changed over to the new templates and will be renamed as the Local Emergency Welfare Plan (LEWP) Once the New State Welfare Plan has been endorsed by SEMC. Once completed they will be sent out to each of the Local Governments they refer to and will be tabled at the next available LEMC.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as they are often on the road and out of phone service range, please leave a message or in the event of an emergency please contact your local office as your first point of contact. After business hours please contact Crisis Care as your first point of contact.

2019 Training and Exercises

Exercise Microburst was completed in four locations during 2018 and involved 13 Local Governments and numerous support agencies. Feedback has been very positive to all sessions.

From April 2019, Evacuation Centre training and the Microburst exercise will be rolled out around the Wheatbelt. Each session will be planned for 3 to 4 surrounding LGs to participate in as this allows for increased awareness of how your neighbouring Shires will respond if an event was to happen.

DESO Whereabouts

I am currently acting in the Senior Project and Planning Officer Role in our Perth Unit as well as covering my Wheatbelt DESO role. Due to circumstance beyond my control, the officer who was going to cover the DESO role is no longer able to do the role. If there is another officer placed in the role I will forward details as soon as they are available.

If you would like any further information please call my mobile 0427 445 594 (Perth mobile), 0429 102 614 (Wheatbelt DESO mobile) or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini
Senior Project and Planning Officer (Acting)
Department of Communities - Emergency Services Unit
PO Box 6334, East Perth 6004
0427 445 594

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Attachment 2

Wheatbelt District EM Advisor LEMC Report

First Quarter 2019

Reviewed and streamlined Impact Statement – being piloted

An Impact Statement is used after a level 2 or 3 incident to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including –

- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

Transfer of Control of an incident to Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery. This is achieved through the Impact Statement, which is vital to assist Local Governments and Local Recovery Coordination Groups to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

The Controlling Agency is responsible for the preparation of the Impact Statement. An officer will work collaboratively with the following organisations and personnel to ensure accurate information is obtained in a timely manner –

- **Members of the Incident Support Group**
- State government agencies and authorities responsible for the management of impacts
- Deputy State Recovery Coordinator (D/SRC)
- District Emergency Management Advisor (DEMA)
- Local Recovery Coordinator (LRC)
- DFES Recovery Manager (R/MGR)
- Disaster Resilience Funding Arrangements Funding Officer (DRFA FO)
- Community service providers and groups

It is therefore important that all LEMC agencies have an understanding that they may be required to provide information into this document after a major event.

The reviewed Impact Statement and Guidelines are attached. Please remember that they are currently being piloted until 30 June 2019, at which time they will be reviewed and may have slight modifications made.

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State Emergency Management Exercise Framework - out for consultation.

In May 2018 the State EM Exercise Framework Development Project was commissioned. The purpose of the project was to develop and implement a framework which integrates with the EM Lessons Management framework, and provide a practical guide for exercise development and reporting.

Exercises will be developed by conducting a gap analysis against the SEMC EM Capability Framework and exercise reporting will also be capability based.

The whole suite of documents has been sent to agencies and Local Governments for their feedback.

For LEMC purposes please find attached the proposed amendments to the Policy 4.8 to 4.10 and Procedure 19. Also attached is the new capability based exercise report template.

Please refer to section 4.8.4.4 in the policy for Local Government LEMC obligations.

And also note that Procedure 19 refers to a new guideline called "**Managing exercises – a guideline for Western Australia's Emergency Management Agencies**", which will be an excellent resource to assist Local Government and LEMCs develop and facilitate their annual exercise. This will be available from the SEMC website once the consultation period is over.

Aide Memoire – Local Recovery Coordinators

This aide memoire has been circulated to all Local Governments, however I have attached just to ensure the LEMC is aware of its existence.

As well as the useful list of roles and responsibilities, it includes an operational checklist for the recovery coordinator and the committee that I think would be invaluable in the early stages of a major event.

Consider including this in your recovery plan or adding it to the recovery "file" in your LG.

EM Training for LEMC

DFES has been successful in gaining funding to employ a curriculum writer to develop an EM training package that covers all agencies. It is envisaged this will be complete by mid-year and a roll out of training to interested LEMCs will commence in the last half of the year.

General

Currently I am focussed on progressing the local component of the state risk project, and also assisting LGs to ensure their LEMA are compliant and current.

Yvette Grigg

Wheatbelt District EM Advisor

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8. EXERCISING

- 4.8.1. This policy section describes the State Emergency Management Exercise Framework (State EM Exercise Framework). Emergency management (EM) exercising must:
- be risk-based and capability focussed;
 - be linked to clearly defined outcomes which will build State EM capabilities;
 - evaluate the State's EM arrangements and involve agencies with roles and responsibilities under the State EM Framework;
 - identify and assess the skills, resources, infrastructure, equipment, systems and plans necessary for the State to respond to and recover from the hazards impacting on Western Australia; and
 - contribute to continuous improvement and lessons management.

- 4.8.2. The SEMC will strategically guide and influence the design of the State Emergency Management Exercise (State EM Exercise) based on Government and SEMC priorities. The State EM Exercise cycle involves:
- Intra-agency exercises
 - Multi-agency exercises
 - The State EM Exercise

The SEMC will publish the State EM Exercise three years in advance to allow others with the option of using the scenario and capability objectives to design and influence their intra and multi-agency exercising required by this policy.

- 4.8.3. SEMC Reference Group, the State Exercise Coordination Team (SECT) is the coordinating body for emergency management exercises conducted within Western Australia. The SECT must:
- develop the State EM Exercise every three (3) years and submit an exercise plan regarding capabilities, hazards and participants to the SEMC for approval;
 - maintain a statewide exercise calendar; and
 - ensure high-level arrangements within the State EM Plan are exercised during the State EM Exercise.

Upon request, the SECT may coordinate, assist and guide Emergency Management Agencies (EMA)¹ and other public authorities in the preparation, coordination, delivery and evaluation of exercise activities.

¹ Emergency Management Agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8.4. EMAs and other public authorities with roles and responsibilities within State EM plans (State EM Plan, State Hazard Plans and State Support Plans) must conduct emergency management exercises in accordance with this policy.

4.8.4.1 HMA's must:

- conduct an annual gap analysis against the [SEMC Emergency Management Capability Framework](#) (the Capability Framework) to identify which exercisable capabilities pose a risk to managing their hazard/s in accordance with State Preparedness Procedure 19;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule;
- where required by SEMC, resource the SECT to develop and facilitate the State EM Exercise;
- where required by SEMC, participate in the State EM Exercise;
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19; and
- invite all organisations identified in their plan(s) to observe or participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.

4.8.4.2 Combat Agencies, Support Organisations and other public authorities with roles and responsibilities within State EM plans (State EM Plan, State Hazard Plans, State Support Plans) must:

- conduct an annual gap analysis against the [Capability Framework](#) to identify which exercisable capabilities pose a risk to their capacity to perform their emergency management functions in accordance with State Preparedness Procedure 19;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule;
- where required by SEMC, resource the SECT to develop and facilitate the State EM Exercise;
- where required by SEMC, participate in the State EM Exercise;
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19; and
- invite all organisations identified in their plan(s) to observe or participate in exercising and share in the lessons management, as appropriate to the exercise scenario and/or its objectives.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.8.4.3 District Emergency Management Committees must:

- conduct an annual gap analysis against the [Capability Framework](#) to identify which exercisable capabilities are required to enhance interagency coordination across their district/s during an emergency;
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule; and
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19.

4.8.4.4 Local Governments must:

- conduct an annual gap analysis against the Capability Framework to identify which exercisable capabilities pose a risk to their capacity to perform their functions under State EM plans and their Local Emergency Management Arrangements (LEMA);
- develop a three (3) year exercise schedule in accordance with State EM Policy section 4.9 and State Preparedness Procedure 19;
- exercise annually according to their exercise schedule in coordination with their Local Emergency Management Committee;
- where required by the SEMC, participate in the State EM Exercise; and
- report against their exercise schedule by submitting post-exercise reports in accordance with State EM Policy section 4.10 and State Preparedness Procedure 19.

4.8.5. Where the achievement objectives of core capabilities are assessed as being met through a post-operation review, an exercise exemption may satisfy the requirement of exercising of the capabilities identified in their exercise schedules. In lieu of a post-exercise report, each agency requesting an exercise exemption from the SECT must prepare and submit a post-operation report, which includes an assessment of the identified capabilities.

4.9. EXERCISE SCHEDULES

4.9.1. HMAs, Combat Agencies and Support Organisations, public authorities with roles and responsibilities in the EM plans, and DEMCs must develop and submit exercise schedules to the SECT by the end of the financial year in accordance with State EM Preparedness Procedure 19.

4.9.2. Local governments must develop and submit exercise schedules to DEMCs in accordance with State EM Preparedness Procedure 19. DEMCs must collate local government exercise schedules and forward to the SECT by the end of the financial year.

4.9.3. The SECT must:

- compile a register of EMA, public authority, DEMC and local government exercise schedules;
- approve the submitted exercise schedules meeting the requirements under State EM Preparedness Procedure 19; and
- monitor exercise completion and the submission of post-exercise reports.

Proposed amendments to State EM Policy sections 4.8 – 4.10

4.10. POST-EXERCISE REPORTS

- 4.10.1. Following an exercise, HMAs, Combat Agencies and Support Organisations, public authorities with roles and responsibilities in the EM plans, and DEMCs must develop and submit a post-exercise report in accordance with State EM Preparedness Procedure 19.
- 4.10.2. Local governments must develop and submit post-exercise reports to DEMCs in accordance with State EM Preparedness Procedure 19. DEMCs must collate local government post-exercise reports and forward to the SECT.
- 4.10.3. The SECT must review submitted post-exercise reports and provide a summary of the State's exercise activity to the SEMC, SEMC subcommittees and reference groups as applicable.
- 4.10.4. Agencies exercising capabilities of a sensitive, security or commercial nature may redact sensitive information from post-exercise reports but must provide the SEMC with a high-level summary of capabilities met.

Additional changes to the State EM Policy

State EM Policy statement 1.5.10

A comprehensive review of the suite of State EM documents must be conducted at least every five years, in consultation with relevant stakeholders and in accordance with State EM Preparedness Procedures 1-5. Targeted reviews may occur at the conclusion of a major emergency or inquiry or on introduction of major government reform or legislation change. Plans must be validated through exercising within the 12 months following a comprehensive or targeted review, in accordance with State Preparedness Procedure 19.

Highlighted content is the proposed text to be added to this statement.

State EM Policy section 4.10 (TRAINING)

This section will be moved to State EM Policy section 4.10. Content has not been amended during this review.

Appendix A: List of Emergency Management Roles and Responsibilities

Content will be updated to reflect changes made to sections 4.8 - 4.11 of the State EM Policy.

Appendix C: Acronyms

Addition of State Exercise Coordination Team (SECT) to replace Emergency Management Advisory Group (EMAG)

Proposed Post Exercise Template

To be included within *Managing Exercises- A Guideline for Western Australia's Emergency Management Agencies.*
This handbook is in development.

State Emergency Management Exercise Framework
Capability Based Post Exercise Report Template



Proposed Post Exercise Template

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Proposed Post Exercise Template

1. EXECUTIVE SUMMARY

Overview

Findings

Opportunities

Observations

2. EXERCISE CONCEPT

Title of Exercise

(insert the name of the exercise)

Date of Exercise

(insert the date of the exercise)

Lead Agency

(insert the name of the lead agency)

Exercise Style/Type

(Provide details on what type of exercise was conducted ie. Discussion, Functional, Field)

Participating Agencies

(Provide details of what agencies, organisation, groups, local governments, ect. participated in the exercise)

3. THE EXERCISE

Overview

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Proposed Post Exercise Template

(Provide details on what the exercise will achieve and who the target participants will be)

Aim

(The exercise aim is a statement of intent that gives direction to what will or is desired to be achieved by the exercise. There should be only one aim statement for the exercise and it can be as generic or as specific as required to meet the needs of the exercise)

Objectives

(Objectives are specific statements describing what should be achieved by individuals, groups or agencies participating in the exercise. Objectives must relate to the aim and be SMART: Specific, Measurable, Achievable, Realistic and Task-related. Exercise outcomes should be evaluated against these objectives).

Scope

(What is included; what is excluded in the exercise)

Scenario

(Describe the exercise scenario)

4. EXERCISE EVALUATION

THE EMERGENCY MANAGEMENT CAPABILITY FRAMEWORK

Western Australia has developed the SEMC Emergency Management Capability Framework as a framework to assess preparedness within Western Australia. There are seven (7) capability areas and thirty-two (32) core capabilities. Each core capability area is underpinned by an 'achievement objective'. The Emergency Management Capability Framework is the primary vehicle used to collect agency data which informs the State's Annual Emergency Preparedness Report.

Exercise < > benchmarked and aligned the exercise objectives and performance measures with the Emergency Management Capability Framework. The net benefit of structuring the exercise in this fashion is to provide measureable outputs against a statewide and accepted framework.



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Proposed Post Exercise Template

CAPABILITY AREA – EMERGENCY RESPONSE

Core Capability –

Objective 1:
Objective 2:
Objective 3:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps)*



CAPABILITY AREA – RESOURCES

Core Capability –

Objective 4
Objective 5
Objective 6:

Findings: *(Detail what worked and what didn't. Why?)*

Opportunities: *(Consider recommendations to close identified capability gaps)*



Proposed Post Exercise Template



CAPABILITY AREA – PLANNING AND MITIGATION

Core Capability –

Objective 7:
Objective 8:
Objective 9:

Findings: (Detail what worked and what didn't. Why?)

Opportunities: (Consider recommendations to close identified capability gaps)



CAPABILITY AREA – COMMUNITY INVOLVEMENT

Core Capability –

Objective 10:
Objective 11:
Objective 12:

Findings: (Detail what worked and what didn't. Why?)

Opportunities: (Consider recommendations to close identified capability gaps)

Proposed Post Exercise Template



CAPABILITY AREA – IMPACT MANAGEMENT AND RECOVERY COORDINATION

Core Capability -

Objective 13:
Objective 14;
Objective 15:

Findings: (Detail what worked and what didn't. Why?)

Opportunities: (Consider recommendations to close identified capability gaps)

5. IMPROVEMENT PLAN

Objective	Issue/Area for Improvement	Corrective Action	Primary Responsible Agency/ Business Unit	Point of Contact	Start Date	Completion Date

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Proposed Post Exercise Template

APPENDIX B - CAPABILITY AREAS, CORE CAPABILITIES AND ASSESSMENT OBJECTIVES

CAPABILITY		CORE CAPABILITIES	ACHIEVEMENT OBJECTIVES
Governance	Legislation	1.1	Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation
	Policies	1.2	State level policies are appropriate, useful, usable and used and the intent of these policies flow consistently through individual supporting agencies
	EM plans	1.3	Emergency Management plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place
	EM plans	1.4	Emergency Management plans are regularly reviewed, exercised and tested
Analysis and continuous improvement	Risk assessment	2.1	Agencies have the ability to and regularly conduct relevant risk assessments and the findings are implemented and shared with relevant stakeholders
	Horizon scanning	2.2	Organisations examine existing and ongoing hazard research
		2.3	Pre-emergency situational awareness occurs through examination of international and interstate events that may impact locally
		2.4	Implement best practice identified through hazard research and pre-emergency situational awareness
Lessons management	2.5	Performance is reviewed following an incident, emergency or exercise and appropriate treatments are implemented based upon the findings	
Community involvement	Alerts and warnings	3.1	Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable
		3.2	The messages are clear, consistent, accessible, culturally and linguistically appropriate
	Public information	3.3	Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable
		3.4	The messages are clear, consistent, accessible, culturally and linguistically appropriate
	Risk awareness and understanding	3.5	The community is aware of the hazards that may affect them, the vulnerable elements and understands the role they should play during an emergency
	Shared ownership	3.6	Individuals take responsibility to minimise the impacts of emergencies through the preparation and adoption of appropriate mitigation measures. This includes individuals who understand the nature of the hazard, have emergency action plans and who monitor and respond to emergency messaging and alerts
	Sector information sharing	3.7	Engagement occurs between government, industry and communities to inform resilience through the sharing of emergency management information including risks, vulnerabilities and treatment options
Emergency response	Command, control and coordination	6.1	Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination
	Situational assessment	6.2	Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required
	Evacuation	6.3	Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals
		6.4	Suitable sites have been identified and are available that maintain the provision of critical goods and services (e.g. food, potable water, shelter)
	Public protection	6.5	Necessary measures exist to control access and verify the identity of personnel or members of the public seeking entry to critical facilities
		6.6	Organisations have the ability to protect against unwanted activity within an impacted area
	Agency interoperability	6.7	Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency
		6.8	Interagency cultural differences are identified and managed so as not to impede or inhibit effective response
	Mass casualty management	6.9	Pre-Hospital—mass casualty management services are available, timely and sufficient during an emergency event. This includes pre hospital treatments of first aid (physiological and psychological), ambulance, aero-medical retrieval and medical teams
		6.10	Hospital—mass casualty management is considered within workforce and surge planning including the provision and maintenance of specialist services, community health and early discharge programs
Recovery management and business improvement	Mass fatality management	7.1	Services are available to deal with a mass fatality incident. This includes: body recovery, disaster victim identification, mortuary, burial and cremation services and the management of information
	Welfare	7.2	Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts
	Impact assessment	7.3	Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning
	Recovery coordination	7.4	Agencies have the resources and skills to support impacted communities to manage their own recovery and achieve the best possible outcome. This includes reconstruction and restoration of natural, built, social and economic environments
		7.5	Recovery arrangements are in place following a major emergency. This should include engagement between HMA's, local government, NGOs, industry and communities and should consider long term impacts

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Planning and mitigation	Land use planning	4.1	Land use planning is in place to manage and minimise the impact of known risks.
	Ecosystem management	4.2	The natural buffers that aid community protection are identified, protected, monitored, maintained and/or enhanced.
	Infrastructure protection	4.3	Plans are in place to identify and protect critical infrastructure, community assets and individual housing.
		4.4	Effective use of building codes is in place to mitigate potential hazards and insurance is considered as a treatment option.
	Essential services protection	4.5	Planning for the continuity or rapid restoration of essential services are in place including water, food distribution, power, sewerage, telecommunications, fuel and local government services.
	Minimise single points of failure	4.6	Exposure to hazards is limited through the minimisation of single points of failure and their mitigation options or redundancy planning are in place.
	Resilience planning	4.7	Emergency management planning takes account of emergencies occurring in remote areas of the State.
	Business continuity planning	4.8	Business continuity plans are in place across government, industry and business and consider hazard specific risks.
	Community activities	4.9	Consideration is given to the protection and rapid re-establishment of community activities. This may include cultural and community events, sporting activities and schools.
Resource	People	5.1	Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.
	Volunteering	5.2	A clear strategy exists for the recruitment, retention and ongoing training of volunteers that addresses motivation and barriers.
		5.3	A strategy exists to manage good Samaritans and spontaneous volunteers.
	Finance and administration	5.4	Robust financial and administrative processes exist to capture and track emergency management expenditure.
		5.5	Funding for proactive measures and mitigation is available, sufficient and accessible.
		5.6	Adequate funding arrangements are in place to manage the response and recovery of a large scale emergency.
	Equipment/critical resources	5.7	Organisations have or can readily access appropriate infrastructure and equipment during an emergency.
		5.8	Equipment can be mobilised during an emergency and plans are in place to address pre-emptive, peak surges and redundancies for outages.

Proposed Amendments to State EM Preparedness Procedure 19

19. EXERCISE MANAGEMENT

BACKGROUND

Effective emergency management requires coordinated arrangements and emergency management plans which are validated through regular exercises. The State Emergency Management Committee (SEMC) directs Emergency Management Agencies (EMAs)¹, public authorities, DEMCs and local governments to annually participate in exercises to evaluate their emergency management capabilities and arrangements.

PROCEDURE

To ensure the State is appropriately prepared to respond to and recover from emergencies, the following procedures have been developed to assist agencies to improve their readiness through a more comprehensive and cohesive approach to exercising across government.

Agency participation in the State Emergency Management Exercise Framework (State EM Exercise Framework) will progressively build the State's capability which will be evaluated through the State EM Exercise every three years.

Exercise Capability Gap Analysis

The [SEMC Emergency Management Capability Framework](#) (the Capability Framework) identifies the capability areas of governance, emergency response, resources, community involvement, planning & mitigation, impact management & recovery. Each capability area is further broken down into core capabilities and their associated achievement objectives. Agencies must use the Capability Framework as a baseline to determine their exercise needs and requirements to close capability gaps and report on their activity.

To complete a capability gap analysis agencies will:

- identify the core capabilities required to perform their role and responsibilities under the State EM Plan, State Hazard Plans and/or State Support Plans;
- assess their ability to meet the achievement objectives for each identified core capability; and
- determine their exercising needs based on any capability gaps identified during the analysis.

The results of the capability assessment tool may be used to inform the capability gap analysis.

Exercise Schedule

Exercise schedules must be developed and submitted to the SEMC in accordance with the following procedure (State EM Policy statement 4.9.1).

Exercises must build in complexity during their proposed exercise schedule to allow participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State Emergency Management Framework.

To progressively build on learnings, it is recommended agencies exercise capabilities internally during the first year, exercise capabilities within a multi-agency environment in the second year and participate in a state-level exercise the third year.

¹ Emergency Management Agencies include Hazard Management Agencies, Combat Agencies and Support Organisations as prescribed in the EM Regulations.

Proposed Amendments to State EM Preparedness Procedure 19

Every three years, the SECT will facilitate a State EM Exercise, which will be a summative exercise designed to bring capability components together. Agencies not required to participate in the State EM Exercise must plan a summative exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

A summative exercise focuses on the outcomes of the previous exercises and evaluates the performance of the participants against a standard or benchmark (the achievement objectives in the Capability Framework). It will provide an environment where participants are challenged to demonstrate capability and capacity to respond to an emergency situation brought about by one or more State hazards.

The three (3) year exercise schedule should incorporate the validation of comprehensive or targeted reviews to State Hazard Plans, State Support Plans and LEMAs.

All agencies conducting exercises must add their exercises to the [State Exercise Calendar](#) on the SEMC Website.

The exercise schedule must include:

- Intra-agency exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
- Multi-agencies exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
 - Lead agency
 - Participating agencies
- State-level exercises
 - Capabilities identified
 - Plans to be activated
 - Proposed time, date, place
 - Exercise type
 - Agency contact
 - Lead agency
 - Participating agencies

Proposed Amendments to State EM Preparedness Procedure 19

Exercise Planning

Exercise planning is recommended to be undertaken in accordance with the *Managing Exercise - A Guideline for Western Australia's Emergency Management Agencies*.² This will guideline ensure a consistent approach to the development, running and evaluation of exercises.

The Guideline:

- provides a simple overview of the exercise management process;
- provides a step-by-step guide through the phases of exercise management;
- can be used for single agency, multi-agency or whole-of-government exercises;
- has been designed to support small exercises, while also providing more comprehensive information for larger or more complex exercises; and
- includes useful templates and resources.

Templates provided within *Managing Exercises - A Guideline for Western Australia's Emergency Management Agencies* are consistent with the national approach to exercise management. They are based upon documentation from the Australian Emergency Handbook Series (Handbook 3 – Managing Exercises) and the Tasmanian Government templates for managing Emergency Management Exercises.

Post – Exercise Reports

Following all exercises, a post-exercise report must be completed and submitted to the State Exercise Coordination Team (SECT). Local governments must submit post-exercise reports to their DEMC

Where gaps are identified in capability exercising, agencies are responsible for proposing an improvement plan specifying how they will close capability gaps.

Multi-agency post-exercise reports must be compiled by the lead agency and submitted on behalf of all participating agencies, organisations or local governments.

The SECT will write the State EM Exercise report in consultation with participating agencies. Capability gaps and lessons identified during the exercise will inform the SEMC of future training and development requirements across the emergency management sector.

To ensure a consistent approach to reporting and evaluating exercises, the following components are required:

EXECUTIVE SUMMARY

- Overview
- Findings
- Opportunities
- Observations

EXERCISE DETAILS

- Title of Exercise
- Date of Exercise
- Lead Agency

² This guideline is under development.

Proposed Amendments to State EM Preparedness Procedure 19

- Exercise Style/Type - (Provide details on what type of exercise was conducted ie. Discussion, Functional, Field)
- Participating Agencies - (Provide details of what agencies participated in the exercise)
- Overview - (Provide details on what the exercise will achieve and who the target participants will be)
- Aim - (The exercise aim is a statement of intent which gives direction to what will or is desired to be achieved by the exercise. There should be only one aim statement for the exercise and it can be as generic or as specific as required to meet the needs of the exercise)
- Capability Based Objectives - (Objectives are specific statements describing what should be achieved by individuals, groups or agencies participating in the exercise. Objectives must relate to the aim and be SMART; Specific, Measurable, Achievable, Realistic and Task-related. Exercise outcomes should be evaluated against these objectives)
- Scope - (What is included; what is excluded in the exercise)
- Scenario - (Describe the exercise scenario)

EXERCISE EVALUATION

- Methodology
- Evaluation of each Capability Based Objective
 - Findings - (Detail what worked and what didn't. Why?)
 - Opportunities - (Recommendations to close identified capability gaps)

IMPROVEMENT PLAN

- Objective/Capability
- Issue/Area for Improvement
- Corrective action
- Responsible agency/business unit and point of contact
- Timeframes for completion

A Post Exercise template³ can be found in the *Managing Exercises- A Guideline for Western Australia's Emergency Management Agencies* and can be downloaded from the SEMC website.

³ A draft has been provided as part of this consultation.

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IMPACT STATEMENT

To be trialled from December 2018 to June 2019

An Impact Statement is compiled by the Controlling Agency as a concise summary of known and emerging impacts resulting from all Level 3 incidents and Level 2 incidents where there are impacts requiring recovery activity. They may be required for some Level 1 incidents where the impacts require a local government recovery effort.

This document must be compiled using the [Impact Statement Guideline](#), which provides more detailed guidance on required information, consultation and data gathering regarding impacts.

The Impact Statement is designed to enable collation of impact information in a format that can be utilised by Local Government and Local Recovery Coordination Groups to better understand impacts and inform recovery activities.

Impact information will continue to emerge throughout the response and recovery phases of an incident and requires ongoing assessment.

The Impact Statement provides an overview for Local Government including –

- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

The Impact Statement should accompany, or follow shortly afterward the Transfer of Control documentation and process whereby responsibility for management of an incident is transferred to the relevant Local Government/s.

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1. IMPACT STATEMENT DETAILS

Impact Statement date:	
Impact Statement time:	
Version/sequence number:	
Impact Statement prepared by:	Name:
	Position:
	Agency:
	Phone:
	Email:

APPROVED BY:

Incident controller	
Name:	
Position:	
Agency:	
Time and Date:	
Signature:	

AGREED BY: (Complete one table for each receiving Local Government)

Local Government: <enter name>	
Name:	
Position:	Chief Executive Officer
Time and Date:	
Signature:	

COPY TO:

State Recovery Coordinator / Deputy State Recovery Coordinator	
Name:	
Position:	
Agency:	
Time and Date:	
Signature:*	

* May not be present to sign in person

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2. INCIDENT DETAILS

Incident name:			
Incident number:			
Incident address/location:			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Incident Controller (name):			
Local Government(s) affected:			
Additional information attached? (refer to list on p.18)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Maps attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Management Team stood down?	<input type="checkbox"/> YES <input type="checkbox"/> NO	LG recovery arrangements activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Support Group stood down?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Local Recovery Coordination Group activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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3. INCIDENT DESCRIPTION

Brief overview of incident:

4. SUMMARY OF KNOWN OR ANTICIPATED IMPACTS

Social environment:	Responsible Agency
Natural environment:	Responsible Agency
Economic environment:	Responsible Agency
Built environment:	Responsible Agency

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5. EMERGING ISSUES AND RISKS

Overview:

UNCONFIRMED

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6. RISK ASSESSMENT SUMMARY

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management and communication with the affected community.

Refer to Risk Assessment process, matrix and description in the *Impact Statement Guideline*.

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. Asbestos	e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of community may handle disposal of asbestos incorrectly	Likely	Major	Extreme	DWER	Explain actions underway, planned and needed
e.g. Fatigue of LG staff	e.g. majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover	Almost certain	Major	Extreme	Local government	Explain actions underway, planned and needed

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7. COMMUNICATION AND ENGAGEMENT SUMMARY

<p>Overview of communication and engagement activities undertaken. Include activities with community, media, Incident Support Group, Local Recovery Coordination Group etc.:</p>
<p>Key themes and issues arising from communication and engagement activities:</p>
<p>Immediate and short term communication and engagement activities to be undertaken:</p>

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7.1 CONTACT DETAILS FOR COMMUNICATION AND MEDIA OFFICERS

Organisation	Name	Position	Location	Email	Mobile	Alt. phone
Controlling agency (if not DFES) <insert org name>						
DFES						
Local Government						
Local media						
Other <insert org name>						

* Add rows as needed.

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8. CONTRIBUTING AGENCIES

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to or have contributed to the compilation of this Impact Statement.

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Aqwest (water supplier in Bunbury)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assoc. of Independent Schools of WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ATCO Gas					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Australian Red Cross					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brookfield Rail					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Busselton Water					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catholic Education WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dampier Bunbury Pipeline (gas)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Primary Industry & Regional Dev.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Communities					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Defence					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Education					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Environment Regulation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Fire and Emergency Services					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Health					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Biodiversity, Conserv. & Attractions					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Planning, Lands & Heritage					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Transport Marine Safety					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Horizon Power					<input type="checkbox"/>	<input type="checkbox"/>

Impact Statement Template – December 2018 - Version 5.1

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Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Local Government (specify)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Recovery Coordination Group						
<input type="checkbox"/> Main Roads WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NBN Co.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Public Transport Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telstra					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verve Energy					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Housing Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Police					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Watercorp					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Western Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add others as needed					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. community groups					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. other service providers					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

For Level 2 incidents with no significant impacts, no further Impact Statement information is required.

To make this determination, consultation with the State Recovery Coordinator, Local Government/s and Incident Controller is required.

For all other Level 2 and Level 3 incidents, the information on the following pages MUST be compiled.

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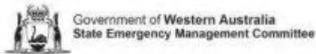
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9. CHECKLIST OF IMPACT AREAS

Tick all items where there are known or anticipated areas of impact.
Details of all ticked items must be included on the following pages.

SOCIAL ENVIRONMENT		
<input type="checkbox"/> Deaths	<input type="checkbox"/> Vulnerable people needing assistance	<input type="checkbox"/> Evacuation centres
<input type="checkbox"/> People unaccounted for	<input type="checkbox"/> Injuries	<input type="checkbox"/> Home and Community Care
<input type="checkbox"/> People isolated	<input type="checkbox"/> Disease, illness or contamination	<input type="checkbox"/> Medical / health services
<input type="checkbox"/> People evacuated	<input type="checkbox"/> Significant issues pets/assistance animals	<input type="checkbox"/> Public transport
<input type="checkbox"/> Community activities/interactions impacted		<input type="checkbox"/> Other
NATURAL ENVIRONMENT		
<input type="checkbox"/> Water catchments	<input type="checkbox"/> National parks	<input type="checkbox"/> Declared fauna
<input type="checkbox"/> Wetlands	<input type="checkbox"/> State forests	<input type="checkbox"/> Declared flora
<input type="checkbox"/> Coastline	<input type="checkbox"/> Reserves and parks	
<input type="checkbox"/> Marine area	<input type="checkbox"/> Exclusion areas	
ECONOMIC ENVIRONMENT		
<input type="checkbox"/> Agriculture / horticulture / vineyards	<input type="checkbox"/> Mining / industrial	<input type="checkbox"/> Small / local business
<input type="checkbox"/> Fisheries	<input type="checkbox"/> Retail incl. food suppliers, banking services	<input type="checkbox"/> Tourism
<input type="checkbox"/> Forestry / forest products	<input type="checkbox"/> Other large employers	
BUILT ENVIRONMENT		
Buildings	Hazardous materials	Utilities (services)
<input type="checkbox"/> Residential properties	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Electricity supply
<input type="checkbox"/> Water tanks / contamination	<input type="checkbox"/> CCA treated timber	<input type="checkbox"/> Gas supply
<input type="checkbox"/> Community buildings	<input type="checkbox"/> Chemicals / hazardous materials	<input type="checkbox"/> Fuel / oil supply
<input type="checkbox"/> Heritage/cultural buildings/sites	<input type="checkbox"/> Marine hydrocarbons	<input type="checkbox"/> Water supply
<input type="checkbox"/> Commercial/industrial/retail buildings	<input type="checkbox"/> Firefighting foam	<input type="checkbox"/> Sewerage infrastructure incl. waste water / re-use
<input type="checkbox"/> Rural buildings	<input type="checkbox"/> Other	<input type="checkbox"/> Waste management
<input type="checkbox"/> Emergency service buildings		<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Hospitals	Transport infrastructure	
<input type="checkbox"/> Primary care facilities	<input type="checkbox"/> Main roads	<input type="checkbox"/> Other
<input type="checkbox"/> Residential group homes / aged care homes	<input type="checkbox"/> Local roads	<input type="checkbox"/> Exclusion zones
<input type="checkbox"/> Correction centres / prisons	<input type="checkbox"/> Bridges	
<input type="checkbox"/> Childcare centres	<input type="checkbox"/> Rail – passenger	
<input type="checkbox"/> Schools	<input type="checkbox"/> Rail – freight	
<input type="checkbox"/> Training centres / universities	<input type="checkbox"/> Ports	
<input type="checkbox"/> Local government offices	<input type="checkbox"/> Airfields	
<input type="checkbox"/> Other buildings	<input type="checkbox"/> Major drainage	

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10. IMPACT STATEMENT

10.1 SOCIAL ENVIRONMENT

Ensure that all ticked items from the checklist (Social impacts) on page 12 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Required attachment/s?
Home and Community Care	Dept of Health/MAC C Agency	xxxxx	Identified that there are 15 clients still in their homes that are ageing in place and have disabilities that will not receive their Home Care Assistance	Dept. of Health/LO to raise with DPCS to gain restricted access permits for service providers	Consider relocation of clients, and level of care required	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

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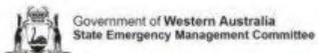
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10.2 NATURAL ENVIRONMENT

Ensure that all ticked items from the checklist (Natural impacts) on page 12 are transferred to this table. Add more rows as required

Category (from checklist)	Agency/Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related page
Reserves and Parks	DBCA/LG		The closure of the parks in the impacted area will have an impact on a planned Scout Jamboree	The park has been severely damaged by the fire with loss to the campfires and camp kitchens. DBCA to liaise with Scouts WA to advise of the impact to the park	DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

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10.3 **ECONOMIC ENVIRONMENT**

Ensure that all ticked items from the checklist (Economic impacts) on page 12 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Revised attachment? <input type="checkbox"/>
Other large employers	DPIRC/DWER		Bannister Downs Dairy requires continued accessibility to the Dairy to transport dairy supplies and access for workers to the dairy. Lack of access will have a detrimental impact in terms of loss of produce and supplies to retailers.	DWER is working with Bannister Downs to arrange for appropriate disposal of spoilt milk. DPIRD is working with DFES to provide restricted access permits for the trucks and workers to access the dairy.	Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

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10.4 BUILT ENVIRONMENT

Ensure that all ticked items from the checklist (Built impacts) on page 12 are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)
Water tanks contamination	Watercorp DWER		Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.	DWER/Watercorp to advise residents of how to dispose of contaminated water and how to clean their tanks. Potable water to be provided to impacted residents	Communication to impacted residents of where potable water can be accessed and fact sheets on contamination.	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

NOTE:

- Details of all Rapid Damage Assessments must be attached to this document. Include maps and photographs as appropriate.

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11. NIAM INDICATORS

National Impact Assessment Model indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

These columns indicate the relevant recovery environment for each indicator.

No.	Impact Indicator	Measure	# or %	Social	Build	Economic	Natural
1		# In evacuation centres					
2		# Injured					
3	INDIVIDUALS	# Fatalities					
4		# Unaccounted for					
5		# Isolated					
6	RESIDENTIAL PROPERTIES	# Destroyed					
7		# Damaged					
8	EMERGENCY SERVICES	# Destroyed					
9	Police, fire, ambulance, aviation, other	# Damaged					
10	HOSPITALS & PRIMARY HEALTH CARE FACILITIES	% Destroyed					
11		% Hospital functional					
12	EDUCATIONAL FACILITIES	# Destroyed					
13	Schools, training centres, universities, child care centres	# Damaged					
14		# Closed					
15	CORRECTION CENTRES	# Destroyed					
16	Incl. prisons	# Damaged					
17	OTHER – RESIDENTIAL GROUP HOME, AGED CARE FACILITIES	# Destroyed					
18		# Damaged					
19	OTHER BUILDINGS	# Destroyed					
20		# Damaged					
21	BUSINESS BUILDINGS	# Destroyed					
22	Incl. commercial and industrial	# Damaged					
23	(excludes rural)	# Closed					
24	RURAL BUILDINGS	# Destroyed					
25		# Damaged					
26	STOCK LOSSES	# Fatalities					
27	Livestock	# Unaccounted for					
28	AGRICULTURAL LAND	Ha Destroyed					
29		Ha Damaged					
30	AGRICULTURAL PRODUCTION	% Lost					
31		% Functional					
32	AIRPORTS / HELIPORTS	# Damaged					
33		# Destroyed					
34	ROADS / BRIDGES	# Main roads closed					
35		# Other roads closed					
36		# Facility destroyed					
37	PORT	# Facility damaged					
38		# Ships impacted					
39	RAILWAY	# Passenger lines closed					
40		# Freight lines closed					
41	TELECOMMUNICATIONS	# Customers impacted					
42	GAS	# Customers impacted					
43	ELECTRICITY	# Customers impacted					
44	SEWAGE	# Customers impacted					
45	WATER – POTABLE SUPPLY	# Customers impacted					
46	WATER – CATCHMENTS	km ² contaminated					
47	NATIONAL PARKS	Ha affected					
48	ANIMAL WELFARE	# Injured					
49	COASTLINE AFFECTED	km affected					
50	MARINE AREA AFFECTED	Km ² affected					

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12. LIST OF ATTACHMENTS

List all attachments to this Impact Statement

Attachment No.	Title & description (e.g. map, report, photo)
1	Transfer of Control (signed)
2	Rapid Damage Assessment including maps and photos
3	
4	
5	
6	
7	

UNCONFIRMED

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Attachment 3



Government of Western Australia
State Emergency Management Committee

**AIDE MEMOIRE
LOCAL RECOVERY COORDINATOR
LOCAL-LEVEL RECOVERY ARRANGEMENTS**

Additional information on the Local Recovery Coordinator can be found in the EM Act, Section 41(4); State EM Policy/Plan, Section 6; and State EM Local Recovery Guidelines

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery

Aide Memoire – Local Recovery Coordinator – September 2018

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- related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and functions

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process commences through the local government.
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Comprehensive Impact Assessment
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery, and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- understand the **context**
- recognise **complexity**
- use **community-led** approaches
- **coordinate** all activities
- **communicate** effectively
- recognise and build **capacity**

Effective recovery communication and community engagement

A "Checklist for the LRC and LRCG" which includes information on communicating in recovery and community engagement can be found in **Attachment A**.

For further information on the Aide Memoire, refer to the:
State EM Local Recovery Guidelines, Part 3 "Managing Recovery", found on the SEMC website:
<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf>

Aide Memoire – Local Recovery Coordinator – September 2018

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ATTACHMENT A

LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST

(Please note timeframes are a guide only and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	
Within 1 week	
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	

Task Description	Complete
------------------	----------

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Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 	
Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.	
Arrange community initiatives, or accommodate and support community-led initiatives, such as: <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 	
Plan and implement a Community Engagement Strategy, using the following as a basic guide: <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed <i>from</i> the community and what information is needed to be provided <i>to</i> the community • methods of communication: consider appropriate methods/mediums for various audiences. 	
Establish, or support, community briefings, meetings and information in the recovery context that provide: <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 	
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: <ul style="list-style-type: none"> • the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints • have representatives from EM disciplines to give factual information • psychosocial issues • appropriate communication strategies for special needs and vulnerable people and groups. 	

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5.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

Ken Parker, Department of Communities – Housing Summary

- Business as usual.

Jennifer Lee, Northam Hospital Summary

- Advised they are opening their new emergency department and now have more beds.
- Now have decontamination showers which adds to their equipment for dealing with disasters.
- The main entrance will be closed so they will be losing some car parking.
- Advised that the hospital can still handle an emergency and its capacity has improved.

Tony Carter, Juniper Summary

- Advised they have put a bid on the old Victoria Oval site which is currently out for public comment. If purchased this will allow for them to provide a larger and more consolidated service.

Yvette Grigg, SEMC Secretariat

- Introduced herself to the committee.

Josh Smith, DPIRD Summary

- Advised that they have been working in the area of animal welfare up north.
- There are no current diseases which are relevant to this district.

Gren Putland, MRWA Summary

- Advised they cover 42 Shires and is difficult to attend every LEMC however if advanced notice is provided they can provide a delegate to attend. It was requested that if information is required from MRWA this be advised prior to the meeting.

Chadd Hunt, Shire of Northam Summary

- Outlined that the Shire is working through the risk to resource assessment for the district. This will involve potentially reallocated existing resources and/or acquiring more resources. A more detailed update can be provided at the next meeting.

Neil Robinson and Andy Wright, St John Ambulance Summary

- Advised they have recently undertaken the Ambulance Control Course.
- Outlined they have a lot of resources to be called on in an event including an emergency support vehicle which is equipped for 20 casualties.

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Jamie Cresswell, WA Police (Wundowie) Summary

- Advised that there is \$250,000 funding which was secured through the Community Safety Committee. Next steps include the IT Officers from Northam looking at the locations for these.
- It was advised that CCTV is a useful tool, along with covert cameras.

David Hornby, WA Police (Northam) Summary

- Outlined they also have CCTV and covert cameras in use.

5.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 20 September 2018.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. SCHEDULED MEETINGS

Meeting schedule 2019:

16th May 2019 – St John Ambulance, Regional Office

15th August 2019 – Northam Hospital TBC

14th November 2018 – LEMC Exercise, Northam Recreational Centre

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9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3:42pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 21 March 2019 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

11.4 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 9 APRIL 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 9 April 2019.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Endorse the Bushfire Risk Management Plan as provided in Attachment 1;
2. Requests the Chief Executive Officer to apply for the MAF (Mitigation Activity Fund) for implementation of the Bushfire Risk Management Plan.
3. Request the Chief Executive Officer to incorporate the appropriate actions from the Bushfire Risk Management Plan within the Corporate Business Plan;
4. Request the Chief Executive Officer to incorporate the Bushfire Risk Management Plan within Section 3 of the Bush Fire Manual;
5. Note the Chief Bushfire Control Officer Report as provided;
6. Note the Community Emergency Services Manager (CESM) Report as provided.
7. Note Bush Fire Brigade Safety Committee report as provided.
8. Refer the matter relating to the CBF CO & DCBF CO annual allowance and a second DCBF CO to the brigades for further discussion; and
9. Request the outcomes from the brigade's discussion to be presented to the next BFAC meeting.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

9 April 2019

Bush Fire Advisory Committee Meeting Minutes
9 April 2019



DISCLAIMER

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

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

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1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:36pm.

Mr Sam Moss entered the meeting at 5:37pm.

The Executive Manager Development Services advised that the Committee is required choose one of themselves to preside at the meeting, in accordance with Section 5.14 of the Local Government Act 1995 due to the presiding member not being in attendance.

Cr Carl Della nominated himself to be the presiding member at the meeting. No other nominations were received.

MOTION / COMMITTEE DECISION

Minute No: BFAC.205

Moved: Mr Robert Herzer
Seconded: Mr Aaron Smith

That Cr Carl Della be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 9 April 2019.

CARRIED 9/0

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer / Clackline Muresk Brigade	Mathew Macqueen
Inkpen Brigade	Nik Dewar
Bakers Hill Brigade	Steve Gray
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Rob Herzer
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery

Staff:

Executive Manager Development Services	Chadd Hunt
Community Emergency Service Manager	Brendon Rutter

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Executive Assistant - CEO

Alysha McCall

Gallery / Guest:

Bush Fire Risk Planning Coordinator
Gallery

John Hansen
Paul Reynolds
Craig Stewart
Kris Brown
John Den Hoccauder
Troy Granville
Jim Smith

2.1 APOLOGIES

Voting:

Councillor – Shire of Northam
Wundowie Volunteer Fire and Rescue Service
Clackline Muresk Brigade
Deputy Bush Fire Control Officer

Terry Little
Tyron McMahon
Liam Connolly
Simon Peters

Non-Voting:

District Officer Northam
Department of Parks and Wildlife (Wheatbelt)
Department of Parks and Wildlife (Perth Hills)

Darrel Krammer
Graeme Keals
Michael Pasotti

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Honorarium for the CBFCCO & DCBFCCO (Inkpen Bush Fire Brigade)	6.1	Mr Mathew Macqueen	Financial	Financial interest as he is the CBFCCO.

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4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 27 NOVEMBER 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: **BFAC.206**

Moved: **Mr Nic Dewar**
Seconded: **Mr Steve Gray**

That the minutes of the Bush Fire Advisory meeting held 27 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

The Presiding Member advised that agenda item 5.4 - Bush Fire Risk Management Plan (BRMP) would be brought forward.

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5.4 BUSH FIRE RISK MANAGEMENT PLAN (BRMP)

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.1.11
Reporting Officer:	Brendon Rutter A/Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Nil
Press release to be issued:	No

BRIEF

The Bush fire Risk Management Plan for the Shire of Northam has been completed and has been endorsed by the Office of Bushfire Risk Management. The next step is to be endorsed by council to allow the Mitigation Activity Fund (MAF) funding mitigation works to proceed

ATTACHMENTS

Attachment 1: Bush Fire Risk Management Plan.

BACKGROUND / DETAILS

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for The Shire of Northam in accordance with the requirements of Westplan Fire and the Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009), as described in the Second Edition of the National Emergency Risk Assessment Guidelines (NERAG 2015). This approach is consistent with the policies of the State Emergency Management Committee, specifically the State Emergency Management Policy 3.2 and State Emergency Management Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in

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the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

CONSIDERATIONS

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.

Financial / Resource Implications

The recommendations/actions from the BRMP are funded through the Mitigation Activity Fund (MAF) through DFES. Costs associated with mitigation works are expected to be in the order of \$53,000 to be expended by 30 June 2019. This will currently have a nil financial impact to Council. Once compliance has been achieved Council will be required to maintain the land/reserves through the works program/annual budgeting process.

Legislative Compliance

The recommendations/actions from the BRMP ensures that Council meets the requirements of the *Bush Fires Act 1954* in terms of its mitigation obligations for Council's owned or managed land/reserves.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

The Shire of Northam Bushfire Risk Management Officer has been working in conjunction with the Bushfire Risk Management Officer from the Goldfields Midland region to develop the plan.

Direct consultation has taken place with Council officers including the Chief Bush Fire Control Officer.

Risk Implications

- Reputational –Low
 - Should Council not adopt the BRMP, the Council's reputation may be at risk due to being seen as not adhering to legislation and/or ensuring that risks to the community are mitigated/minimised. If Council endorses the Officers recommendation of this report, the risk has been assessed as low.
- Financial - Low

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- o Refer to Financial / Resource section of this report. The recommendations/actions are funded through the MAF which currently poses a nil financial impact to Council.
- Compliance - Low
 - o Should Council not adopt the BRMP, Council may not be compliant with legislation in terms of bush fire mitigation. If Council endorses the Officers recommendation of this report this risk has been assessed as low as it identifies a plan to ensure compliance.
- Legal – Low
 - o Should Council not adopt the BRMP, Council may be at risk of litigation if it is seen to be negligent in respect of not undertaking appropriate mitigation works on Council's owned or managed land/reserves. This risk has been assessed as low if Council endorses the Officers recommendation of this report as it identifies the risks and treatment strategies to minimise exposure to the community from the threat of a bush fire.

OFFICER'S COMMENT

The BRM Plan once endorsed will be a standalone document and will be referred to within the Strategic Community Plan, the Corporate Business Plan and the Bush fire Manual (Section 3) and will identify the areas of highest risk in the four categories of assets, being Human Settlement, Economic, Environmental and Cultural.

Once all assets have been identified and prioritised, treatment strategies will be planned, these will highlight the methods available for the land owners to use to reduce the level of risk to one that is more acceptable and in keeping with both the Corporate Business Plan and the Strategic Community Plan.

The Local Emergency Management Committee (LEMC) along with the Bushfire Advisory Committee (BFAC) and the District Emergency Management Advisor from the Office of Emergency Management (OEM) as stakeholders to this project have and will continue to be kept apprised of this document and their input and advice incorporated there in to. Additionally, cross reference should be made the Northam Bushfire Manual 2017 (currently in Draft) document which refers to the creation of a Bushfire Risk Management Plan.

The BRM Plan will assist in making the community aware of what assets are at risk should a bushfire impact the area. The BRM Plan will also address suitable treatment strategies to assist in reducing this risk. This will then allow the Shire to forward plan and budget for treatments within the BRM Plan area.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.207

Moved: Mr Steve Gray

Seconded: Mr Robert Herzer

That Council:

- 1. Endorse the Bushfire Risk Management Plan as provided in Attachment 1;**
- 2. Requests the Chief Executive Officer to apply for the MAF (Mitigation Activity Fund) for implementation of the Bushfire Risk Management Plan.**
- 3. Request the Chief Executive Officer to incorporate the appropriate actions from the Bushfire Risk Management Plan within the Corporate Business Plan; and**
- 4. Request the Chief Executive Officer to incorporate the Bushfire Risk Management Plan within Section 3 of the Bush Fire Manual.**

CARRIED 9/0

Mr John Hansen provided an overview of the process and work undertaken as outlined within the plan.

Clarification was sought from Mr Paul Reynolds in relation to who was responsible for the burning off that occurred on the reserve in Grass Valley near the rubbish tip. The Community Emergency Services Manager advised that he is unsure however will investigate and provide a response.

Mr John Hansen left the meeting at 5:48pm.



Shire of Northam

Bushfire Risk Management Plan

2018 – 2023

Office of Bushfire Risk Management (OBRM) Bushfire Risk Management (BRM) Plan reviewed 12th
November 2018

Local Government Council BRM Plan endorsement **XX Month 20XX**

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UNCONFIRMED

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Document Control

Document Name	Bushfire Risk Management Plan	Current Version	V6
Document Owner	Shire of Northam CEO	Issue Date	DD/MM/YYYY
Document Location	Shire Offices	Next Review Date	DD/MM/YYYY

Document Endorsements

Shire of Northam Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. The Shire of Northam is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The endorsement of the BRM Plan by The Shire of Northam Council satisfies their endorsement obligations under section 2.2.7 of the *State Hazard Plan for Fire (Interim, Nov 2017) (Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Northam	Jason Whitaker CEO		

Amendment List

Version	Date	Author	Section
V1	31/10/2017	John Hansen	Entire Document
V2	06/09/2018	John Hansen	Post Q&A
V3	12/09/2018	John Hansen	Final Formatting
V4	07/11/2018	John Hansen	Post OBRM Feedback
V5	11/11/2018	John Hansen	Table 12 and Communications Plan Updated
V6	10/01/2019	John Hansen	Update Asset Summary

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1. Introduction

1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for The *Shire of Northam* in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)*. The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009)*, as described in the Second Edition of the *National Emergency Risk Assessment Guidelines (NERAG 2015)*. This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2 and State Emergency Management Prevention and Mitigation Procedure 1*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within The *Shire of Northam*.

The objective of the BRM Plan is to effectively manage bushfire risk within The *Shire of Northam* in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

Shire of Northam Bushfire Risk Management Plan V6 2018 – 2023

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1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy
- State Hazard Plan for Fire (Interim) (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide for the safe Use of Pesticides in non-agricultural workplaces (Dept. of Health 2007)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

1.3.3 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)

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- Bushfire Risk Management Planning Handbook (DFES)
- Bushfire Risk Management System (BRMS) User Guide
- Local Emergency Management Arrangements
- Local Bushfire Management Arrangements
- Annual Fire Break Order
- Shire of Northam Corporate Business Plan 2017 – 2018
- Shire of Northam Strategic Community Plan 2017 – 2027
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards
- Bushfire Prone Mapping for the Shire of Northam
- Assessment of the Conservation Value of Roadside Vegetation in part of the Shire of Northam
- MOU with DFES for the financial support of a CESM (Community Emergency Services Manager)
- "Permit to burn" issued by specified Fire Control Officers during restricted periods.
- Northam Bush Fire Manual 2017
- Strategic Bushfire Risk Assessment Report, Brookfield Rail. May 2017
- Fire Management Plans for all Sub Divisions

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

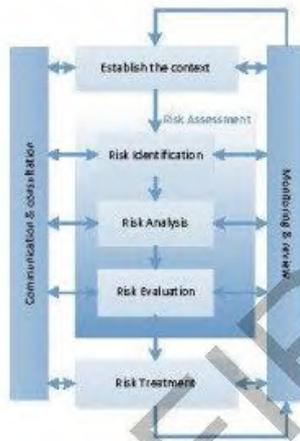


Figure 1 – An overview of the risk management process ¹

2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	<ul style="list-style-type: none"> As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan. Negotiation of commitment from land owners to treat risks identified in the BRM Plan. As treatment manager, implementation of treatment strategies. As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency. Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. Facilitation of local government engagement with state and federal government agencies in the local planning process.

¹ Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global copyright licence 1411-0085.

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Stakeholder Name*	Roles and Responsibilities
	<ul style="list-style-type: none"> Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service (P&WS)	<ul style="list-style-type: none"> Participation in and contribution to the development and implementation of BRM Plans. Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies	<ul style="list-style-type: none"> Assist the local government by providing information about their assets and current risk treatment programs. Participation in and contribution to the development and implementation of BRM Plans. As treatment manager, implementation of treatment strategies.
Public Utilities	<ul style="list-style-type: none"> Assist the local government by providing information about their assets and current risk treatment programs. Participation in and contribution to the development and implementation of BRM Plans. As treatment manager, implementation of treatment strategies.
Corporations and Private Land Owners	<ul style="list-style-type: none"> As treatment manager, implementation of treatment strategies.

2.2 Communication & Consultation

As indicated in Figure 1 (page 8), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a Communication Strategy was prepared. The strategy is provided at Appendix One

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3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The Shire's mission statement framed within the Strategic Community Plan 2017 - 2027 is "To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth". The BRM Plan is a standalone document and will be referred to within both the Strategic Community Plan and the Corporate Business Plan and will identify the areas of highest risk in the four categories of assets, being Human Settlement, Economic, Environmental and Cultural. Once these assets have been identified and prioritised, treatment strategies will be planned, these will highlight the methods available for the land owners to use to reduce the level of risk to one that is more acceptable to and in keeping with both the Corporate Business Plan and the Strategic Community Plan. Future reviews and changes both within the BRM Plan, the Corporate Business Plan and the Strategic Community Plan will be reflected within each document. The findings of the BRM Plan will provide council with crucial data allowing them to consider future directional changes within its core documents to reflect the adoption of the BRM Plan.

The Local Emergency Management Committee (LEMC) along with the Bushfire Advisory Committee (BFAC) and the District Emergency Management Advisor from the Office of Emergency Management (OEM) as stakeholders to this project have and will continue to be kept apprised of this document and their input and advice incorporated there in to. Additionally, cross reference should be made the Northam Bushfire Manual 2017 (currently in Draft) document which refers to the creation of a Bushfire Risk Management Plan.

The Shire of Northam currently employs a Community Emergency Services Manager (CESM) to assist in the awareness and preparedness of fire activity and emergency response within the Shire. The BRM Plan will assist in making the community aware of what assets are at risk should a bushfire impact the area. The BRM Plan will also address suitable treatment strategies to assist in reducing this risk. This will then allow the Shire to forward plan and budget for treatments within the BRM Plan area.

3.1.2 Location, Boundaries and Tenure

The Shire of Northam is located within the Avon sub-region of the WA Wheatbelt. The western boundary of the Shire of Northam is situated approximately 50 kilometres from the Perth metropolitan area, and covers an area of close to 1,443 square kilometres. Northam is the largest town site, 96 kilometres from Perth, and set in the picturesque Avon Valley. Other localities within the Shire of Northam include Bakers Hill, Clackline, Grass Valley, Spencers Brook, Seabrook and Wundowie.

The Northam town site was first gazetted in 1836 and is the focal point for important rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie pipeline also passes through Northam. Outside of Fremantle, the Northam Town site has the highest number of heritage buildings in the State.

Council is committed to developing the Shire and encouraging growth through new investment and tourism, whilst maintaining a warm country feel and friendly community.

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Table 2 refers to the percentage of land under various management. As this indicates, private ownership is the largest sector and this will greatly influence the way in which treatment strategies are formulated and engagement with all stakeholders is planned and actioned.



Figure 2 - The Shire of Northam

Table 2 – Overview of Land Tenure and Management within the BRM Plan Area

Land Manager/Agency*	% of Plan Area
Local Government	6%
Private	78%
Department of Bio-Diversity, Conservation and Attractions	8.3%
Department of Planning, Lands and Heritage	2%
Main Roads	2.7%
Other	3%
Total	100%

Source: FES Maps (OPCS)

3.1.3 Population and Demographics

As identified in table 3, 17.2% of the total population are aged 65 years and over (the West Australian equivalent being 13.1%) this portion of the community should be the subject of focused bushfire awareness and planning campaign to ensure their ability to cope in the event of a severe bushfire. The 35 to 64-year-old portions of the population (38.8%) due to the country lifestyle already have an awareness of the risks and the need to be prepared for a bushfire but complacency needs to be addressed. The remaining population group aged between 0 and 34 years (44.8%) are predominately made up of people under 18 years which would suggest they are most likely at school or at home after school hours. This indicates that a school based awareness programme would be of great benefit in increasing general awareness.

The Shire is home to 11,112 people (ABS 2016) with approximately 59% located in the Northam town site.

* Sourced from Whereis Mapping

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Table 3 – Resident Population Statistics

Estimated Resident Population – Population (%) - As at 30 June 2015 (ABS)	
Age Range	Percentage
Estimated Resident Population - Persons - 0-14 years	20.3%
Estimated Resident Population - Persons - 15-24 years	12.2%
Estimated Resident Population - Persons - 25-34 years	12.3%
Estimated Resident Population - Persons - 35-44 years	12.2%
Estimated Resident Population - Persons - 45-54 years	12.7%
Estimated Resident Population - Persons - 55-64 years	13.9%
Estimated Resident Population - Persons - 65-74 years	10.9%
Estimated Resident Population - Persons - 75-84 years	4.5%
Estimated Resident Population - Persons - 85 years and over	1.8%

Source: ABS

Currently the largest subdivision underway is located near the Wundowie Town site called Mauravillo Estate. There are several stages of sub divisions occurring that will increase the population within this location and require specific attention to Bushfire Risk. Currently there are 197 new lots with future additional lots planned. This area is located close to heavily forested area which poses a high risk. At this stage it is not possible to assess the type of families that will live in this subdivision and therefore what their needs regarding Bushfire knowledge will be or their commuting habits. This will need to be re-evaluated in the coming review years.

Northam has a predominance of broad acre farms in the east which results in a peak of fire risk at and around harvest times, typically November through to February. The Western part of the Shire has many "Weekenders" with people who live in the city coming up for weekends and holidays who have little to no fire awareness, this poses a large risk of accidental fires in this area especially as this area has the largest area identified as Bushfire prone (see figure 3, Bushfire Prone Map).

Located near the intersection of Great Eastern Highway and Mitchell Avenue is the Yongah Hill Detention centre. This is a high security centre opened in 2012, has its own internal evacuation protocols and evacuation plans.

3.1.4 Economic Activities and Industry

As can be seen in table 4, the top six employment industries account for 55% of the total and of these none are specifically susceptible to the possible impact of any mitigation works. This table does not reflect the possible impact a large Bushfire could have upon the farming community as the numbers employed in this industry are low, however this has been identified as an area that will require specific addressing in how preparedness and therefore prevention of bushfire information can be successfully relayed to this industry.

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Table 4 – Population Employment Statistics

Percentage of Population Employed by Industry - 2011 Census (ABS)	
Health care and social assistance	10.5%
Retail trade	10.1%
Education and training	9.4%
Manufacturing	9.1%
Construction	8.2%
Public administration and safety	7.9%
Accommodation and food services	5%
Other services	4.3%
Wholesale trade	3.8%
Mining	3.6%
Administrative and support services	3.4%
Financial and insurance services	1.6%
Arts and recreation services	1%
Information media and telecommunications	0.5%
Total employed (no.) 4 465	

Source: ABS

Northam is the regional service centre of the Avon Valley and Central Wheatbelt. Farming communities (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government servicing requirements. The town has been established by the State Government as a regional centre, resulting in many government departments maintaining a strong presence.

In 2011, Northam was identified as one of nine 'Super Towns' by the Department of Regional Development and Lands under the Royalties for Regions, Region Centre's Development Plan. The 'Super Towns' were identified as offering opportunities to diversify and decentralise Western Australia's projected growth.

The town of Northam is home to a number of public facilities that include a library, hospital, senior citizens' centre, recreation centre, three major sporting grounds and an Olympic swimming pool. There are other recreation facilities throughout the Shire including a library and swimming pool at Wundowie, and a sports pavilion at Bakers Hill.

Northam has a Senior High School, the CY O'Connor College of TAFE, Muresk Institute of Agriculture (division of Curtin University), three Primary Schools and St Joseph's School, which provides education from Years K-12. Bakers Hill and Wundowie also have primary schools.

The risk of Bushfire (more specifically Crop fire) is heightened during the harvesting period where the harvesting practices may result in ignition. This is typically between November and January. Stubble burning, pre cropping, also increases the possibility of accidental escapes however history indicates this is not a regular occurrence.

3.2 Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

Topography contributes to bushfire risk by influencing fire rate of spread (ROS), and therefore intensity, impeding access for suppression resources and limiting options for fuel reduction, as

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inappropriate removal of vegetation can lead to erosion and other issues. The influence topography has on bushfire is considered in relation to its effect on treatment and response access and as a variable in predicting the potential fire behaviour assets may be exposed to, including the likelihood of significant ember attack.

The Shire of Northam covers an area of 141,410 hectares and is located in the Avon River catchment. The Avon River and one of its major tributaries, the Mortlock River, run through the Shire. To the West of the Shire, are the forested areas of the Darling Plateau including the State forest. This is a dissected, rolling landscape, studded by domed granite outcrops.

As a result of these features there are areas of the shire with restricted vehicle access due to steep slopes, river valleys and lack of defined tracks making access for suppression resources difficult. These factors also increase the risk of potential bushfire activity. Preferred treatment options in these areas would be mechanical works, Chemical treatment and prescribed burning. These mitigation activities would have some level of success in reducing the fuel loads and the subsequent risk that these areas present.

Bushfire Prone Mapping

The intent of the WA Governments *Bushfire Prone Planning Policy* is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.³ The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. As the policy does not apply retrospectively, the BRM Plan focuses on identifying existing bushfire risk and establishing an effective treatment plan to manage unacceptable community risks.

The Bushfire Prone areas are shown in 'pink' on the map below. The map identifies areas that are designated as subject to, or likely to be subject to, bushfire attack. Where a bush fire prone area cuts across a portion of a parcel of land, the entire parcel is considered to be Bush Fire Prone. Bush Fire Prone areas are subject to new planning and construction requirements. These are addressed through the Shire of Northam Local Planning Scheme No 6, including deemed provision for Local Planning Scheme as provided for under the Planning and Development (Local Planning Scheme) Regulations 2015.

³ Source: *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*
Shire of Northam Bushfire Risk Management Plan V6 2018 – 2023

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As at November 2017, the Bushfire Prone Mapping for Northam was reflected as:

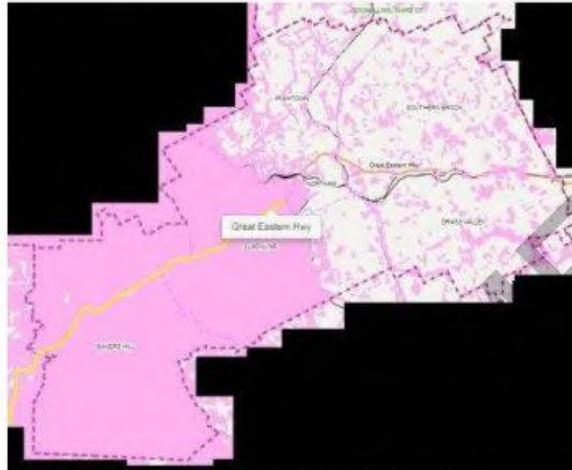


Figure 3 – Map of Bush Fire Prone Areas within Northam Shire⁴

3.2.2 Climate and Bushfire Season

The Shire's climate is considered as Mediterranean, with cool, moist winters and hot dry summers. Northam receives on average, 440mm rainfall per annum. Average maximum temperatures range from 34°C in January to 16.7°C in July, while average minimum temperatures range from 17.4°C in February to 5.6°C in August. Most of the rain falls during the cool winter months of May to August, and is associated with the passage of winter cold fronts. Thunderstorms may locally provide rain during the summer, however can also be a source of fire ignition when not accompanied by rain. In the Avon Valley dense air falls to the valley floor resulting in temperature inversions during winter months, which are responsible for winter fogs. Frosts occur from May to September, and are most frequent in July and August.

Windy conditions are experienced in the Shire from late winter through spring and summer. The prevailing winds in summer are predominantly from the South, South East to South Easterly direction. Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) windy (above 12 – 15 Kilometres per hour) conditions and high fuel loads. It is these climatic conditions coupled with fuel loads that are the primary influences on fire activity.

These readings are used during the fire season to assess the risk rating each day.

The fire season is typically from October through to March, this statement is supported by the fact that the Shire of Northam has their Gazetted "Restricted Burning" Times starting on 1st October through to 30th November and then again starting on 1st March and finishing on 30th April. The "Prohibited Burning" Time Starts on 1st December and ends on the 28th February. (Ref Government Gazette, 3rd February 2012 No.16)

⁴ Source: Map of Bush Fire Prone Areas 2017 – Dept of Fire and Emergency Services

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The Shire of Northam falls within the Avon weather forecast district. The Fire Danger Rating for the Shire is based upon the Grass Fire Danger Index (GFDI). Information from the Bureau of Meteorology (BoM) shows from the 1st July 2014 through until the 1st July 2017 the Shire has observed 30 days with a FDI rating of Severe, 5 days with a rating of Extreme and 3 days of Catastrophic.

The following graphs were taken over a five-year period, 2012 – 2017, from the weather station at Northam.

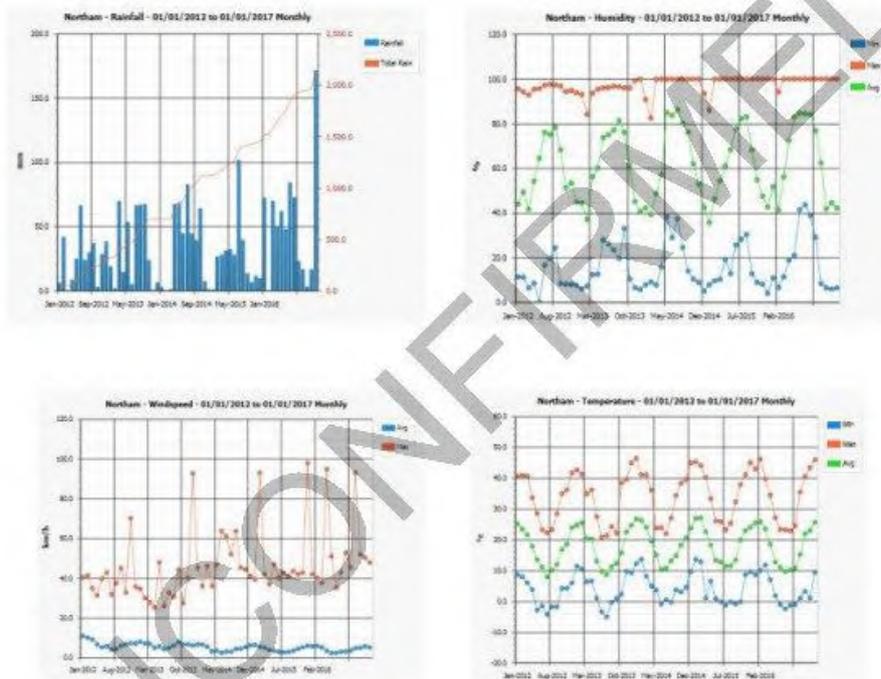


Figure 3 - Shire of Northam weather data⁵

⁵ <https://www.agric.wa.gov.au/weather-stations>

Northam Wind Rose for 2012/13 – 2016/7 during Fire Season – November to March

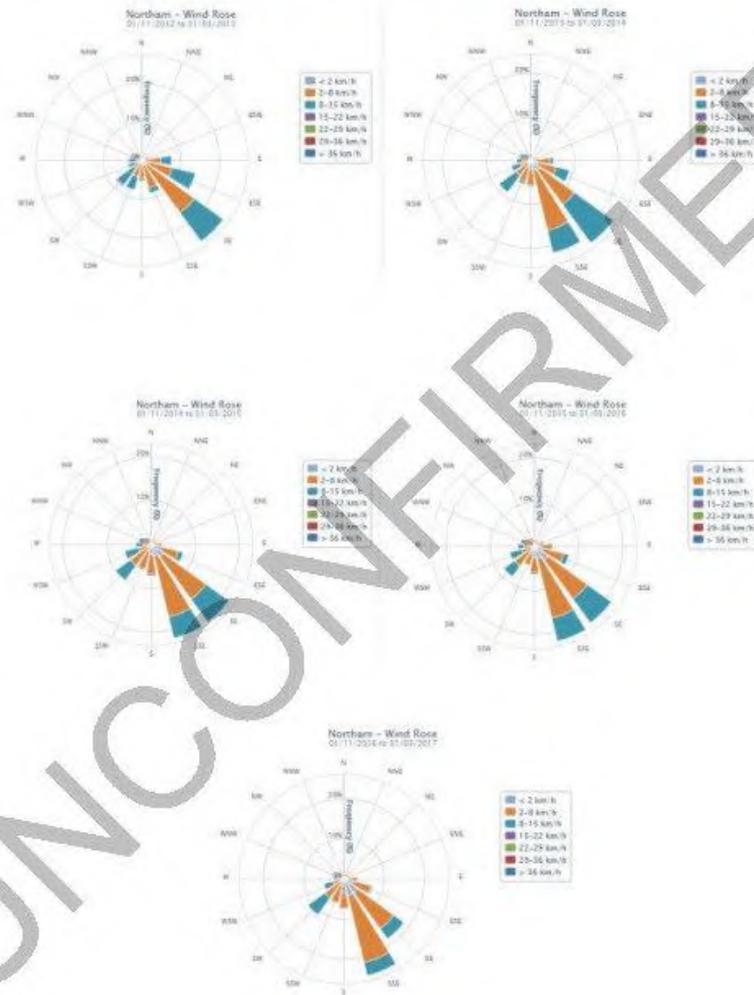


Figure 5 – Wind Rose

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3.2.3 Vegetation

Approximately 16.4% of the Shire remains covered by relatively intact native vegetation 8.8% (12,479 hectares) of which is found on private land. The remaining 7.6% exists as public reserves, water reserves, crown land, gravel pits etc.

To the West of the Shire, are the forested areas of the Darling Plateau. The forest is of gnarled jarrah with Banksia and grass trees. Rough, grey, red-stained marri are found mainly on the loamy soils of lower valley slopes often with Wandoo. The valley floors, with deeper clay soils, support Wandoo and blackbut. The dense understory of this woodland includes bull banksia, scratchy parrot bush couch honeypot and the bushy snail hakea. Typically, a wild fire in this vegetation type is intense and produces a lot of wind borne embers which pose a specific risk to buildings and homes. This is where community consultation and awareness training will be of paramount importance.

Clearing for agriculture has taken place mainly on the red alluvial soils of the slopes and valleys. Further west, the area is dominated by agricultural land use with the natural vegetation having been extensively cleared. The landscape is gently undulating with broad fields and scattered remnants on the periphery, which become dominant landscape features. These remnants are common along fence lines and watercourses. Straggly, York gum is the common tree in combination with low bushy jam. Fire behaviour in this environment is very different with the fire potentially moving much faster as it is unimpeded by trees.

Roadside vegetation may be the only remaining example of the original vegetation within an otherwise cleared area and has high conservation value. Frequently, these areas contain rare and endangered plants and can provide nesting sites or refuges for wildlife. These strips of roadside vegetation may also act as biological corridors connecting other bush remnants. Native vegetation is generally easier to maintain and is less fire prone than non-native species and weeds.

Environmental Considerations – Flora and Fauna

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets. For example, the breeding cycle of some mammals, such as the Phascogale, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Within the Shire there is also some correlation between high and extreme fire risk areas and areas containing environmental assets heightening the need to ensure due diligence is applied before determining or applying treatments. All treatments need to be assessed in line with the requirements of the identified flora and fauna detailed below with care given to ensure appropriate authorities are consulted prior to any mitigation work commencing. Where possible, consultation should also occur prior to implementing any response strategies. The rivers and reserves within the Shire of Northam, as well as the bush land reserves, could all be regarded as local environmental assets.

3.2.4 Bushfire Frequency and Causes of Ignition

Potential fire paths include the Avon River Valley, which runs through the town site of Northam and the forested area in the western sector of the Shire which also borders the town sites of Bakers Hill and Wundowie. These paths have the potential to impact adjacent residential properties.

Northam has seven Volunteer Bushfire brigades and two Fire & Rescue units strategically positioned throughout the Shire which house one 4.4 appliance, four 2.4 appliances, three 1.4 appliances and four light tankers. The Jennapullin brigade is a farmer response only brigade. Private appliances range

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from 500L slip on water units up to 5,000L water carters. The two VFRS's (Volunteer Fire and Rescue Service's) are located in Northam and Wundowie they have one HSR appliance (Hazmat Structure and Rescue) capacity 1400L one Country Pump appliance, capacity 1000L and two Light Tanker appliance's capacity 550L.

Figures 6 and 7 show the ignition types and locations of fires over the last 5 years up to 30th June 2017. This data allows the Shire to identify the major causes (suspicious / deliberate) and take or plan appropriate action in order to reduce these occurrences. These statistics have also been compared to the neighbouring Shires of Toodyay and York and conjunctively plans are in progress to take a whole of area approach to the major contributors across all three Shires which is "Burn Off" fires.

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Government of Western Australia
 Department of Fire & Emergency Services



All Landscape Fires
 LGA of NORTHAM (5)
 from 01/07/2012 to 30/06/2017

Bushfires Summary of Ignition

	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	Total
Total Number of Bushfires:	69	54	90	57	76	346
Burn off fires	5	7	14	7	22	55
Campfires/bonfires/outdoor cooking	2	2	0	1	0	5
Children misadventure	0	1	1	0	0	2
Cigarette	2	0	4	1	2	9
Electrical Equipment - Cause unknown	0	0	2	0	0	2
Equipment - Mechanical or electrical fault	0	1	1	0	1	3
Heat from other hot objects or friction	0	1	0	0	0	1
Hot works (grinding, cutting, drilling etc.)	1	0	2	1	0	4
Human Error (Left on, knock over, unattended etc.)	0	0	0	1	0	1
Improper Fuelling/Cleaning/Storage/Use of material ignited	0	0	0	0	1	1
Other open flames or fire	3	3	4	0	2	12
Power lines	1	3	3	2	0	15
Reignition of previous fire	4	2	4	2	0	18
Suspicious/Deliberate	27	22	32	23	20	124
Undetermined	15	0	0	7	3	37
Unreported	0	3	4	2	10	27
Vehicles (incl. Farming Equipment/Activities)	0	1	2	2	0	5
Weather Conditions - Lightning	1	1	11	8	2	23
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	0	1	0	0	0	1
Yard maintenance, hand held equipment	0	0	0	0	1	1

EXTERNAL USE APPROVED
 The information contained within this report has been provided by the the
 Operational Information Systems Branch of the Department of Fire and Emergency Services.
 Contact: reports@dfes.wa.gov.au

POIS (512)Incidents/Reports/Landscape Fires w ignition w size w detail Northam.rpt

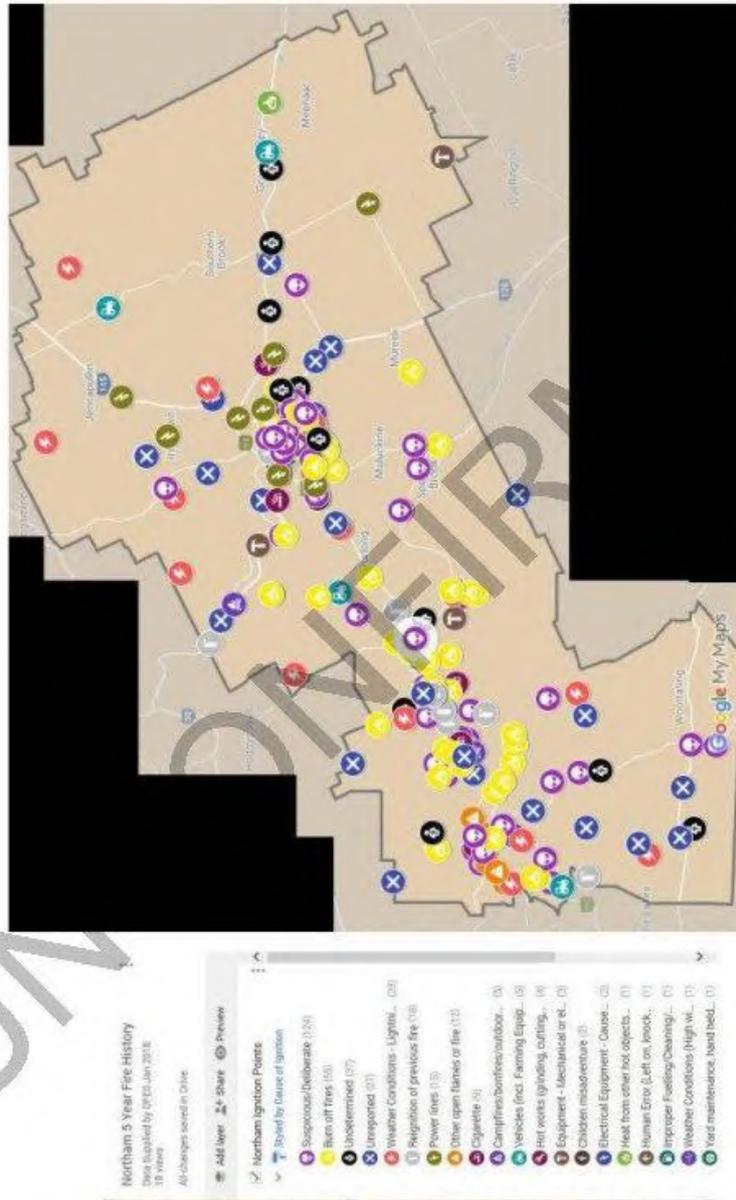
21/12/2017

Page 1 of 1

Figure 6 - Bushfire Ignition Report June 2012 - June 2017⁶

⁶ Source: DFES

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7 Ignition type and location

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4. Asset Identification and Risk Assessment

4.1 Planning Areas

The Shire of Northam has been divided into six planning areas they are:-

- Clackline
- Bakers Hill
- Irishtown
- Southern Brook
- Grass Valley
- Northam Central

Attached at **Appendix two** is a map showing the boundaries of the planning areas identified within the Shire of Northam.

4.1.1 Priorities for Asset Identification and Assessment

Assets were identified and assessed across the local government, based on the following order of priority.

Table 5 – Priorities for Asset Identification and Assessment

Priority	Asset Category	Asset Subcategory	Planning Area
First Priority	Human Settlement	Special Risk and Critical Facilities	All
Second Priority	Human Settlement	All other subcategories	All
Third Priority	Economic	Critical Infrastructure	All
Fourth Priority	Economic	All other subcategories	All
Fifth Priority	Environmental	All subcategories	All
Sixth Priority	Cultural	All subcategories	All

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 6 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	<ul style="list-style-type: none"> • Residential areas Rural urban interface areas and rural properties. • Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • Special risk and critical facilities Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
Economic	<ul style="list-style-type: none"> • Agricultural

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Asset Category	Asset Subcategories
	Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. <ul style="list-style-type: none"> • Commercial and industrial Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • Critical infrastructure Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • Commercial forests and plantations • Drinking water catchments
Environmental	<ul style="list-style-type: none"> • Protected Rare and threatened flora and fauna, ecological communities and wetlands. • Priority Fire sensitive species and ecological communities. • Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
Cultural	<ul style="list-style-type: none"> • Aboriginal heritage Places of indigenous significance. • Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • Local heritage Assets identified in a Municipal Heritage Inventory or by the community. • Other Other assets of cultural value, for example community centres and recreation facilities.

4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table.

Table 7 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	87.2%
Economic	12.8%
Environmental	
Cultural	

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4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 8 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	<ul style="list-style-type: none"> Is expected to occur in most circumstances; High level of recorded incidents and/or strong anecdotal evidence; and/or Strong likelihood the event will recur; and/or Great opportunity, reason or means to occur; May occur more than once in 5 years.
Likely (Probable)	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence; and/or Considerable opportunity, reason or means to occur; May occur at least once in 5 years.
Possible (feasible but < probable)	<ul style="list-style-type: none"> Should occur at some stage; and/or Few, infrequent, random recorded incidents or little anecdotal evidence; and/or Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	<ul style="list-style-type: none"> Would only occur under exceptional circumstances.

4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 9 – Consequence Ratings

Consequence Rating	Descriptions
Minor	<ul style="list-style-type: none"> No fatalities. Near misses or minor injuries with first aid treatment possibly required. No persons are displaced. Little or no personal support (physical, mental, emotional) required. Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. Inconsequential or no disruption to community. Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.

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Consequence Rating	Descriptions
Moderate	<ul style="list-style-type: none"> • Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. • Isolated cases of displaced persons who return within 24 hours. • Personal support satisfied through local arrangements. • Localised damage to assets that is rectified by routine arrangements. • Community functioning as normal with some inconvenience. • Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) • Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. • Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	<ul style="list-style-type: none"> • Isolated cases of fatalities. • Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. • Large number of persons displaced (more than 24 hours' duration). • Significant resources required for personal support. • Significant damage to assets, with ongoing recovery efforts and external resources required. • Community only partially functioning. Widespread inconvenience, with some services unavailable. • Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.) • Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment. • Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts. • Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	<ul style="list-style-type: none"> • Multiple cases of fatalities. • Extensive number of severe injuries. • Extended and large number requiring hospitalisation, leading to health services being unable to cope. • Extensive displacement of persons for extended duration. • Extensive resources required for personal support.

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Consequence Rating	Descriptions
	<ul style="list-style-type: none"> • Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. • Community unable to function without significant support. • Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.) • Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment. • Permanent damage to environmental or cultural assets. • Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.
- **Consequence Rating - Economic Assets**
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.
- **Consequence Rating - Environmental Assets**
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.
- **Consequence Rating - Cultural Assets**
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was locked.

Table 10 – Local Government Asset Risk Summary

Risk Rating \ Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	7.9%	12.5%	24.6%	17.3%	24.9%
Economic	0.32%	0.32%	2.72%	4.8%	4.65%
Environmental					
Cultural					

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5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRIMS, based on the asset's risk rating. Table 9 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 11 – Treatment Priorities

Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRIM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

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Table 12 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 1C)	<i>Only acceptable with excellent controls. Urgent treatment action is required.</i>	<i>Existing Multi Agency and Local Government Wide Controls are insufficient to manage this risk. Strategies and recommendations detailed in the BRM Plan and the resulting treatment schedule must be implemented as an immediate and major priority. Any non-compliance of these recommendations must be reported to the CEO immediately and monitored annually</i>
Very High (Priorities 2A, 2B, 2C)	<i>Only acceptable with excellent controls. Treatment action is required.</i>	<i>Routine Multi Agency and Local Government Wide Controls are not enough to adequately manage the risk. Strategies and recommendations detailed in the BRM Plan and the resulting treatment schedule must be implemented as an immediate and major priority. Failure to meet these requirements must be reported to the CEO and monitored annually</i>
High (Priorities 3A, 3B, 3C, 3D)	<i>Only acceptable with adequate controls. Treatment action may be required.</i>	<i>Specific action may be required. Risk may be managed with Multi Agency and Local Government Wide Controls and monitored annually.</i>
Medium (Priorities 4A, 4B, 4C)	<i>Acceptable with adequate controls. Treatment action is not required but risk must be monitored regularly.</i>	<i>Specific action may not be required. Risk may be managed with Multi Agency and Local Government Wide Controls and monitored periodically throughout the life of the BRM Plan.</i>
Low (Priorities 5A, 5B, 5C)	<i>Acceptable with adequate controls. Treatment action is not required but risk must be monitored.</i>	<i>Need for specific action is unlikely. Risk will be managed with Multi Agency and Local Government Wide Controls and monitored as required.</i>

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6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Northam. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Northam:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of P&W and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards; and
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM.
- Shire of Northam Annual Verge Maintenance Programme located G:\6. Shared Corporate Documents\Annual Delivery Plans\2017-18

A multi-agency work plan has been developed and is attached at **Appendix three**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

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- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

Efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

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7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy and Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The Shire of Northam will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

7.3.1 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes some sensitive data and information such as the location of culturally and environmentally significant sites, land ownership details and risk information. Additionally, the *Asset Risk Register* is, by its nature, a living evolving document. Appending a copy of the *Asset Risk Register* report to the BRM Plan only provides a snapshot of the asset and risk information for a particular point in time and does not show changes in the risk profile over time.

The Shire of Northam, as a matter of course, will provide reports to stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for in order to actively encourage and support the implementation, monitoring and review of agreed actions.

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8. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. ⁸
Bushfire Hazard	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance
Bushfire Management Plan	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development. ⁹
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
Emergency Risk Management Plan	A document (developed under <i>State Emergency Management Policy 2.9</i>) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help

⁸ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

⁹ Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

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	inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location. ¹⁰
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.

¹⁰ Landgate 2015, *Glossary of terms*, Landgate, Perth
Shire of Northam Bushfire Risk Management Plan V6 2018 – 2023

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Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. ¹¹
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. ¹²
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

¹¹ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

¹² Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

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- Treatment Strategy** The broad approach that will be used to modify risk, for example fuel management.
- Treatment Type** The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
- Vulnerability** The susceptibility of an asset to the impacts of bushfire.

UNCONFIRMED

9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DBCA	Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
P&WS	Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
WAPC	Western Australian Planning Commission

Appendices

- 1** Communication Strategy
- 2** Planning Area Map
- 3** Local Government-Wide Controls, Multi-Agency Treatment Work Plan

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5. COMMITTEE REPORTS

5.1 CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Matt Macqueen Chief Bush Fire Control Officer
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 report provided by the Chief Bushfire Control Officer.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The CBFCO report for the 2018/19 bushfire season will be provided at the meeting.

CONSIDERATIONS

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.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

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Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Report

For 2 years in a row it's been another quite season, but we've seen more deployments to assist other shires. It's concerning to see units coming back mistreated and having them offline for days while were still in the fire season and needing units. As rough as it gets I'm sure a little care could be taken so units aren't damaged as much. Thankfully we've managed to work with brigades and relocate other units to where the gaps have been in the shire. Thank you to those brigades.

Turnouts to incidents have been great but the radio communication hasn't been the best. On turnout brigade units need to contact comm's on Ch 328 to notify them that you're turning out as well as to notify the chief/ deputy or CESM. There is a radio procedure brigades are to flow to make sure everything is documented and we know what is going on without having to attend every incident. Please we're willing to help but you must help us as well.

Would like to welcome Brendon to his permanent position as CESM. As well as holding the fort for the past 14 months or so it's nice to know we have someone in the position for the future years to come.

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Attached is a spread sheet showing how many hours the chief position takes up from their work and family life in one season and it's been a quite one as well. It isn't the same as it was 10- 15 years ago where you go out, put the fire out and go home. For the people on the end of the hose it's not as bad but for the people further up the ranks it's not so much a volunteer's position any more. More thought and consideration must be given to the ones that are in the position and the ones that are willing to stand up and take on these positions. Would like to discuss in general business.

	Nov	Dec	Jan	Feb	Mar	Apr 7/4/19	TOTAL HOURS
Fires Attended	14	35	21	3	5		78
Fires Involved in but not attended	7	3	4	9	3		26
Shire/ Brigades/events in the SON	6	12	4	5	3	7	37
Other meeting outside of the SON		5			2	3	10
Phone and email use	38	33	31	32	37	7	178
SON Reserves/ MAF Funding/ R2R		21	15	3	5		44
TOTAL HOURS	65	109	75	52	55	17	373
KM's in own vehicle		68	48	18	82		216

I would like to thank Allan Brockman for running the SKET on Saturday morning this season. One day a week seems to be working well. Also, to the weather officers for their input on those days that reading are needed. Discussion in general business in regard to the shire hosting a casual dinner for their contribution as weather officer.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.208

Moved: Mr Sam Moss

Seconded: Mr Nic Dewar

That Council note the Chief Bushfire Control Officer Report as provided.

CARRIED 9/0

Mr Mathew Macqueen discussed the CBFCO report as listed under the 'Officers Comment'.

Mr Mat Macqueen discussed doing a dinner or similar for the long serving permit officers. The Executive Manager Development Services advised that staff can arrange this.

It was agreed that the correspondence from the Clackline/Muresk BFB would be considered at agenda item 7.1.

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5.2 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 Manager
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: Progress against Outstanding BFAC / Council decisions.
- Attachment 2: BGU Operational Fleet Project Presentation March 2019.
- Attachment 3: Minutes - Northam DOAC - 12th March 2019.

BACKGROUND / DETAILS

N/A.

CONSIDERATIONS

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.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

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Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

The 2018/19 bush fire season

The Shire of Northam bush fire service has been involved with 6 deployments so far out in the Goldfields that has kept the Region busy.

It has been acknowledged by our regional partners the assistance that Northam brigades have been able to provide to the region to assist with fire suppression.

This assistance has been greatly appreciated by our partners as I have had some fantastic feedback from the region about the professionalism our volunteers have displayed while they are representing us further afield.

Hopefully the next half of our season is just as mild within our district, but I know that regardless of what hurdles are faced, our members will step up and get the job done as they have done in the past.

Resource to Risk

The R2R process has progressed very well. The process has involved extensive consultation and collaboration with each brigade individually, with all results from the brigade workshops being put forward for discussion at the Feb 5th workshop where representatives from each brigade came together to shape the future direction for the Volunteer Bushfire Service.

The workshop resulted in a recommendation for a comprehensive reshuffle of the current resource allocations for each fire district based on the identified risk and the anticipated growth within each region.

The outcomes will be incorporated into the Resource to Risk Document.

Grass Valley Fire Station

The Grass Valley Fire Station has all but been completed, there is a few minor touches left to do, with some landscaping to complete in May but apart from that the station has been given a total facelift, with proper showers/toilets as well as an improved training room, and outdoor BBQ area that is covered.

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The Brigade has expressed an interest in holding an open day in the future, I'll keep brigades informed of developments as they happen.

Deployments

The 2018/19 season was thankfully fairly mild within the Shire of Northam, however as most people would be aware.

There was an increase in Fire activity throughout the goldfields region which seen multiple deployments almost continuously from Boxing Day until the end of Feb 2019.

We have deployed multiple appliances to assist our regional partners that have all come back largely unscathed however all appliances required some minor remedial work to be completed to ensure the appliances were returned to operational readiness in an efficient manner. The latest deployment to Widgiemoor has resulted in a need for a moderate amount for the Bakers Hill 2.4 which is still underway due to longer than usual lead times with the DFES repairer. Steps have been put in place by myself to ensure any deployments in the future that result in remedial work being required on an appliance will be handled by myself to ensure the remedial work is completed within a specified timeframe to avoid long delays without an appliance.

High Threat Period for Bushfire

Between Nov 1st and 31st Mar there were 37 reported incidents within the Shire of Northam.

Bakers Hill once again has been our busiest brigade throughout the high threat period with 24 incidents attended.

Followed Closely by Grass Valley with 21, Clackline with 19, Irishtown with 18, Inkpen with 12, 6 for Southern Brook and 1 for the Jennapullin BFB.

We have had a quieter than average season for the 3rd year in a row which is always a positive outcome.

Bakers Hill Fire Shed

The Bakers Hill Fire shed has been approved by council for construction, and we are currently preparing the tender documents which will be advertised in due course. At this stage Construction should start in May/June with final completion ideally prior to the next bush fire season, I'll provide further updates as things progress.

Northam DOAC Meeting – 12th March 2019

I attended the Northam DOAC meeting held at the Northam Rec Centre on the 12th of March and I have attached the minutes. An issue that had

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popped up this past season has been questioned through the DOAC with the resolve to be as follows.

If you are first appliance on scene to an incident and you are asked by COMCEN after your initial PAFTACS for an incident classification we do not operate on the same alarm system as metro ops does. Any classification given must be that the fire is a level 1 incident, you then advise if you

- a) Have enough resources available at the current time or
- b) You require additional resources for this incident, please mobilise.....(make your request for resourcing)

This is a result of an update in the P1 CAD system where the COMCEN Operator will prompt you for a classification, if we utilise the 'Alarm' classification this will have implications on pushing panic buttons in Perth and causing a false activation of a zone 3 response.

So in summary all our classifications should be as above.

Operational Fleet Project

I'll provide a briefing on the Operational Fleet Project with the attached Power point presentation.

Community Engagement

Over the coming months as we lead into the next bush fire season I'm looking at doing a lot more community engagement. I'm in the process of gaining approval to establish a Shire wide dedicated Bush Fire Brigade Facebook page. This page will be used to promote the Bush Fire Ready program, as well as any activity that each brigade is taking part in and would like to get the public involved.

My hope is for the page to be a source of valuable information regarding property preparedness, including some instructional videos on how to conduct safe burning programmes for mitigation.

Demonstrations from brigades on vehicle access issues etc.

It's also hoped that the use of the page would allow us to introduce some of our volunteers, let them tell their story on why they joined, and why they volunteer for their community. This will hopefully be a valuable recruitment tool to attract new members

Social media is an important tool that is currently being under-utilised so watch this space for future updates

LGGS Grant submission

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The 2019/20 LLS grant application has been submitted, I have requested a slight increase to the operational budget.

The Shire of Northam Community Emergency Services Manager Position

Just to provide an update on what is currently happening with the role of CESM.

Daniel Hendriksen has been offered and accepted the role of AO North East Goldfields for DFES, as such this position has been vacated. After discussion with the Executive Manager Development Services, the CEO and the regional Superintendent I'm pleased to advise that I have been offered this role on a permanent basis, to which I've graciously accepted.

The past 15 or so months have been an incredible adventure for me and I've enjoyed every second of it, I believe I have developed a good working relationship with most of you to which I hope to grow on as I further develop into this role.

That being said I'm the first to admit that I'm not perfect, and I will make mistakes so I intend on catching up with each Captain over the coming weeks to get some valuable feedback on my performance and to identify any areas that I can improve on moving forward.

This role is one of the most exciting and challenging roles I have fulfilled in recent years, and I look forward to furthering my development and forging even stronger relationships with all of our members as time progresses.

I would personally like to thank everyone of our members that I've worked with over my time in this position, there has been honest feedback from a lot of our members which I appreciate, and as I'm hopeful most of you are aware I will always try and adapt how I work to ensure I'm achieving the best outcomes for our volunteers.

BFCO Nominations

With the adoption of the Bush Fire Manual, there is a new process for the nominations of BFCO's from each brigade.

The process will be adapted slightly this year as it is the first year and there is some expected teething issues with timings etc.

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The process for the nominees for the 2019/20 for BFCO's & Weather Officers to the CESM, each brigade's nominations will not become public knowledge at this stage.

The CESM contacts each nominee to confirm their acceptance of the nomination. The CESM then gathers training records and turnout data to prepare a report on each candidate.

Once all reports are complete, the CESM will form a panel comprising of all brigade Captains, the Chief & Deputy BFCO's and two representatives of the Shire of Northam.

The panel will assess each candidate anonymously, each report will have the name and brigade of the candidate redacted to ensure a majority decision can be formed without bias to make sure the most suitable candidates are appointed not just the most popular.

The panel's votes will be tallied which will form the recommendation to BFAC for acceptance then onto Council for formal endorsement and appointment.

This will require a special BFAC to be called to formally accept the recommendations of the panel in Late April/May. At the June BFAC the brigades will vote through their BFAC reps for the appointment of Chief and Deputy Chief Bush Fire Control Officers.

Moving forward from here the BFCO process will be as per the manual which will enable this process to coincide with the standard BFAC schedule and will negate the need for a special meeting to be called.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.209

Moved: Mr Nic Dewar

Seconded: Mr Paul Antonio

That Council note the Community Emergency Services Manager (CESM) Report as provided.

CARRIED 9/0

Clarification was sought in relation to the Risk to Resource Assessment and when this is likely to be finalised. The CESM advised that a date is not yet confirmed. The Executive Manager Development Services outlined that the challenge has been preparing this in a format that will be accepted by DFES. It was reiterated that it is currently being worked on and there is a meeting within the week to work through some of the final matters.

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Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment
18-Jul-18	C.3415	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 3RD JULY 2018	That Council: 1. Note the Community Emergency Services Manager Report as provided. 2. Note the Risk Assessment for vehicle and structural fires. 3. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL to be referred back to Council for formal approval following the submission of a planning application and consultation with adjoining landowners and the Bakers Hill Progress Association. 4. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period. 5. Accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments: a. Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens; b. Section 3 – Land with an area greater than 10,000m ² (1 hectare), item 3(2) add 'excluding cropped and/or stubble land'; c. Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in	CESM	Update 10/12/2018 1. No action required. 2. No action required. 3. Feature survey has been completed. Currently undertaking the BAL assessments. Once completed tender documentation will be prepared and advertised accordingly, expected to commence in January 2019. 4. No action required. 5. Complete. 6. BFAC resolved at meeting held on 27/11/2018 to pay an annual honorarium of \$2,500 to the volunteer CBFCO & \$1,500 to the volunteer DCBFCCO commencing in the 2018/19 Fire Season. This is now being presented to Council on 19/12/2018 for endorsement. Update 13/03/2019 3. tender documents being prepared for advertising by end of March 6. complete Update 05/04/2019 3. Tender being advertised on 6th of April 2019

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Date	Motion No	Item No	Subject	Motion	Action By	Comment
				Attachment 1. d. Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice (with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary. 6. Request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.		
19-Dec-18	C.3562	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 27 NOVEMBER 2018	That Council 1. Note the Chief Bushfire Control Officer Report as provided. 2. Note the Deputy Chief Bushfire Control Officer Report as provided. 3. Note the Community Emergency Services Manager Report as provided. 4. Pay an annual honorarium of \$2,500 to the volunteer CBFCO & \$1,500 to the volunteer DCBFCO commencing in the 2018/19 Fire Season. 5. Endorse SOP16, SOP17 & SOP18, and acknowledge that these SOP's will be included in the future Section 8 SOP's of the Bush Fire Manual, subject to: a. Dot point 2 of SOP16, being amended to remove reference to 'a harvest ban shall be imposed' and redrafted to reflect that the notification of the potential for a fire ban	CESM	Update 20/02/2019 1. No action required. 2. No action required. 3. No action required. 4. honorariums paid at end of season 5. Complete. 6. No Action Needed 7. Sections 3,4,5 have been workshopped and will be provided to BFAC in March Update 13/03/2019 7. R2R being finalised, will be tabled at next BFAC meeting Update 05/04/2019 7. Sections 4 & 5 have been workshopped and endorsed by council, Section 3 the BRMP is attached to the BFAC meeting on the 9th April 2019

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Date	Motion No	Item No	Subject	Motion	Action By	Comment
				the following day is an advisory notice only and that a decision to impose a fire ban will be made on the day and necessary notification provided at that time. b. Staff undertaking a final review of the SOP's to ensure they align with the bushfire manual and make any necessary adjustments to cause this to occur if it is not the case. 6. Endorse the current Risk to Resources process and that all Brigades abide by the outcomes of the Risk to Resources process and the final decision made by the Shire of Northam. 7. Notes the Risk to Resource Document (stages 1 and 2) as attached and refers it to a Bush Fire Advisory working group for further development.		R2R is still under way and an announcement about the completion is pending final review by officers and staff.

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Attachment 2



Agenda

- Project Overview
- Operational Fleet Catalogue
- Operational Fleet Design and Delivery Model
- Project Streams Status
- Communications
- How to Get Involved
- Fleet Allocation Queries

Overview

What are we doing?	Why are we doing this?	How will it work?
<ul style="list-style-type: none"> • New 'Operational Fleet Design & Delivery Model' • Greater involvement from end users and stakeholders • Streamline the process to deliver the design, specifications, first of type and build contracts for DFES fleet • Piloting and refining the model across high priority fleet • Online Fleet Catalogue to improve access to operational fleet information 	<ul style="list-style-type: none"> • To develop a robust model • Ensure fleet specifications and tender responses meet both State needs and user requirements • 'Fit for Purpose' will better equip all fire & emergency services to protect the community • To improve end user inclusion in fleet design and evaluation • Consider innovation • Bring consistency to the process • Improve visibility of fleet delivery 	<ul style="list-style-type: none"> • Opportunity to contribute for all services and regions • Continual engagement with end users and stakeholders is critical • Not a 'One Size Fits All' exercise • Minor configurations to suit local conditions • Standardising fleet composition where possible will maximise interoperability & improve efficiencies

What does success look like?



Government of Western Australia Department of Fire and Emergency Services

Operational Fleet Catalogue

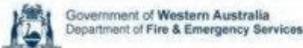
- Sits on DFES external web site
- Greater understanding of available fleet
- Easy access to fleet information
- Filtering capability
 - Fleet type
 - Class
 - Mobility
 - Primary Incident
 - Service
- Click on fleet image for specifications and capabilities



The screenshot shows the 'Operational Fleet' page on the Emergency WA website. The page features a navigation menu on the left with categories like 'About Us', 'Operational Information', 'News and Media', and 'Safety Information'. The main content area includes a search bar, a filter table, and a list of vehicle categories. The filter table has columns for Category, Class, Mobility, Primary Incident, and Service. The 'Category' dropdown is set to 'Pumper', and the 'Class' dropdown is set to 'None selected'. The 'Mobility' dropdown is set to '4x4', and the 'Primary Incident' dropdown is set to 'None selected'. The 'Service' dropdown is set to 'None selected'. Below the filter table, there are several vehicle categories with images, including 'Aerial', 'Command and Control', and 'Under Development'.

Government of Western Australia Department of Fire and Emergency Services

Operational Fleet Catalogue

 		Standard Specification		Primary Incident	
Category Tanker		Name 3.4 Urban Tanker			
Mobility 		Mass Class 			
Image 		Crew Capacity Provision for six (6) crew			
		Dimensions 8072 L x 3024 H x 2490 W mm (2900 W mm mirror to mirror)			
		Weight 14,010 kg			
		Cab Chassis Isuzu FTS 139-260 4x4 / 14,200 kg GVM / Crew cab / 191kw diesel engine / automatic transmission			
		Crew Protection AVL, Deluge, Radiant heat shields, Lagging, Burn over blankets and In cab air units			
		Pump Waterous CLVT close coupled to an independent 4 cyl water cooled Isuzu 4JG1TPW-01 Engine			
		Pump Performance 1850 L/m @ 700 kPa			
		Pumping Modes Stationary / Pump and Roll			
		Primer Pump Electrically powered (Oil less) vane type			
		Foam System A Class Injected			
		Deliveries Three (3) x 64mm BIC Female			
		Collectors Two (2) x 64mm BIC Male One (1) x 100mm Storz Hard Suction One (1) x 64mm BIC Male Tank fill (direct)			
		Hose Reels One (1) electric rewind 50m x Ø25mm One (1) electric rewind 30m x Ø19mm			
		Water Capacity 3600 litres (3000 litres operational / 600 litres deluge)			
		Foam Capacity 60 litres A Class foam tank			
		Lighting 24 volt LED Lighting			
		Ladder Arion 7.65 triple extension			
		Welfare 32 litre fridge			
Services   		Configurations BA equipped 4 x BA set stowage 4 x spare BA cylinder stowage Additional rear locker for flat hose stowage B Class foam induction post delivery 200 litres B Class foam tank Little Giant ladder			

Version 1.3 9-01-2019

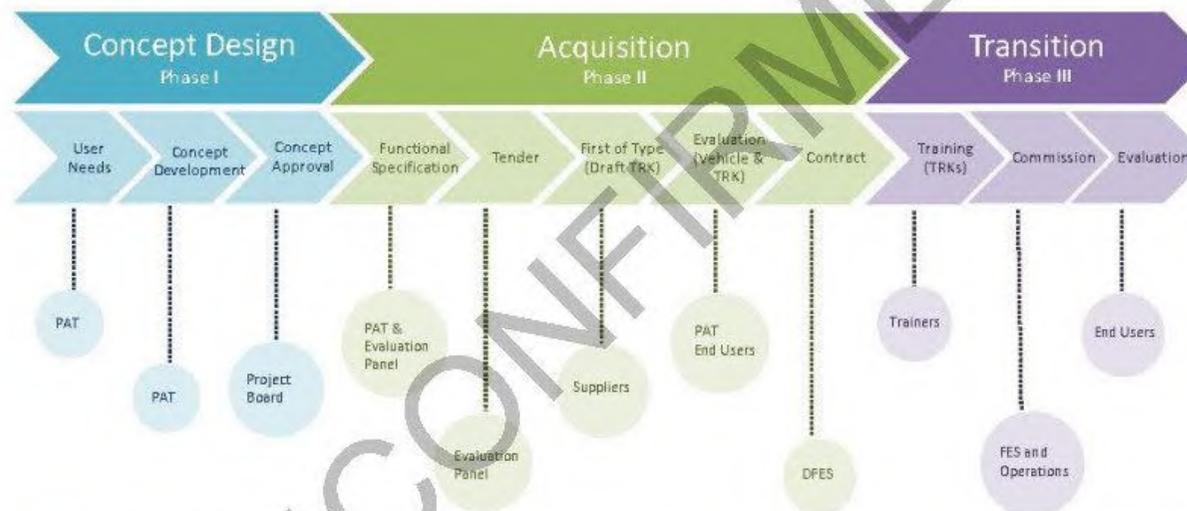
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Operational Fleet Catalogue

				Standard Specification		Primary Incident	
Category Command and Control		Name Incident Control Vehicle		Crew Capacity: Provision for six (6) crew Dimensions: TBC Weight: TBC Cab Chassis: 4x2 / 15,000 kg GVM / diesel engine / automatic transmission Crew Protection: AVL Functional areas: Internal radio operations / internal incident management / external briefing / external check-in/out Communications: UHF, VHF high band, VHF mid band, HF radio / 3G & 4G cellular / BGAN satellite Lighting: 24 volt LED lighting Power: Inverter / auxiliary batteries / generator Welfare: Fridge / air conditioning			
Mobility 4x2		Mass Class MR					
Image 							
Services 							
Version 1.1 9-01-2019							

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Operational Fleet Design & Delivery Model Simplified Version



Key Features

- Roadmap for consistent design and delivery of all fleet
- Enables validation of initial concept
- Ensures agreement from all before moving to acquisition phase
- Opportunity to confirm we've achieved what was agreed during concept design through functional specifications, tender responses and evaluation
- Fleet supplier at evaluation to answer questions
- Includes development of learning resources to ensure preparedness
- Involvement of end users at multiple steps

Project Streams Status

Project Stream Dashboard

Status Update - March 2019

Fleet Project Stream	Current Status	Next Steps
Piloting the Model - New Fleet Contracts		
General Rescue Utility (Formerly Rescue Vehicle)	Concept Design has been endorsed by Project Reference Group and approved by Project Board. Functional Specification reviewed by PAT members. PAT Chair is Jon Kirk.	Commence first of type build through CUA. The first of type will be tested by FES and then evaluated by end users.
Flood Rescue Boat	Tender Period closed, Tender in Evaluation by panel which includes volunteers as observers. PAT Nominations have been finalised. PAT Chair is Graham Sears.	Tender Evaluation to conclude. PAT kick-off meeting planned for April 2019 to confirm design for first of type build.
Combined Aerial Pumper Appliance	Concept Design endorsed by Project Reference Group and approved by Project Board. Functional Specification being drafted for review. PAT Chair is Brad Delavale.	Functional specifications due for completion late March 2019. Publishing of tender scheduled for April 2019.
Piloting the Model - Continuing Work Previously Started		
<p>The project has mapped the status of fleet vehicles that were part of previous work against the new model. Gaps have been identified and, where feasible, we will close them through application of the new model and its guiding principles.</p> <p>* There have been a number of vehicles where specifications were developed with limited stakeholder engagement. Importantly, we are looking for opportunities to involve stakeholders now where we can.</p> <p>** Interim Contracts for new builds will go through a first of build assessment which aligns to the Acquisition - First of Type stage.</p>		
Road Crash Rescue Tender	Tender in Evaluation. PAT nominations have been finalised. PAT Chair Sven Andersen.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
General Rescue Truck	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Jon Kirk.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
Ultra Light Tanker	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Brad Slater.	Tender evaluation activities continue. PAT to be formed and kick-off in April 2019.
Light Tanker	Tender responses declined. PAT nominations have been finalised. PAT Chair is Murray Mc Bride.	Vehicle Concept to be reviewed by PAT and prepare for acquisition. PAT to be formed in April 2019.

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Project Stream Groupings

"Piloting the Design and Delivery Model"

Group 1: New Fleet Contracts

Group 2: Continuing the Work Previously started - *In Acquisition*

Group 3: Continuing the Work Previously started - *First of Type Evaluation*



Prioritisation Ranking (each scored out of 10)

1. PESTLE (Political, Economic, Social, Technical, Legal, Environmental)
2. Contract Driven
3. Volume/Cost of Fleet Required
4. Proximity of End of Life/Replacement Schedule
5. Opportunity Cost (Change Management, Schedule, Technical Debt reduction)
6. Safety



Project Stream Group 2

Continuing the work previously started
In Acquisition

Project Focus:

- Establish PAT's and confirm schedule of activities
- Apply the steps of the model to current Tender Evaluations
 - Interim Contracts (re-establishing supply)
 - Light Fleet Tender

Light Tanker (tendered as Ultra Light Tanker)

Objective:

Fast response vehicle with focus on urban fire (limited crew cab protection)

Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:

- Tender under Evaluation.

Next Steps:

- Tender evaluation activities continue.

PAT Activities:

- PAT kick-off meeting in April

Risk / Issues / Opportunities:

Prioritisation Ranking:

46/50



PAT Chair: Brad Slater

 = PAT meeting / workshop



Status Update: March 2019

1.4 Tanker (tendered as Light Tanker)

Objective:

Fast response vehicle with focus on rural fire with full crew cab protection

Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).

Tasks	2018					2019											
#OFP04	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Tender Evaluation	[Bar]																
Concept Definition Review																	
Functional Specification																	
Tender Request																	
Tender Evaluation (Desktop)																	

Current Status:

- Rural ConOps under review to clarify fleet capability requirements
- Tender responses declined.

Next Steps:

- Tender Evaluation recommendation report to be issued
- Review vehicle concept design activities

FAT Activities:

- FAT nominations finalised.
- FAT kick-off in April to review vehicle concept and requirements

Prioritisation Ranking:

60/60

PAT Chair: Murray McBride

◆ = PAT meeting / workshop



Status Update: March 2019

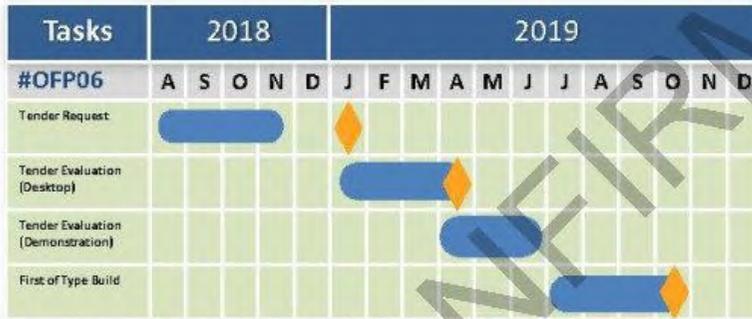
4.4 Broadacre Tanker

Objective:

Re establishment of Vehicle supply contract

Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).



Current Status:

- Tender in Evaluation (involving volunteers)
- FAT nominations finalised

Next Steps:

- Tender evaluation activities continue.

PAT Actions:

- FAT Kick-off in April

Risk / Issues / Opportunities:

- Resource availability risk to evaluation panel during high threat period.

Prioritisation Ranking:

43/60

PAT Chair: Paul Blechynden

[Icon] = PAT meeting / workshop



Status Update: March 2019



Project Stream Group 3

Continuing the Work Previously started *First of Type Evaluation*

Project Focus:

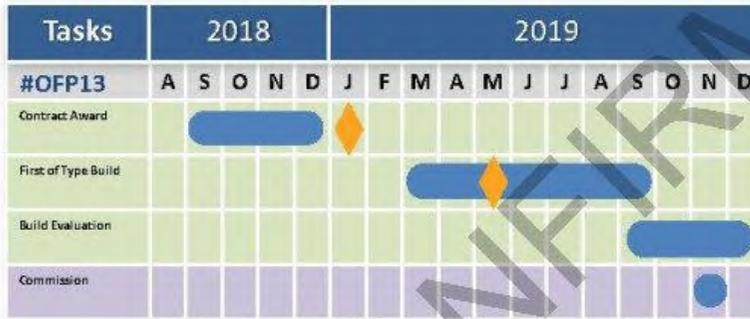
- Establish PAT's and confirm schedule of activities
- Supporting the first of build process through evaluation and trial activities of the model.

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2.4 Broadacre Tanker

Objective:

Re establishment of Vehicle supply contract



Stream Description:

Piloting the Model - Continuing work already started (Acquisition)

Current Status:

- Contract Awarded to GH Varley

Next Steps:

- PAT nominations and kick-off to review first of build specifications.
- Contract Award issued and delivery schedule to be established.

PAT Actions:

- PAT kick-off in May

Risk / Issues / Opportunities:

- Allocation of 2.4 replacement fleet

Prioritisation Ranking:

18/60

PAT Chair: Torben Bendsten

♦ = PAT meeting / workshop

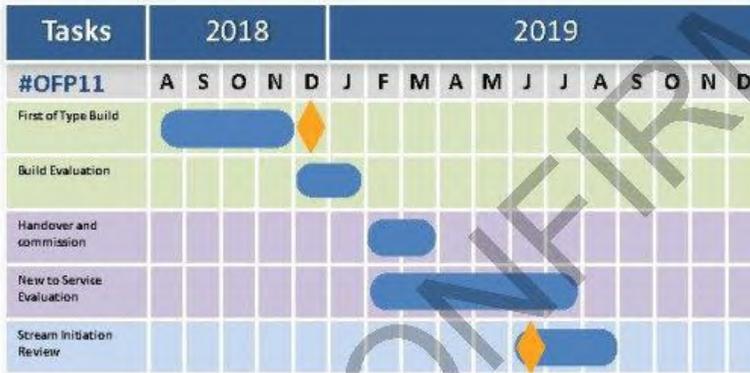


Status Update: March 2019

3.4 Urban Tanker

Objective:

Re establishment of Vehicle supply contract



Stream Strategy:

Piloting the Model - Continuing work previously started (Build Program)

Current Status:

- Handover of new appliances to BGU's has commenced.

Next Steps:

- New to Service evaluations to be conducted with BGU's receiving appliances.

FAT Actions:

- Review new to service evaluation findings

Risk / Issues / Opportunities:

- Limited scope for rework due to delivery through interim contract stream.

Prioritisation Ranking:

24/60

PAT Chair: Brad Delavale

◆ = PAT meeting / workshop



Status Update: March 2019

Bush Fire Advisory Committee Meeting Minutes
9 April 2019



Bulk Water Carrier

Objective:

Re establishment of Vehicle supply contract

Stream Strategy:

Piloting the Model - Continuing work previously started (Build Program)

Current Status:

- In-build by Frontline Fire

Next Steps:

- First of Type build expected May 2019.

FAT Actions:

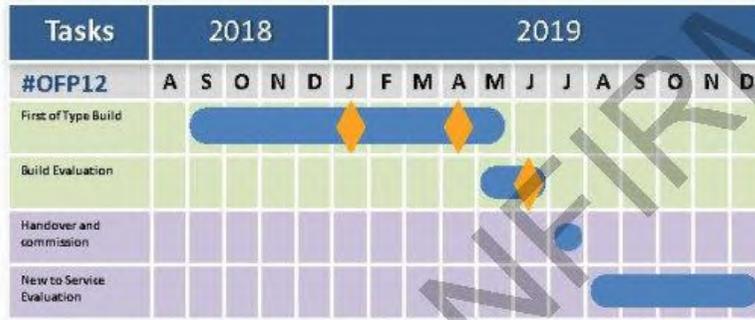
- PAT kick-off in April to confirm design for First of Type build

Risk / Issues / Opportunities:

- None to report

Prioritisation Ranking:

8/60



PAT Chair: Paul Southam

◆ = PAT meeting / workshop



Status Update: March 2019

Government of Western Australia Department of Fire and Emergency Services

Communications

Volunteer & Staff Portal



Operational Fleet Project
Delivering a Fit for Purpose Fleet Together

HOME | OVERVIEW | OPERATIONAL FLEET CATALOGUE
OPERATIONAL FLEET DESIGN AND DELIVERY MODEL | LATEST NEWS | INFO
WORKS | CONTACTS AND FEEDBACK

The Operational Fleet Project (OFP) is developing a model that will enhance stakeholder engagement and streamline the process to deliver the design, specifications, prototypes and bulk contracts for the OFPS operational fleet.

By building a robust model that involves end users at multiple steps, such as needs analysis and prototype evaluations, the new process will result in vehicle specifications and tender responses that meet both OFPS needs and user requirements, as end users.

Vehicle Project Streams Dashboard
Below is a snapshot of the design and delivery progress for our priority fleet.

Status Update - November 2018

Fleet Project Stream	Current Status	Next Steps
Replacing the Model - New Fleet Contracts	Needs analysis, final design and specifications, design development and procurement.	Finalize design and specifications, tender preparation and submission.
Replacing the Model - Continuity Work Previously Started	Needs analysis, final design and specifications, design development and procurement.	Finalize design and specifications, tender preparation and submission.
RF Acquisition	Designing, sourcing and procuring equipment, and finalizing contracts.	Finalize design and specifications, tender preparation and submission.
Finalizing Work	Designing, sourcing and procuring equipment, and finalizing contracts.	Finalize design and specifications, tender preparation and submission.

Operational Fleet Design and Delivery Model



- New content every month
- Emails and eNewsletters to link directly to the site

Project Streams Dashboard

- Status update for all fleet
- Current & next steps
- Position in model indicated
- Updated every month

Government of Western Australia Department of Fire and Emergency Services

Communications

Monthly Project Update



Operational Fleet Project

Delivering a Fit for Purpose Fleet Together

UPDATE | February 2019

What has been happening?

- First Project Advisory Team (PAT) Chair briefing session held late January - PAT chairs for Urban Pumper, HAZMAT Structural Rescue, Bulk Water Carrier and 3.4 Broadacre Tanker were taken through how PATs work, their responsibilities and their project stream activities. A second session will be held early in February for remaining project streams. PATs will be finalised by the end of February 2019.
- Following the second OFP Reference Group meeting late January, we now have acceptance of the CAPA and General Rescue Utility agreements.
- New project team members – Welcome to Uche Ekechukwu and Steve Pothler.

What is next?

- OFP Roadshow to kick off in February – our Project Director will be travelling around the state providing updates and briefings to various services.
- Second PAT Chairs Briefing session 7th February 2019.
- Number of PATs will be kicking off over the next two months to support development of Fit of Types, concept design and evaluations.

Project Overview Presentation now available

Share the word with your Brigade/Group/Unit (BGU) – complete with speaking notes. For your copy – visit the [DFES Intranet](#) or the [Volunteer Portal](#) (scroll to bottom of page).

FEBRUARY HIGHLIGHT

3.4 Urban Tanker PAT User Trial Outcomes

In December 2018 volunteers from Volunteer Fire and Rescue Service (VFRS), Volunteer Fire and Emergency Services (VFES) and Bush Fire Service (BFS) from across the state gathered to participate in a hands on trial of the first new series 3.4 Urban Tankers off the production line.

Working with end users in the build program provided them the opportunity to point out things not necessarily noticeable to the supplier. Following valuable feedback, a number of immediate changes will address challenges with radio microphone locations, suction inlet valve interference with rear recovery, safer removal of standpipe and bar mounting and inclusion of a wheel brace extension bar.

Four 3.4 Urban Tankers are being delivered to Halls Creek, Wyndham, Brookton and Toodyay - New to Service trials will now commence once handed over to the brigades.



"Thank you for the opportunity to be part of the user trial...it gives me confidence when someone asks 'Why?' instead of saying 'That's just how it is.'"
Andrew Waters, BFS, Pink Lake, Esperance

[3.4 UT PAT Video - Click here for Highlights](#)

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For further details or feedback on this update, please contact the project team OperationalFleetProject@dfes.wa.gov.au or visit us at the [DFES Intranet](#) or the [Volunteer Portal](#).



DFES
Department of Fire & Emergency Services

How to Get Involved

Stay Up to Date	Get Involved
<ul style="list-style-type: none">• Websites<ul style="list-style-type: none">• DFES Intranet• Volunteer Portal• Project Stream Status Updates• Videos• Monthly project updates sent to<ul style="list-style-type: none">• Local Government CEOs• CESMs• CBFCOs• SES Local Managers• Volunteer Associations and UFUWA• Project Briefings/Updates – Meetings and Forums• eNewsletters<ul style="list-style-type: none">• Local Government News• Association Newsletters• DFES Volunteer Update• Project enquiry email - OperationalFleetProject@dfes.wa.gov.au<ul style="list-style-type: none">• For any questions or feedback• To receive monthly updates	<ul style="list-style-type: none">• Register your interest to become a PAT member<ul style="list-style-type: none">• Be part of concept design and first of type evaluation• Send us an email to operationalfleetproject@dfes.wa.gov.au with your name, Service, Role, ID, contact details, Region/location and fleet of interest<ul style="list-style-type: none">• Number PAT members is limited – will do our best• PATs are only one part of the evaluation model• Other opportunities include<ul style="list-style-type: none">• First of type user trials• New to service user trials• User trials in different locations to ensure 'Fit for Purpose' for those locations• All evaluations will feed back into the 'Design and Delivery' cycle for ongoing improvements

Government of Western Australia Department of Fire and Emergency Services

Fleet Allocation Queries

- Operational Fleet Project scope is to design and deliver a fit for purpose operational fleet to ensure the right types of fleet are available on contract.
- As part of this, the Operational Fleet Model is designed to be inclusive of end users to help:
 - design the concept
 - evaluate submissions from the tender process
 - evaluate 'first of type'
 - test the end product
 - includes provision of advice on functional specifications through the Project Advisory Teams
- The project does not manage fleet allocations or replacement schedules
- DFES still maintains its replacement schedule
- Any changes to fleet allocation will be considered through the DFES Resource to Risk Process or the Change Fleet Appliance Procedure
- If you have any further queries regarding fleet allocation for your BGU please contact your region.

- Refer to online 'Operational Fleet Catalogue' for information on available Fleet
 - 'Operational Information' on DFES Website
 - Links from Operational Fleet Project websites on DFES intranet and Volunteer Portal

Bush Fire Advisory Committee Meeting Minutes
9 April 2019



Attachment 3



Government of Western Australia
Department of Fire & Emergency Services



NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE

MINUTES DRAFT

Tuesday 12th March 2019 @ 0830hrs

Chairman: Ross Lane

1. Record of Attendance – Committee Members

Ross Lane	Chair/CBFCO	Shire of Wongan-Ballidu
Torben Bendtsen	Executive Officer	DFES
Tracy McBride	Minutes Secretary	DFES
Bruce Kilpatrick	CBFCO	Shire of Beverley
Andrew Shaw	FCO	Shire of Beverley
Alec McRae	CBFCO	Shire of Quairading
Brendon Rutter	A/CESM	Shire of Northam
Troy Granville	CESM	Shire's York/Beverley
Wayne Collins	CBFCO	Shire of York
Ash Burges	CBFCO	Shire of Cunderdin
Simon Bell	A/CESM	Shire's Cunderdin/Quairading
George Storer	CBFCO	Shire of Koorda
Lindsay White	CBFCO	Shire of Goomalling
Robert Koch	CESM	Shire of Toodyay/Goomalling
Craig Stewart	CBFCO	Shire of Toodyay

Invited Members

Michael Lovell	A/DO Northam	DFES
Rob Steel	A/AO Mortlock	DFES
Justin Corrigan	AO Lower Wheatbelt	DFES
Phil Hay	Incoming DO Avon	DFES
Antony Sadler	Superintendent Goldfields/Midlands	DFES
Dave Gossage		Assoc Volunteer Bush Fire Brigades (AVBFB)
Greg Durrell		DBCA P&W Service
Rob Towers		DBCA P&W Service

Apologies

Stan Scott	CEO	Shire of Toodyay
Matt McQueen	CBFCO	Shire of Northam
Graeme Keals	District Fire Co-ordinator	P&W – Wheatbelt

The meeting was declared open at 0835hrs by Ross Lane – Chairperson
Ross welcomed everyone to the meeting and asked that everyone introduce themselves.

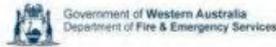
2. Confirmation of Previous Minutes

That the minutes of the meeting held on September 11th, 2018 be confirmed as a true and accurate record.

Moved: Craig Stewart
Seconded: George Storer
All in Favour

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**NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE**

3. Business Arising – NIL

4. Action List

	Action	By/When
1	It was noted by AVBFB rep that "District" is the wrong terminology for this committee and should in fact be a "Regional" committee as per the ACT. A motion was presented in favour of name change, did not pass. Additional discussion required with full membership. Letter to CEO's of Local Governments requesting input to the above motion. The attendance issue to be raised again also.	Tracy CEO Shire of Toodyay Stan Scott made comment via email (presented in correspondence) NOTE no decision/motion proposed for this item Remain
2	Terms of Reference were discussed in general and was decided they were due for review. Members are to review Terms of Reference document and send through suggested changes to Tracy for collating.	Carried over September 2018 AVBFB suggested further alterations Motion to go back to LG's for further discussions, see Agenda item 8

5. Correspondence

Correspondence

5.1 Correspondence In

Commissioner Darren Klemm – Request for nominations Bushfire Operations Committee

Email – Darren Brown, AVBFB – September Meeting reflection

Email – Stan Scott, CEO Shire of Toodyay – response to name change proposal

5.2 Correspondence Out

To All CEO's Northam DOAC – name change DOAC to ROAC proposal

6. Matters arising from Correspondence - Nil

7. Submitted Agenda Items

7.1 Clarification of incident classification – Craig Stewart

- We were requested to classify incident as per metro/urban classifications

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OPERATIONS ADVISORY COMMITTEE

- Torben – Comcen change, career/metro use 1st 2nd 3rd alarm which dictates what is turned out, Level 1/2/3 can be used as per SAP/SOP with same requests for resources if required.
- Need to take back to local brigades for this clarification as they will be the ones being asked.
- Dave Gossage – working to get the career sync information out of the Comcen
- Alec – York fire level? This ticked the box for Zone 3 turn out as a level 1 fire.
- Rob Towers – P&W use level 1/2/3 – if “Alarm” is used they won’t understand, additionally they have know oversight/understanding of “Zone 3”
- Ant will follow up with Comcen

7.2 Bushfire Operations Committee – Craig Stewart

- Newly formed committee
- Min 2 meetings per year
- 1st meeting was to set structure, committee machinations etc
- Greg Day from Upper Great Southern DOAC is Chair
- Committee composition, format and administration still to be confirmed
- 1st action/discussions in regards to the handing back of incidents to mining/conglomerates/tree companies/defence etc – which appears to be a common cause
- I would like to think it will be a useful committee – common cause already identified so hopefully.
- Dave – BOC is a consultative committee, not legislative group, will report to State BOC

MOTION – That Ross Lane and Craig Stewart remain as the representatives from this DOAC for the BOC.

Moved – George Storer

Second – Ash Burges

All in favour

8. Tabled Reports/Information from invited members

Parks and Wildlife Service

Greg Durell

- Spoke to tabled report
- Release of Gazetted draft Management Plan for Wheatbelt – comments open
- Conservation burns mostly in the Wheatbelt
- Planned burn list will be sent through to Tracy

Rob Towers

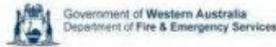
- Autumn burn plans going ahead, York, Avon Valley/Julimar
- Late harvest may delay burns

AVBFB - Dave Gossage

- Read tabled report

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Terms of Reference – proposed changes/information

- Aligned with legislation
- Re-worded to ensure bushfire voice remains
- "CESM" is automatically included under Local Government Act doesn't need to be singled out.
- Ross Lane – take back suggestions to LG's for discussion
- Dave - suggest a resolution to make the changes through further consultation with LG's

MOTION – That committee members take back to their Local Governments the changes proposed by the AVBFB for comment.

Moved – Craig Stewart

Second – George Storer

- ESL – Operations Manual for LGGS-getting clarification, possibly removing eligible items list, insurance coming out of ESL not rates, allow for everything you need, we can assist with putting grants together, DFES Regional offices do not "approve" submissions
- Peer Support Program – being re-introduced
- Train the trainers will be used again

Torben – ESL comments – all managers are happy to help with submissions and we do not veto anything you are requesting

Operational Fleet

- Information sent to LG's requesting for nominations for PAT teams/fleet suggestions
- Ash Burges – suggested changes for 4.4
- George – sat on old committee, trucks were designed for the middle ground

DFES

Antony Sadler

- Introduced himself, will try to get around to all LG's over next 12 months
- Thanks for the invitation, have a good relationship would like for this to continue
- Staff Changes – Micheal Lovell returning to shift, Torben heading to new position in Perth – thank you to both for their work
- Busy summer – huge thanks to all who have helped with appliances and personnel, it was imperative to our operations

Torben Bendtsen

- The Commissioner requested list of BCU's who have helped out over the season – thank you
- TFB reference Shire of Beverley – may have been called due to resources and availabilities if other incidents started
- Torben thanked all for the last 11 years and introduced Phil Hay as his replacement

Ross Lane thanked Torben for his time and efforts in the Region and welcomed Phil.

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OPERATIONS ADVISORY COMMITTEE

9. Local Government Reports

Shire of Beverley – Bruce Kilpatrick

- Busy in Dale/Kokeby area
- Sourced machinery through Northam office
- 000 Agreement issues – Northam sorted, faith in the agreement system is low
- Personnel changes in Central BFB – truck is more active
- BFAC coming up
- TFB clarifications one in particular declared in February?
- ESL funding for electronic FDR signs? – NDRP Funding will cover these, LG can apply
- Coming into busy time
- Rob Towers – landscape maybe changing in the electronic board space
- Rob Koch – Shire of Toodyay has them, \$10,000, hidden costs if questions aren't directly asked to Barco, had trouble buying boards through NDRP

Troy – suggest resolution to push for board funding through WALGA?

MOTION – Local Governments to push up to WALGA to source funding for Electronic Boards

Moved - Bruce Kilpatrick
Second – Wayne Collins

Shire of Quairading – Alec McRae

- Busy
- Restricted burning was extended
- Many deployments attended with appliances
- York fire – appliances sent, access to fire ground was inappropriate – one way in, one way out, small land holders need to be accountable as do the LG in setting rules
- Whats App – not a fan, mis information being delivered, can't manage social media, creates issues, Shire level not manageable, brigade level is ok

Shire of Toodyay – Craig Stewart

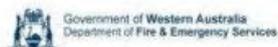
- Quiet with deployments
- Permit season for broad acre only with heavy restrictions
- Electronic permit system still working well
- Recent Shady Hills (Avon Valley) triggered our response plan
- Blocked out upcoming long weekends with HVM bans

Shire of Goomalling – Lindsay White

- New CEO very active
- New Whats App works well for us
- Had a couple of lightning strikes

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Shire of Cunderdin – Ash Burges

- Moderate season
- Most fire on our boundaries
- York fire – Cunderdin didn't get call out
- Fuel loading is fairly high
- 000 hwy callers cause huge issues with calls, exasperated with the higher fuel loads adding to plumes.
- Welcome to Simon Bell, our acting CESM, doing a good job.

Shire of Koorda – George Storer

- Quiet

Shire of York – Wayne Collins

- Always looking for volunteers
- Congratulations to Troy for Australia Day event
- In restricted burning
- York has received grant for \$250, 000 mitigation through MAF funding

Shire of Wongan-Ballidu – Ross Lane

- 39 incidents since 1st September, 5 through arsonists
- Increase in header fires – seed destructor
- Chaser bins with FF units saved us in approx. 10 fires
- Increased fuel loads
- Restricted 15th February, with increased restrictions on permits
- Will likely extend into April
- Local farmer with converted 6 wheel drive, 10,000L tank is spectacular
- Permits – stubble mulching machine stipulated on some permits
- New Appliance – if this is not sorted soon it will need to go back on the Action list – DFES need to lift their game. NOTE – Antony Sadler stated he had information, out of session
- Social Media – receiving face book requests for help

Meeting closed at 1030hrs

Date for the next Northam DOAC is September 10th, 2019

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5.3 BUSH FIRE BRIGADE SAFETY COMMITTEE REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
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 report provided by the Bush Fire Brigade Safety Committee Report.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

N/A

CONSIDERATIONS

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.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

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Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Report Outcomes:

Kris Brown, Safety Officer

- Safety concerns, Brigade is disappointed in members of other Brigades not wearing appropriate PPC and or high visibility clothing while operating on an active fire Ground and open roads. This is a major safety and liability issue for all people involved.
- IC being uncontactable due to the person being on the end of a hose or away from the radio.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.210

Moved: Mr Greg Montgomery

Seconded: Mr Robert Herzer

That Council note Bush Fire Brigade Safety Committee report as provided

CARRIED 9/0

The CBFCO reiterated what the expectation is in relation to PPC when on a fire ground. The CESM outlined the duty of care and advised that if you do not comply with the requirements you may be asked to not partake and be allocated alternative duties.

Mr Paul Reynolds sought clarification in relation to beginners/learners operating appliances when being supervised, referring to a particular incident. The CESM asked Mr Reynolds to discuss the matter with him after the meeting.

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6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Mr Mathew Macqueen declared a "Financial" interest in item 6.1 – Honorary for the CBFCO & DCBFCO (Inkpen Bush Fire Brigade) as he is the CBFCO.

Mr Mathew Macqueen departed the Council Chambers at 6:08pm.

6.1 HONORARIUM FOR THE CBFCO & DCBFCO (INKPEN BUSH FIRE BRIGADE)

Background

As a result of our discussion around nominations for the positions of CBFCO and DBFCO, and the question of compensation, the Inkpen Brigade would like to propose an increase in the previously requested honorariums proposed in the October 2018 BFAC meeting.

In light of the work that the CBFCO and DCBFCO undertake during each fire season and the impact that has on their families and their own daily jobs, a reasonable compensation package is required to sustain and encourage future recipients of the Chief and Deputy roles within the Northam Shire. Regardless of the numbers of fires within the shire, even in quiet seasons the workload can be as much as 2.5 weeks in each month, and this has been demonstrated in the 2018/2019 fire season with the number of deployments outside of the shire.

MOTION

Moved: Mr Nic Dewar

That Council:

- 1. Include an annual allowance of a minimum of \$15,000 to the CBFCO, and \$7500 to the DBFCO**
- 2. Make provision for a second DBFCO to help provide a workable succession plan.**

Mr Nic Dewar spoke for the motion advising the effect that it has on his business and family due to the number of hours involved which were discussed under item 5.1. It was raised that it is becoming more of a full time role and in the eastern states it is a paid position.

Mr Sam Moss advised that his brigade has not formally met and discussed the matter however through general discussion they support item 2 however believe further discussion is required in relation to item 1. Clarification was sought in relation to where the funds would come from. The Executive Manager Development Services advised that this would be a Council budget allocation.

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Discussion was held around the amount other Shire's pay to their CBFCO and it was advised that this was provided in the previous agenda/minutes as follows:

- Shire of Serpentine/Jarrahdale- \$10,000 for CBFCO only
- Shire of Busselton- \$1,500 for CBFCO & \$1,000 for DCBFCO
- Shire of Broome, - \$1,500 for CBFCO Only
- Shire of York, - \$1,200 for CBFCO only
- Shire of Ravensthorpe- \$4,333 for CBFCO only
- Shire of Manjimup- \$5,000 for CBFCO, \$3,000 for DCBFCO
- Augusta/Margaret River – Decided annually for CBFCO & DCBFCO
- Shire of Collie, \$1,000 for CBFCO only

Discussion was held around how the honorarium would work with two DCBFCO (i.e. would there be the current amount split or two honorariums at the amount already set by Council).

Discussion was held with respect to separating item 1 and 2 and considering these separately.

MOTION

Moved: Mr Nic Dewar

That Council:

1. Include an annual allowance of a minimum of \$15,000 to the CBFCO, and \$7,500 to the DBFCO.

LAPSED FOR WANT OF SECONDER

MOTION

Moved: Mr Robert Herzer

Seconded: Mr Sam Moss

That Council make provision for a second DCBFCO to help provide a workable succession plan.

MOTION WITHDRAWN

It was believed that further discussion with brigades was required. It was also raised that the issue should be addressed with respect to the number of hours the CBFCO is undertaking (i.e. the FCO's should be stepping up and consideration be given to a second DCBFCO).

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MOTION / COMMITTEE DECISION

Minute No: BFAC.211

Moved: Mr Nic Dewar

Seconded: Mr Sam Moss

That Council:

1. Refer the matter relating to the CBFCO & DCBFCO annual allowance and a second DCBFCO to the brigades for further discussion; and
2. Request the outcomes from the brigade's discussion to be presented to the next BFAC meeting.

CARRIED 8/0

Mr Mathew Macqueen returned to the meeting at 6:35pm and the Presiding Member advised the CBFCO of the Committee's decision.

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7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

7.1 MATTERS RAISED BY CLACKLINE / MURESK BFB

1. Letter from Bob Stockman 27/2/2019 (as attached).
 - 1.4 Deployment to the Goldfields.
Servicing of units should be with Host Auto or if elsewhere a checklist to be with unit on what has been done on pickup.
2. Road side burning. Shire to re-look at policy on brigades conducting hazard reduction burns on road verges.
3. CMVBFB support the suggestion put up by Troy Granville (York/ Beverly CESM) from the DOAC meeting held on the 12 March 2019 (point 9) that the Shires should be pushing for funding from WALGA to fund electronic FDR signs.
4. Volunteer requirement. Would like ascendants from LG and DFES in requiring new members.

DISCUSSION

Item 1

The committee discussed how they can avoid units being returned in a poor state and how they can ensure that the units will be looked after better in the future. It was raised that DFES need to acknowledge that our brigades have taken a risk by lending our units to other districts and they need to do the right thing by us. There needs to be some form of agreement in place for a like for like unit being provided to the brigades from DFES should an incident arise in our district and also around our expectation when the unit is returned.

It was raised that the communication was poor with DFES and we had no idea what to expect when the units were returned. It was raised that the units should be operational within one week. Discussion was held around implications with this in the past as there was only one local approved contractor to undertake work on the units. It was advised that this has now been rectified and now a number of businesses in the Shire can be used.

It was agreed that staff can develop a pre and post inspection form for DFES to complete when borrowing units, this can include a number of conditions to help avoid the units being returned in a poor state in the future and also to comply with the Brigade's and Shire's expectation when units are being returned. The Executive Manager Development Services advised that he did not believe a notice of motion was required for this administrative task.

It was raised to discuss items 2 to 4. There was a miss communication when considering item 5.1 in relation to what can be considered as urgent business and the Executive Manager Development Services advised that these items were not considered urgent.

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Bob and Betty Stockman <bobandbetty@westnet.com.au>

Wed 27/02/2019 5:11 PM

Good afternoon Mat.

This email is in confirmation of our telephone conversation this morning:

The disgraceful state of the Clackline 2.4 truck when it was returned after its deployment to the Goldfields fire: There were numerous bottles, including beer bottles, in the cab, in lockers and on the work platforms. There was decomposing food in the cab and equipment lockers. The left hose reel branch had been allowed to drag on the road and was destroyed. The PTO pump drive was making a hideous noise and the truck was filthy inside and outside. Several pieces of equipment were missing, including hose reel rewind handles and a fire bug. I suggest appliances are only deployed to distant incidents with a crew from the same brigade.

After the truck had been to Hosts for repairs, a conversation with their technician revealed that the drive shaft for the PTO pump had not been greased for an extended period, it was so bad that two of the grease nipples had to be removed and cleaned before grease could be admitted. The condition of the gearbox oil was putrid, suggesting it had not been changed for an extended time period. It would appear that the current service company only service the vehicle and neglect the firefighting component of the truck. My strongest recommendation is that the appliances are returned to the care of Hosts for future service.

I confirm that my colleague Glen Cox and I are in agreement that the recent fire we attended in York was amongst the worst run fires we have attended. Between us we have been brigade volunteers for forty years.

When we suggested to the Northam CESM that a debrief was held, his response was 'They do things differently in York' and no opportunity was presented for us to offer opinions for improvement. We deserve better than this as volunteers and if shortcomings in administration are not brought to light no improvement will eventuate.

Regards Bob. Stockman

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8. DATE OF NEXT MEETING

To be confirmed

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Carl Della declared the meeting closed at 6:51 pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 9 April 2019 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Amendment to Policy C 3.4 Write Off / Waive Small Fees or Debts

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.2
Reporting Officer:	Alysha McCall Executive Assistant - CEO
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider an amendment to Policy C 3.4 Write Off / Waive Small Fees or Debts.

ATTACHMENTS

Attachment 1: Policy C 3.4 Write Off / Waive Small Fees or Debts.

BACKGROUND / DETAILS

Policy C 3.4 was adopted by Council on 21 November 2018 and has been implemented since this time.

Officers have experienced an issue with respect to section 3.4 of the policy which relates to one application being approved each financial year. A recent application was received from the Northam RSL requesting the event application fees to be waived for the 2019 ANZAC Day event, an application had previously been approved to waive the hire fees at the Sound Shell for Remembrance Day, applying the policy would result in the fees for the ANZAC Day event not being waived. It is Officers understanding that the intent would be to approve this application and therefore Officers are recommending that Council reconsider this element of the policy.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

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

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

- Maintain a high standard of corporate governance.

Financial / Resource Implications

The waivers granted will have a nominal impact on income for the Shire of Northam.

Legislative Compliance

Local Government Act 1995, section 6.12(2)

Local Government (functions and general) Regulations cl. 14, 18, 20

Policy Implications

Policy C 3.4 Write Off / Waive Small Fees or Debts.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational – Moderate
 - This has been assessed as moderate should the amended policy not be adopted. This is due to not approving waivers which have historically been supported. If the amended policy is endorsed this risk is assessed as low.
- Financial - Low
 - This has been assessed as low as the Chief Executive Officer is limited with the amount which can be waived or written off, this is currently capped at \$500 for each application.
- Compliance - Low
 - This has been assessed as low due to compliance requirements being considered when developing the policy and are also captured within the policy and delegated authority register.
- Legal – Low
 - This has been assessed as low as there is not believed to be any legal risks.

OFFICER'S COMMENT

Officers have not experienced any other issues with this policy.

RECOMMENDATION

That Council endorse the Policy C 3.4 Write Off / Waive Small Fees or Debts as amended which forms Attachments 1 of this report.

C 3.4 Write Off / Waive Small Fees or Debts

<i>Responsible Department</i>	Executive Services	Manager	Community
<i>Resolution Number</i>	C.3532		
<i>Resolution Date</i>	21/11/2018		
<i>Next Scheduled Review</i>	2020		
<i>Related Shire Documents</i>	Delegated Authority Register		
<i>Related Legislation</i>	Local Government Act 1995 Section 6.12(1)(b) and (c) and (3)		

OBJECTIVE

To provide clear guidelines for the equitable assessment of requests to write off or waive small fees or debts within the parameters set by Council under delegated authority.

SCOPE

The Shire of Northam receives a number of requests to write off or waive small fees and charges or debts. This policy ensures:

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value for write off / waiver of small fees and charges or debts which are approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting a write off / waiver of small fees and charges or debts.

This policy applies to all requests to write off or waive small fees or debts within the parameters set by Council under delegated authority (refer to the Shire of Northam Delegated Authority Register).

“Debt” a sum of money that is owed or due.

“Debtor” an individual, organisation or other party that transacts with the Shire where goods or services are provided, use of facilities are made available, fines and license fees are levied and any other transaction that results in an expected future payment to the Shire.

“Fee” means any fee or charge set out in the Shire of Northam’s Fees and Charges Schedule but does not include a bond.

"Not-for-profit organisation" means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

POLICY

1. Waiving Small Fees and Charges

Waiving of fees and charges must be undertaken in a consistent and transparent manner. The Chief Executive Officer may exercise their delegation to waive small fees and charges that:

- Promote the Shire of Northam's mission and objectives;
- Provides a benefit to the Shire of Northam community;
- Are for an activity, event or program with a charitable or community service oriented purpose;
- Are for not-for-profit and non-government organisations; and
- Fall within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

The above items must be demonstrated prior to a fee waiver being approved.

2. Write Off Debts

Debts shall be considered for write off only when all reasonable attempts at recovery have been exhausted and are within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register. Recommendations for write off shall be made by the Executive Manager Corporate Services to the Chief Executive Officer following discussion with the business unit responsible for the raising of the debt.

In accordance with section 6.12(c) of the *Local Government Act 1995* all debts which require Council approval to be written off will be reported to Council.

3. Exclusions

The Chief Executive Officer will not consider a write off or waiver for small fees or debts for:

- 3.1 Any activity, event or program that contravenes Council's existing policies;
- 3.2 The bond associated with the use of Council Facilities (only the waiver of fees for an activity, event or function will be considered);
- 3.3 Retrospective applications;
- ~~3.4 More than one approved application per financial year.~~

- 3.5 Requests from non-resident individuals or organisations which do not directly serve or represent the community of the Shire of Northam;
- 3.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the Shire of Northam;
- 3.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 3.8 Waiver requests from organisations or individuals who have monies owing to the Shire which relate to past booking and/or application fees;
- 3.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the Shire's community as a whole;
- 3.10 State or Federal government organisations.

4. Reporting

Where the Chief Executive Officer has exercised delegated authority to write off or waive small fees or debts the item is to be listed within the Delegated Authority Register accordingly.

12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Supply, Replacement and Repair of Mobile Garbage Bins in the Shire of Northam

Address:	Shire of Northam
Owner:	Shire of Northam
File Reference:	4.1.1.9
Reporting Officer:	Carmen Sadleir Manager Health and Environment
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

Council is requested to consider supplying mobile garbage bins (MGB's) for new waste collection services, replacement of lost, damaged or stolen bins and repairs to existing bins, resulting in Shire eventually owning all kerbside serviced MGB's.

ATTACHMENTS

Nil

BACKGROUND / DETAILS

In 2013 the Shire of Northam was successful in obtaining grant funding of \$421,522 from the Waste Authority under the Regional Funding Program for the MGB purchase, rollout of bins and education material for the introduction of a second bin for kerbside recycling.

The dual bin service commenced in July 2013, with all recycling MGB's owned by the Shire of Northam and all dark green general waste MGB's currently owned by ratepayers.

The Shire is currently undertaking the procurement of a new Waste Services Contract with the Avon Group of Regional Councils (AROC's) and as part of this process the various Shires are resolving their current bin ownership issues.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

Outcome: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

Strategic Waste Minimisation Plan 2015-2020 – Avon Regional Organisation of Council

Proposed Plan Activity Table:

No.	Activity	Implementation Solution
4	Investigate and implement improvements to existing recycling systems.	After the next waste services contract in approximately 6 years (2026) onwards consider implementing a 3 bin kerbside system with an third bin for Food Organics and Garden Organics (FOGO) waste.
19	Green waste diversion from landfill.	After the next waste services contract in approximately 6 years (2026) onwards consider implementing a 3 bin kerbside system with an third bin for Food Organics and Garden Organics (FOGO) waste.

Financial / Resource Implications

The supply, replacement and repair of general Waste MGB's for ratepayers in the Shire of Northam is estimated to be \$24,000 per annum at \$80 per bin based on 300 MGB's being replaced/ repaired annually.

It should be noted that the Shire currently undertakes the above provision for kerbside recycling MGB's, however as these bin are only five years old the current cost to the Shire are far less being approximately \$4000 per annum based on 50 MGB's per annum.

The cost to supply, replace or repair approximately 300 general waste reciprocals per year will be an approximately \$5.00 per service per year which will be included in the annual service charge.

Legislative Compliance

Section 3.57 Tenders for Providing Goods or Services of the Local Government Act 1995 states-

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.*

The *Local Government (Functions and General) Regulations 1996* allows for the development of a panel of pre-qualified suppliers who may specialise in a service. WALGA has developed their preferred supplier vendor panel which the Shire of Northam is utilising in this circumstance due to the specialised nature of waste management services.

A cost for to supply and repair MGB's was included in the Shire's recent interim waste services procurement.

Policy Implications

The procurement for the supply, replacement and repairs of all Shire MGB's was included and considered as part of the Shire's current waste collection tender and complies with Council's *Policy F4.2 Purchasing and Tendering*.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational – Low
There is low risk involve in terms of reputation of Shire as works performed under to former contract did not present any raised concerns from various stakeholders.
- Financial – Low
The financial risk is low as the contract price is within the current adopted budget for the financial year. Past experience has determined the same allocation each year moving forward will be sufficient.
- Compliance – Low
Low risk involved for compliance.
- Legal – Low
There is low risk involved for legal matters.

OFFICER'S COMMENT

The current MGB ownership structure, with rate payers owning the general waste MGB's and the Shire of Northam owning the recycling MGB's, presents several administrative, logistical and strategic issues.

Having ratepayers and administration understand a dual ownership can be very confusing and can lead to misunderstanding when setting up new services. Ratepayers and in particular new residents find it difficult to understand why MGB's are owned by two different parties and the history of the issue often need to be explained each and every time.

The Shire also has had significant issues with damaged bins that require repair or replacement. Missing lids can cause an issues with windblown waste and compelling an owner to undertake simple repairs can be a difficult task.

The Shire of Northam is currently formulating the new Avon Group of Regional Council's (AROC) Waste Services Contract and the various Shire's are resolving bin ownership issues prior to implementing this contract. Further to this, the Shire of Northam needs to consider its future waste minimisation strategies, such as a potential third bin possibly being considered for introduction on completion of the next waste services contract 2025 onwards.

MGB ownership is an important consideration for any potential third Food Organics, Garden Organic (FOGO) MGB. If a third bin was to be introduced, the current general waste bin which is dark green in colour would have its lid replaced with a lime green coloured lid, and a smaller 120L general waste MGB with a dark green body and red lid, would be rolled out and become the landfill waste bin.

It is considered that supplying MGB's for new services coming online, replacing damaged and stolen MGB's and undertaking MGB repairs, will simplify the administration and contract management of Shire of Northam kerbside collection services.

RECOMMENDATION 1

That Council make provision in the 2019/20 Budget for the supply, replacement and repairs for all MGB's in the Shire of Northam;

RECOMMENDATION

That Council allocates an additional \$4,000 in the current 2018/19 budget to enable bin supply of any new bins and replacement / repairs of all existing bins, to commence immediately.

ABSOLUTE MAJORITY VOTE OF SIX (6) REQUIRED

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – March 2019

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

BRIEF

For Council to receive the accounts for the period from 1 March 2019 to 31 March 2019.

ATTACHMENTS

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

BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

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

Legislative Compliance

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

Policy Implications

Nil.

Stakeholder Engagement / Consultation

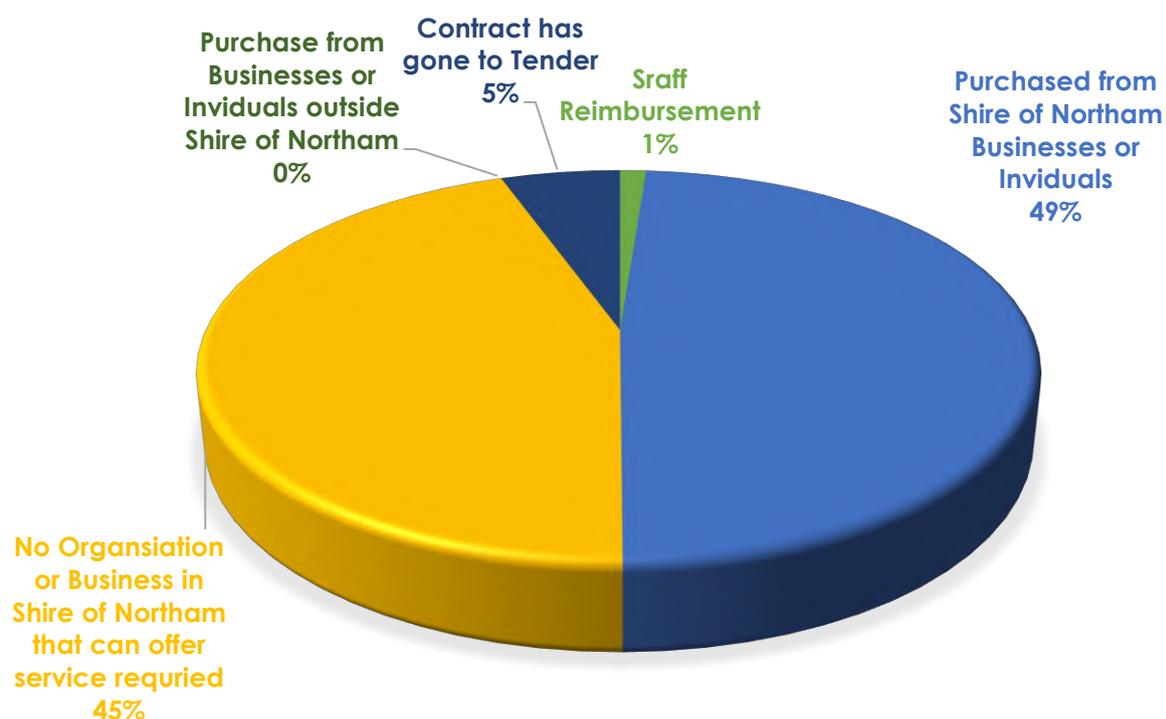
Not applicable.

Risk Implications

Nil.

OFFICER'S COMMENT

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



RECOMMENDATION

That Council endorse the payments for the period 1 March 2019 to 31 March 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1

Date: 29/03/2019
Time: 4:29:49PM

Shire of Northam

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2054	28/03/2019	SHIRE OF NORTHAM	GST RECEIVED THROUGH AROC TRUST TO SON - ATO VIA.BAS 01/07/2018 - 11/03/2019.	2		2,500.00
INV T957	28/03/2019	SHIRE OF NORTHAM	GST RECEIVED THROUGH AROC TRUST TO SON - ATO VIA.BAS 01/07/2018 - 11/03/2019.	2	2,500.00	
2055	28/03/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2019.	2		99.75
INV T1079	28/03/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2019.	2	24.75	
INV T1080	28/03/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2019.	2	75.00	
EFT32579	08/03/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1		277,355.49
INV 1048	19/02/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1	259,342.16	
INV 1048	19/02/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION V-04 AS PER CONTRACT 9013.05 FOR 2 ADDITIONAL LIGHT POLES.	1	10,175.00	
INV 1048	19/02/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION VO-05 AS PER CONTRACT 9013.05 FOR REVISED ELECTRICAL PLAN INCLUDING EOT AND ADDITIONAL SUPERVISION COSTS.	1	7,838.33	
EFT32580	08/03/2019	AG IMPLEMENTS NORTHAM PTY LTD	BLADES FOR FIELDQUP MAJOR MJJ4C7	1		235.58
INV 354985	18/12/2018	AG IMPLEMENTS NORTHAM PTY LTD	BLADES FOR FIELDQUP MAJOR MJJ4C7	1	235.58	
EFT32581	08/03/2019	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR FEB 2019	1		1,988.61
INV FEB2019	28/02/2019	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR FEB 2019	1	1,988.61	
EFT32582	08/03/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT05/03/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT32583	08/03/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 05/03/2019.	1		67,466.00

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17 April 2019



Date: 29/03/2019
Time: 4:29:49PM

Shire of Northam

USER: Kathy Scholz
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INVPAYG 0505/03/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 05/03/2019.	1	67,466.00	
EFT32584	08/03/2019	AVON WASTE	2 x 3218 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT	1		37,029.76
INV 32774	01/02/2019	AVON WASTE	2 x 3218 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT	1	37,029.76	
EFT32585	08/03/2019	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEB 2019	1		1,500.00
INV FEB2019 28/02/2019		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEB 2019	1	1,500.00	
EFT32586	08/03/2019	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEB 2019	1		1,905.73
INV FEB2019 28/02/2019		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEB 2019	1	1,905.73	
EFT32587	08/03/2019	CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEB 2019	1		1,905.73
INV FEB2019 28/02/2019		CHRIS DAVIDSON	COUNCILLOR PAYMENTS FEB 2019	1	1,905.73	
EFT32588	08/03/2019	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEB 2019	1		5,075.96
INV FEB2019 28/02/2019		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEB 2019	1	5,075.96	
EFT32589	08/03/2019	COLLEAGUES PRINT SOLUTIONS	DOG IMPOUND BOOKS	1		575.00
INV R38316	14/12/2018	COLLEAGUES PRINT SOLUTIONS	DOG IMPOUND BOOKS	1	575.00	
EFT32590	08/03/2019	EASIFLEET	Payroll deductions	1		2,288.11
INV DEDUCT05/03/2019		EASIFLEET	Payroll deductions		1,212.33	
INV DEDUCT05/03/2019		EASIFLEET	Payroll deductions		1,075.78	
EFT32591	08/03/2019	GORDON WILLIAM TESTER	REIMBURSEMENT FOR POLICE CLEARANCE	1		54.30
INV 2436837	22/02/2019	GORDON WILLIAM TESTER	REIMBURSEMENT FOR POLICE CLEARANCE	1	54.30	
EFT32592	08/03/2019	JOHN PROUD	COUNCILLOR PAYMENTS FEB 2019	1		1,905.73
INV FEB2019 28/02/2019		JOHN PROUD	COUNCILLOR PAYMENTS FEB 2019	1	1,905.73	
EFT32593	08/03/2019	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEB 2019	1		1,905.73

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INV FEB2019 28/02/2019		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEB 2019	1	1,905.73	
EFT32594	08/03/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEB 2019	1		2,843.23
INV FEB2019 28/02/2019		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEB 2019	1	2,843.23	
EFT32595	08/03/2019	PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1		76,098.81
INV 0000233827/02/2019		PALMER CIVIL CONSTRUCTION	REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE AS PER CONTRACT C.201819-02. WANDRRA AGRN 743	1	76,098.81	
EFT32596	08/03/2019	PRIMARIES OF WA PTY LTD	FCOG EMERALD LAWNS 25KG	1		1,293.34
INV 4078116614/01/2019		PRIMARIES OF WA PTY LTD	FCOG EMERALD LAWNS 25KG	1	1,293.34	
EFT32597	08/03/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEB 2019	1		1,905.73
INV FEB2019 28/02/2019		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEB 2019	1	1,905.73	
EFT32598	08/03/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEB 2019	1		1,942.73
INV FEB2019 28/02/2019		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEB 2019	1	1,942.73	
EFT32599	08/03/2019	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SECOND HEP A AND B VACCINE FOR BEV JONES	1		303.96
INV 1237939	04/12/2018	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SECOND HEP A AND B VACCINE FOR BEV JONES	1	303.96	
EFT32600	08/03/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEB 2019	1		2,092.21
INV FEB2019 28/02/2019		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEB 2019	1	2,092.21	
EFT32601	12/03/2019	FRESH START RECOVERY PROGRAMME	CATERING - LGIS COCKTAIL FUNCTION AT BKB CENTRE 14/03/2019	1		2,838.55
INV 0029148107/03/2019		FRESH START RECOVERY PROGRAMME	CATERING COUNCIL FORUM MEETING - 13/03/2019	1	257.40	
INV 0029149011/03/2019		FRESH START RECOVERY PROGRAMME	CATERING - LGIS BOARD MEETING 15/03/2019	1	381.15	
INV 0029149112/03/2019		FRESH START RECOVERY PROGRAMME	CATERING - LGIS COCKTAIL FUNCTION AT BKB CENTRE 14/03/2019	1	2,200.00	

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EFT32602	15/03/2019	CAROLYN MAXINE WHITTINGTON	RATES PENSION REBATE REFUND AT SETTLEMENT FOR ASSESSMENT A15016 61 WOOD DRIVE NORTHAM WA 6401	1		658.10
INV A15016	08/03/2019	CAROLYN MAXINE WHITTINGTON	RATES PENSION REBATE REFUND AT SETTLEMENT FOR ASSESSMENT A15016 61 WOOD DRIVE NORTHAM WA 6401		658.10	
EFT32603	15/03/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	PROGRESS CLAIM NO 02 - CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1		434,261.48
INV 3435	05/03/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	PROGRESS CLAIM NO 02 - CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1	434,261.48	
EFT32604	15/03/2019	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	SUPPLY OF A JCB BACKHOE 3 CX	1		168,436.68
INV P2682	30/01/2019	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	SUPPLY OF A JCB BACKHOE 3 CX	1	168,436.68	
EFT32605	15/03/2019	LEONIE RUTH RUSSELL	RATES CREDIT REFUND FOR ASSESSMENT A345 1050 KATRINE ROAD KATRINE 6566	1		1,104.00
INV A345	12/03/2019	LEONIE RUTH RUSSELL	RATES CREDIT REFUND FOR ASSESSMENT A345 1050 KATRINE ROAD KATRINE 6566		1,104.00	
EFT32606	15/03/2019	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 2 X TRAFFIC CONTROLLERS FOR MUDALLA WAY PROFILING & ASPHALT WORKS ON FRIDAY 15TH FEBRUARY 2019 @ \$93.00 PER HOUR + GST.	1		664.95
INV 0012475219/02/2019		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 2 X TRAFFIC CONTROLLERS FOR MUDALLA WAY PROFILING & ASPHALT WORKS ON FRIDAY 15TH FEBRUARY 2019 @ \$93.00 PER HOUR + GST.	1	664.95	
EFT32607	15/03/2019	ALLPUMPS & WATERBORING	TOWN POOL AERATORS. ANNUAL MAINTENANCE, SERVICING AND CLEANING.	1		4,312.00
INV X758	28/02/2019	ALLPUMPS & WATERBORING	TOWN POOL AERATORS. ANNUAL MAINTENANCE, SERVICING AND CLEANING.	1	4,312.00	
EFT32608	15/03/2019	ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	SUPPLY & FIT X4 NEW MICHELIN 225/55 R19 TYRES TO MAZDA CX-5 N11131.	1		980.00
INV 61807/6212/02/2019		ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	SUPPLY & FIT X4 NEW MICHELIN 225/55 R19 TYRES TO MAZDA CX-5 N11131.	1	980.00	

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EFT32609	15/03/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COLLECTION COSTS FEBRUARY 2019.	1		10,811.06
INV 53795	28/02/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COLLECTION COSTS FEBRUARY 2019.	1	10,811.06	
EFT32610	15/03/2019	ANDY'S PLUMBING SERVICE	BAKERS HILL PAVILION. REPLACE FLIK MIXER TAP TO	1		2,670.80
INV A.18325	06/03/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILET. UNBLOCK TOILET DUE TO BLOCKAGE.	1	313.50	
INV A.18321	06/03/2019	ANDY'S PLUMBING SERVICE	BAKERS HILL PAVILION. REPLACE FLIK MIXER TAP TO	1	973.50	
INV A.18328	07/03/2019	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. UNBLOCK LADIES TOILET.	1	401.50	
INV A.18322	06/03/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. UNBLOCK MALE TOILET SINK AND DISABLE TOILET.	1	291.50	
INV A.18329	07/03/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILET. UNBLOCK TOILET DUE TO BLOCKAGE.	1	250.80	
INV A.18326	06/03/2019	ANDY'S PLUMBING SERVICE	TOWN HALL. REPAIR GAS OVEN NOT WORKING PROPERLY.	1	247.50	
INV A.18327	06/03/2019	ANDY'S PLUMBING SERVICE	TOWN HALL. AFTER HOURS CALL OUT FO CLEAR	1	192.50	
EFT32611	15/03/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	1 X 100MTR ROLL OF 25MM HIGH PRESSURE FIRE HOSE REEL, BLACK	1		1,092.46
INV 6243980	09/01/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FITTINGS FOR NEW COMPRESSOR	1	8.52	
INV 6248678	17/01/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	1 X 100MTR ROLL OF 25MM HIGH PRESSURE FIRE HOSE REEL, BLACK	1	1,083.94	
EFT32612	15/03/2019	ASCON SURVEY AND DRAFTING PTY LTD	SURVEY FOR WATER MAIN RELOCATION AT SPENCERS BROOK ROAD SLK 5.8 - 7.36 AS PER QUOTE# QU-0152.	1		4,708.00
INV INV-06811402/2019		ASCON SURVEY AND DRAFTING PTY LTD	SURVEY FOR WATER MAIN RELOCATION AT SPENCERS BROOK ROAD SLK 5.8 - 7.36 AS PER QUOTE# QU-0152.	1	4,708.00	
EFT32613	15/03/2019	AUSTRALIA POST	POSTAGE FOR FEBRUARY 2019 -	1		2,350.34
INV 1008331203/03/2019		AUSTRALIA POST	POSTAGE FOR FEBRUARY 2019 -	1	2,350.34	
EFT32614	15/03/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HR PER WEEK PLUS 2 PUBLIC HOLIDAYS 26/02/2019 to 10/03/2019.	1		3,360.00

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INV 0001	24/02/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HR PER WEEK PLUS 2 PUBLIC HOLIDAYS 12/02/2019 to 24/02/2019.	1	1,568.00	
INV 0002	10/03/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HR PER WEEK PLUS 2 PUBLIC HOLIDAYS 26/02/2019 to 10/03/2019.	1	1,792.00	
EFT32615	15/03/2019	AVON SERVICE SPECIALISTS	REMOVE FAULTY DELIVERY VALVES ON CLACKLINE 2.4 & INKPEN 2.4 AND REPLACE WITH NEW VALVES OF THE SAME SIZE & TYPE WITH BIC FITTINGS TO MANUFACTURER SPECS	1		1,504.80
INV 16014	22/01/2019	AVON SERVICE SPECIALISTS	REMOVE FAULTY DELIVERY VALVES ON CLACKLINE 2.4 & INKPEN 2.4 AND REPLACE WITH NEW VALVES OF THE SAME SIZE & TYPE WITH BIC FITTINGS TO MANUFACTURER SPECS	1	1,504.80	
EFT32616	15/03/2019	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - A1008, 11 MILHINCH STREET, MULUCKINE	1		352.00
INV 284	06/02/2019	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - A1008, 11 MILHINCH STREET, MULUCKINE	1	352.00	
EFT32617	15/03/2019	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FEBRUARY 2019.	1		85,424.79
INV 0003279315/02/2019		AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FEBRUARY 2019.	1	46,734.38	
INV 0003279515/02/2019		AVON WASTE	10XBINS AUSTRALIA DAY 2019 (BERNARD PARK)	1	100.00	
INV 0003279415/02/2019		AVON WASTE	NORTHAM SHIRE DEPOT 116 PEEL TERRACE, NORTHAM	1	340.00	
INV 32792	15/02/2019	AVON WASTE	RUBBISH COLLECTION FOR F/E 15/02/2019.	1	38,250.41	
EFT32618	15/03/2019	BEAUREPAIRES	TRAVEL TO INKPEN FIRE STATION, REPLACE DAMAGED TYRE ON 2.4 AND REFIT TO SPARE.	1		1,624.23
INV U524354/12/02/2019		BEAUREPAIRES	PN1502 - ATTEND SITE WOOTATTING ROAD OFF WARREN ROAD TO REPLACE TUBE AND VALVE	1	421.07	
INV 6410498426/02/2019		BEAUREPAIRES	TRAVEL TO INKPEN FIRE STATION, REPLACE DAMAGED TYRE ON 2.4 AND REFIT TO SPARE.	1	1,203.16	
EFT32619	15/03/2019	BENARA NURSERIES	TREES FOR VARIOUS ROUNDABOUTS	1		1,307.74

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INV 501903	04/02/2019	BENARA NURSERIES	TREES FOR VARIOUS ROUNDABOUTS	1	1,307.74	
EFT32620	15/03/2019	BITUMEN SURFACING	JENNAPULLIN ROAD - RE-SEAL - SPRAY C170 BITUMEN @ 2.00LM2 SPREAD 10MM PRE-COATED AGGREGATE @ 140M2/M3 (IN 1 VISIT) @ \$5.21 +GST PER SQM AS PER QUOTE# BS8469-01.	1		18,069.31
INV 0000475728/02/2019		BITUMEN SURFACING	JENNAPULLIN ROAD - RE-SEAL - SPRAY C170 BITUMEN @ 2.00LM2 SPREAD 10MM PRE-COATED AGGREGATE @ 140M2/M3 (IN 1 VISIT) @ \$5.21 +GST PER SQM AS PER QUOTE# BS8469-01.	1	18,069.31	
EFT32621	15/03/2019	BLACKWELL PLUMBING PTY LTD	AIRPORT NEW HANGAR WATER FEED. WATER CORP FEE FOR NEW UPGRADED METER.	1		27,413.50
INV INV-188729/01/2019		BLACKWELL PLUMBING PTY LTD	INSPECT AND REPAIR BURST COPPER PIPE	1	821.00	
INV INV-189922/02/2019		BLACKWELL PLUMBING PTY LTD	AIRPORT NEW HANGAR WATER FEED. WATER CORP FEE FOR NEW UPGRADED METER.	1	25,435.96	
INV INV-189819/02/2019		BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. SUPPLY AND INSTALL NEW HOT WATER SERVICE AS PER QUOTE 2286.	1	958.54	
INV INV-190025/02/2019		BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK DISABLE TOILET.	1	99.00	
INV INV-190228/02/2019		BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. UNBLOCK FAMILY TOILET.	1	99.00	
EFT32622	15/03/2019	BLACKWOODS	WALL BRACKET, METAL FOR 500ML PUMP PACK	1		215.95
INV PE7367SB06/02/2019		BLACKWOODS	WALL BRACKET, METAL FOR 500ML PUMP PACK	1	215.95	
EFT32623	15/03/2019	BOC LIMITED	MEDICAL GRADE OXYGEN, SIZE C FOR OXYGEN THERAPY/RESUS KITS FOR CBFCO & CESM VEHICLE	1		38.72
INV 4021630125/01/2019		BOC LIMITED	MEDICAL GRADE OXYGEN, SIZE C FOR OXYGEN THERAPY/RESUS KITS FOR CBFCO & CESM VEHICLE	1	38.72	
EFT32624	15/03/2019	BUZZINROUND PTY LTD T/A BR. COMMS	ONSITE TO ASSESS AND REPROGRAM SHIRE PABX - VOICE MAIL SYSTEM	1		381.25
INV 0000280324/02/2019		BUZZINROUND PTY LTD T/A BR. COMMS	ONSITE TO ASSESS AND REPROGRAM SHIRE PABX - VOICE MAIL SYSTEM	1	381.25	

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EFT32625	15/03/2019	CADD'S FASHIONS	STARTING PISTOL CAPS - USED FOR CORELLA DESSERTANT	1		76.00
INV 19-00000004/02/2019		CADD'S FASHIONS	STARTING PISTOL CAPS - USED FOR CORELLA DESSERTANT	1	76.00	
EFT32626	15/03/2019	CHRISTOPHER GLENN GOFF	MAY STREET PRIMARY. DEMOLISH BUILDING, REMOVE PLAY EQUIPMENT, PATHS AND RETAINING WALLS AS PER QUOTE.	1		19,800.00
INV 2019030505/03/2019		CHRISTOPHER GLENN GOFF	MAY STREET PRIMARY. DEMOLISH BUILDING, REMOVE PLAY EQUIPMENT, PATHS AND RETAINING WALLS AS PER QUOTE.	1	19,800.00	
EFT32627	15/03/2019	CIPHERTEL PTY LTD	DETAILED RF PROFILING FOR WUNDOWIE PROPOSED 4X TOWER LOCATIONS AND 6X CCTV LOCATIONS CONDUCT ONSITE VISUAL & RF SURVEY. TRAVEL TIME INCLUSIVE. PROVIDE REPORT DETAILING RF PATHS AND NETWORK REQUIREMENTS	1		3,520.00
INV 0001398306/03/2019		CIPHERTEL PTY LTD	DETAILED RF PROFILING FOR WUNDOWIE PROPOSED 4X TOWER LOCATIONS AND 6X CCTV LOCATIONS CONDUCT ONSITE VISUAL & RF SURVEY. TRAVEL TIME INCLUSIVE. PROVIDE REPORT DETAILING RF PATHS AND NETWORK REQUIREMENTS	1	3,520.00	
EFT32628	15/03/2019	CLACKLINE FENCING CONTRACTORS	REMOVE AND DISPOSE EXISTING CHAINMESH FENCE PANEL, SECURITY GATE-BLACK PVC COATED CHAINMESH WITH 3 BARBED WIRES	1		902.00
INV 1210	06/03/2019	CLACKLINE FENCING CONTRACTORS	REMOVE AND DISPOSE EXISTING CHAINMESH FENCE PANEL, SECURITY GATE-BLACK PVC COATED CHAINMESH WITH 3 BARBED WIRES	1	902.00	
EFT32629	15/03/2019	COUNTRY COMFORTSTYLE NORTHAM	ARAGON MESH BACK VISITORS CHAIRS BLACK - NORTHAM PUBLIC AREA	1		4,560.00
INV 6627	18/01/2019	COUNTRY COMFORTSTYLE NORTHAM	EMPLOYEE OF THE QUARTER VOUCHER FOR BEN ROBINS	1	250.00	
INV 6623	17/01/2019	COUNTRY COMFORTSTYLE NORTHAM	2X AVALON OTTOMAN SLATE FOR THE BKB	1	518.00	
INV 6621	17/01/2019	COUNTRY COMFORTSTYLE NORTHAM	STOCKHOLM 2 SEATER CHARCOAL SOFA FOR BKB	1	649.00	
INV 6748	06/02/2019	COUNTRY COMFORTSTYLE NORTHAM	ARAGON MESH BACK VISITORS CHAIRS BLACK - NORTHAM PUBLIC AREA	1	2,086.00	

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INV 6808	18/02/2019	COUNTRY COMFORTSTYLE NORTHAM	COMPUTER TABLE STAND	1	289.00	
INV 6564	09/01/2019	COUNTRY COMFORTSTYLE NORTHAM	OFFICE DESK FOR WUNDOWIE LIBRARY -	1	768.00	
EFT32630	15/03/2019	COUNTRY COPIERS NORTHAM	SPL X 1 STAPLES BOX OF 5000 FOR ADMIN PHOTOCOPIER	1		82.50
INV S7445	19/02/2019	COUNTRY COPIERS NORTHAM	SPL X 1 STAPLES BOX OF 5000 FOR ADMIN PHOTOCOPIER	1	82.50	
EFT32631	15/03/2019	COUNTRYWIDE GROUP	10 X 10KG DRY CHLORINE	1		1,421.42
INV 26916	11/02/2019	COUNTRYWIDE GROUP	10 X 10KG DRY CHLORINE	1	622.71	
INV 27007	22/02/2019	COUNTRYWIDE GROUP	10 X 10KG DRY CHLORINE	1	622.71	
INV 27014	25/02/2019	COUNTRYWIDE GROUP	2XDPD1 TESTING TABETS	1	176.00	
EFT32632	15/03/2019	COURIER AUSTRALIA	FREIGHT CHARGE DEPOT, CESM, HEALTH & ADMIN W/E 18/01/2019.	1		408.75
INV 0390	08/02/2019	COURIER AUSTRALIA	FREIGHT CHARGES FOR W/E 08/02/2019	1	112.38	
INV 0387	18/01/2019	COURIER AUSTRALIA	FREIGHT CHARGE DEPOT, CESM, HEALTH & ADMIN W/E 18/01/2019.	1	296.37	
EFT32633	15/03/2019	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL 01/03/2019-31/03/2019	1		662.00
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	NORTHAM SWIMMING POOL 01/03/2019-31/03/2019	1	53.00	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL 01/03/2019-31/03/2019	1	53.00	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE 01/03/2019-31/03/2019	1	61.96	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY 01/03/2019-31/03/2019	1	53.00	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	SES BUILDING 01/03/2019-31/03/2019	1	87.96	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	SES ADMINISTRATION 01/03/2019-31/03/2019	1	87.96	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE 01/03/2019-31/03/2019	1	53.00	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL 01/03/2019-31/03/2019	1	90.56	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION 01/03/2019-31/03/2019	1	61.96	
INV CINS305818/02/2019		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE 01/03/2019-31/03/2019	1	53.00	

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INV CIN3305807/02/2019		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION 06/02/2019-28/02/2019	1	6.60	
EFT32634	15/03/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL. SERVICE FAULTY ALARM SYSTEM.	1		240.00
INV 113320	06/02/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL. SERVICE FAULTY ALARM SYSTEM.	1	240.00	
EFT32635	15/03/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES.	1		171,819.68
INV 148778	21/02/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES.	1	171,819.68	
EFT32636	15/03/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH 16/01/2019 TO 19/02/2019.	1		790.97
INV RI02201017/01/2019		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH OF NOVEMBER	1	314.10	
INV RI02231301/03/2019		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH 16/01/2019 TO 19/02/2019.	1	476.87	
EFT32637	15/03/2019	DONNA TASKER	BALLOONING EVENT BID- LODGING SUPPORT COSTS AS PER COUNCIL RESOLUTION	1		3,000.00
INV 027	04/03/2019	DONNA TASKER	BALLOONING EVENT BID- LODGING SUPPORT COSTS AS PER COUNCIL RESOLUTION	1	3,000.00	
EFT32638	15/03/2019	FIRE AND SAFETY WA.	PARTS AND FITTINGS FOR BAKERS HILL BFB & SOUTHERN BROOK BFB	1		2,783.97
INV 32891	05/02/2019	FIRE AND SAFETY WA.	PARTS AND FITTINGS FOR BAKERS HILL BFB & SOUTHERN BROOK BFB	1	2,783.97	
EFT32639	15/03/2019	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-032727/02/2019		FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT32640	15/03/2019	FRANK DAVIS	DIDGERIDOO PLAYING (LGIS)	1		250.00
INV 53576	14/03/2019	FRANK DAVIS	DIDGERIDOO PLAYING (LGIS)	1	250.00	
EFT32641	15/03/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	PARTS FOR BUSH FIRE VEHICLES.	1		708.70
INV 62924	21/01/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	PARTS FOR BUSH FIRE VEHICLES.	1	708.70	

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EFT32642	15/03/2019	FULTON HOGAN INDUSTRIES PTY LTD	1000L IBC OF EMULSION TO BE PICKED UP BY SHIRE OF NORTHAM	1		3,938.00
INV 1246522224/01/2019		FULTON HOGAN INDUSTRIES PTY LTD	1000L IBC OF EMULSION TO BE PICKED UP BY SHIRE OF NORTHAM	1	3,938.00	
EFT32643	15/03/2019	GARPEN PTY LTD	3 INCH HIGH VOLUME 6.5HP 4 STROKE PETROL PUMP MODEL GWP3P	1		403.00
INV SI-00039422/01/2019		GARPEN PTY LTD	3 INCH HIGH VOLUME 6.5HP 4 STROKE PETROL PUMP MODEL GWP3P	1	403.00	
EFT32644	15/03/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. OIL DECK AND REPAIR BEARERS AND JOISTS.	1		1,232.00
INV 50	13/03/2019	GLENN STUART BEVERIDGE	SOUND SHELL. REPAIR FLAG POLES READY FOR ANZAC DAY.	1	132.00	
INV 51	13/03/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. OIL DECK AND REPAIR BEARERS AND JOISTS.	1	1,100.00	
EFT32645	15/03/2019	GRACE BRIGGS	PERFORMING THE SHIRE OF NORTHAM THE GREEN EXPERIENCE	1		100.00
INV 53566	05/03/2019	GRACE BRIGGS	PERFORMING THE SHIRE OF NORTHAM THE GREEN EXPERIENCE	1	100.00	
EFT32646	15/03/2019	GRAFTON ELECTRICS	REPAIR BBQ AT STIRLING STREET(BROOME TERRACE) AS PER ICS AND CHECK LIGHTING OPERATION	1		1,106.56
INV 5761	01/03/2019	GRAFTON ELECTRICS	EMERGENCY REPAIR TO SHOW COURT SCORE BOARD POWER SWITCH PLUS LABOUR.	1	228.97	
INV 5669	25/01/2019	GRAFTON ELECTRICS	OLD GIRLS SCHOOL. CHECK HWS SWITCH AND ENSURE SYSTEM IS WORKING.	1	99.00	
INV 5616	07/01/2019	GRAFTON ELECTRICS	RAILWAY MUSEUM. REPAIR/REPLACE 2 X CEILING FANS. CHECK ALL OTHER FANS.	1	165.00	
INV 5619	08/01/2019	GRAFTON ELECTRICS	REPAIR BBQ AT STIRLING STREET(BROOME TERRACE) AS PER ICS AND CHECK LIGHTING OPERATION	1	514.59	
INV 5618	08/01/2019	GRAFTON ELECTRICS	DECOMMISSION AIR COMPRESSOR AT NORTHAM SHIRE DEPOT	1	99.00	
EFT32647	15/03/2019	GRASS VALLEY BUSH FIRE BRIGADE	REPLACEMENT SCREEN FOR STATION PC	1		159.00
INV 2802201928/02/2019		GRASS VALLEY BUSH FIRE BRIGADE	REPLACEMENT SCREEN FOR STATION PC	1	159.00	

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EFT32648	15/03/2019	GRASS VALLEY PROGRESS ASSOCIATION	GRASS VALLEY PROGRESS ASSOCIATION GRANT FUNDING 2019.	1		4,400.00
INV 201	01/02/2019	GRASS VALLEY PROGRESS ASSOCIATION	GRASS VALLEY PROGRESS ASSOCIATION GRANT FUNDING 2019.	1	4,400.00	
EFT32649	15/03/2019	GREENACRES TURF GROUP	SUPPLY OF 550M2 OF VILLAGE GREEN PREMIUM KIKUYU	1		3,496.00
INV 0005538418/02/2019		GREENACRES TURF GROUP	SUPPLY OF 550M2 OF VILLAGE GREEN PREMIUM KIKUYU	1	3,496.00	
EFT32650	15/03/2019	GROVE WESLEY DESIGN ART	BRASS PLAQUE 300 X 210 X 2MM TO BE HUNG AT KILLARA	1		517.00
INV 5419	28/02/2019	GROVE WESLEY DESIGN ART	BRASS PLAQUE 300 X 210 X 2MM TO BE HUNG AT KILLARA QUOTE # V2385	1	517.00	
EFT32651	15/03/2019	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	85014R 12/24 VOLT AEROMAX MINI L.E.D LIGHT BOX (RED) FLANGE BASE WITH RED LENS 365MM NARVA	1		4,621.76
INV INV-018121/01/2019		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	85014R 12/24 VOLT AEROMAX MINI L.E.D LIGHT BOX (RED) FLANGE BASE WITH RED LENS 365MM NARVA	1	2,310.88	
INV INV-018121/01/2019		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	85014B 12/24 VOLT AEROMAX MINI L.E.D LIGHT BOX (BLUE) FLANGE BASE WITH RED LENS 365MM NARVA	1	2,310.88	
EFT32652	15/03/2019	IRRI - TEC PTY LTD	INSPECT & REPORT ON CONTROLLER FAULTS AT HENRY STREET OVAL.	1		440.00
INV 1901-02	25/01/2019	IRRI - TEC PTY LTD	INSPECT & REPORT ON CONTROLLER FAULTS AT HENRY STREET OVAL.	1	440.00	
EFT32653	15/03/2019	JANE BROOK NURSERY	CITRUS TREES FOR GORDON PLACE	1		440.00
INV 11665	08/02/2019	JANE BROOK NURSERY	CITRUS TREES FOR GORDON PLACE	1	440.00	
EFT32654	15/03/2019	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER- MANAGER TOURISM AND EVENTS	1		20.00
INV 4741	15/02/2019	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER- MANAGER TOURISM AND EVENTS	1	20.00	

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EFT32655	15/03/2019	KIM COLBOURNE	MISCONDUCT RESTRAINING ORDER.	1		128.00
INV 2364835914/02/2019		KIM COLBOURNE	MISCONDUCT RESTRAINING ORDER.	1	128.00	
EFT32656	15/03/2019	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE	1		1,134.96
INV 345587-104/01/2019		LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE	1	595.26	
INV 902673	04/02/2019	LANDGATE	LAND ENQUIRES	1	308.40	
INV 889660	03/12/2018	LANDGATE	LAND ENQUIRY	1	179.90	
INV 895665	01/01/2019	LANDGATE	LAND ENQUIRY	1	51.40	
EFT32657	15/03/2019	LANDMARK	15KG GAS BOTTLE FOR TOYOTA FORKLIFT	1		66.39
INV 0330020015/01/2019		LANDMARK	15KG GAS BOTTLE FOR TOYOTA FORKLIFT	1	66.39	
EFT32658	15/03/2019	LO-GO APPOINTMENTS	CONTRACT SERVICES FOR ANDREW HAWTHORNE, SEN BUILDING SURVEYOR, WEEK ENDING FEB 16 2019	1		6,205.82
INV 0041920226/02/2019		LO-GO APPOINTMENTS	CONTRACT SERVICES OF ANDREW HAWTHORNE, SENIOR BUILDING SURVEYOR FOR WEEK ENDING 23 FEBRUARY 2019.	1	2,955.15	
INV 0041916219/02/2019		LO-GO APPOINTMENTS	CONTRACT SERVICES FOR ANDREW HAWTHORNE, SEN BUILDING SURVEYOR, WEEK ENDING FEB 16 2019	1	3,250.67	
EFT32659	15/03/2019	LUCY'S TEAROOMS	LUNCH FOR GRADER TRAINING X 4 PEOPLE FROM 21/1/19-25/1/19	1		460.00
INV 1821	06/02/2019	LUCY'S TEAROOMS	LUNCH FOR GRADER TRAINING X 4 PEOPLE FROM 21/1/19-25/1/19	1	300.00	
INV 1822	06/02/2019	LUCY'S TEAROOMS	MORNING TEA FOR FEDERAL MINISTER VISIT TO BKB.	1	160.00	
EFT32660	15/03/2019	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM - 01/03/2019 TO 31/03/2019.	1		916.66
INV 0000019124/02/2019		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM - 01/03/2019 TO 31/03/2019.	1	916.66	
EFT32661	15/03/2019	MARINDUST SALES	WUNDOWIE HALL. SUPPLY AND DELIVERY OF 2 X FLAG POLES AS PER QUOTE, INCLUDING FREIGHT TO WUNDOWIE DEPOT.	1		1,299.10

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INV 0001932725/02/2019		MARINDUST SALES	WUNDOWIE HALL. SUPPLY AND DELIVERY OF 2 X FLAG POLES AS PER QUOTE, INCLUDING FREIGHT TO WUNDOWIE DEPOT.	1	1,299.10	
EFT32662	15/03/2019	MARKETFORCE	ADVERT IN AVON VALLEY ADVOCATE & SEEK FOR SUPPORT WORKER CASUAL POSITION	1		3,077.75
INV 25974	29/01/2019	MARKETFORCE	PUBLIC NOTICE - PROPOSAL TO BORROW - WEST AUSTRALIAN 16/01/2019	1	363.50	
INV 25968	29/01/2019	MARKETFORCE	PUBLIC NOTICE - PROPOSAL TO BORROW - ADVOCATE 23/01/2019	1	163.17	
INV 25969	29/01/2019	MARKETFORCE	PUBLIC NOTICE FOR COMMONAGE AVON VALLEY ADVOCATE 09/02/2019	1	180.93	
INV 25975	29/01/2019	MARKETFORCE	PUBLIC NOTICE FOR COMMONAGE WEST AUSTRALIAN 22/12/2018	1	450.74	
INV 25973	29/01/2019	MARKETFORCE	HEALTH AMENDMENT LOCAL LAW 2018 - WEST AUSTRALIAN 23/01/2019	1	559.81	
INV 25972	29/01/2019	MARKETFORCE	HEALTH AMENDMENT LOCAL LAW 2018 - AVON VALLEY ADVOCATE 30/01/2019	1	234.98	
INV 25971	29/01/2019	MARKETFORCE	ADVERT IN AVON VALLEY ADVOCATE & SEEK FOR SUPPORT WORKER CASUAL POSITION	1	580.46	
INV 25970	29/01/2019	MARKETFORCE	PLANT OPERATOR - SEEK AND ADVOCATE 23/01/2019	1	544.16	
EFT32663	15/03/2019	MATT GIRAUDO	KOOJEDDA ESTATE LANDHOLDER FIELD VISIT'S	1		1,204.50
INV 10155	04/03/2019	MATT GIRAUDO	KOOJEDDA ESTATE LANDHOLDER FIELD VISIT'S	1	1,204.50	
EFT32664	15/03/2019	MEGA-FIX	SUPPLY 2 X GEOFABRIC BIDIM A34NF 6.0MTR X 150MTR (900 SQMTRS) AS PER QUOTE# 6799.	1		3,836.34
INV 73912	20/02/2019	MEGA-FIX	SUPPLY 2 X GEOFABRIC BIDIM A34NF 6.0MTR X 150MTR (900 SQMTRS) AS PER QUOTE# 6799.	1	3,812.82	
INV 73979	15/02/2019	MEGA-FIX	SPRAY CONNECTION FOR QUAD BIKE	1	23.52	
EFT32665	15/03/2019	MOORE STEPHENS (WA) PTY LTD	ROADS TO RECOVERY ANNUAL RETURN FOR THE YEAR ENDED 30 JUNE 2018	1		4,950.00
INV 311008	28/02/2019	MOORE STEPHENS (WA) PTY LTD	ROADS TO RECOVERY ANNUAL RETURN FOR THE YEAR ENDED 30 JUNE 2018	1	4,950.00	
EFT32666	15/03/2019	MORTLOCK TIMBER GROUP	10 CUTTEK CD50 CLEAR TIMBER OIL + COLOURTONE	1		327.03

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INV 13187	14/02/2019	MORTLOCK TIMBER GROUP	10 CUTTEK CD50 CLEAR TIMBER OIL + COLOURTONE	1	327.03	
EFT32667	15/03/2019	MR NATURALLY CLEAN	RAILWAY MUSEUM. AFTER HOUR SECURITY CALL OUTS. 02/02/2019 AND 17/02/2019.	1		1,402.50
INV INV-126705/02/2019		MR NATURALLY CLEAN	RAILWAY MUSEUM. AFTER HOUR SECURITY CALL OUTS. 02/02/2019 AND 17/02/2019.	1	1,402.50	
EFT32668	15/03/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/02/2019 to 14/03/2019.	1		1,681.96
INV 9154827705/02/2019		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE 05/02/2019-04/03/2019	1	417.67	
INV 9155569415/02/2019		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/02/2019 to 14/03/2019.	1	846.62	
INV 9157396405/03/2019		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE 05/03/2019 to 04/04/2019.	1	417.67	
EFT32669	15/03/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR MARCH 2019.	1		671.00
INV INV-294401/03/2019		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR MARCH 2019.	1	671.00	
EFT32670	15/03/2019	NORTHAM & DISTRICTS GLASS SERVICE	REC CENTRE. SUPPLY AND INSTALL PANIC BARS TO THE 5 X DOORS AS PER SITE VISIT AND INSPECTION REPORT.	1		3,883.00
INV 3002	08/03/2019	NORTHAM & DISTRICTS GLASS SERVICE	REC CENTRE. SUPPLY AND INSTALL PANIC BARS TO THE 5 X DOORS AS PER SITE VISIT AND INSPECTION REPORT.	1	3,883.00	
EFT32671	15/03/2019	NORTHAM BETTA ELECTRICAL	SHOT BOX CAMERA TO REPLACE BROKEN PARKS & GARDENS MANAGER	1		528.00
INV 19842	18/02/2019	NORTHAM BETTA ELECTRICAL	SHOT BOX CAMERA TO REPLACE BROKEN PARKS & GARDENS MANAGER	1	299.00	
INV 2957302225/02/2019		NORTHAM BETTA ELECTRICAL	REPLACEMENT FOR LOST CAMERA - RANGERS	1	229.00	
EFT32672	15/03/2019	NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT (56 BAGS)	1		2,903.60
INV 1037661603/01/2019		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT (56 BAGS)	1	546.50	
INV 1037817807/01/2019		NORTHAM MITRE 10 SOLUTIONS	TOOLS FOR BUILDING SUPERVISOR. SUPPLY HOLE SAW, HAMMER, PLIERS AND KEYTAGS.	1	41.50	
INV 1037673903/01/2019		NORTHAM MITRE 10 SOLUTIONS	POLY FITTINGS FOR RETICULATION	1	71.51	
INV 1037699704/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	133.74	
INV 1037876209/01/2019		NORTHAM MITRE 10 SOLUTIONS	REPLACEMENT TOOLS AND TOOL BOX FOR INKPEN 2.4	1	203.89	

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INV 1037881409/01/2019		NORTHAM MITRE 10 SOLUTIONS	replacement tools and tool box for Inkpen 2.4	1	42.75	
INV 1038086415/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION FITTINGS FOR BERNARD PARK.	1	44.66	
INV 1037618902/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	40.38	
INV 1037893509/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS/FITTINGS	1	37.95	
INV 1037835108/01/2019		NORTHAM MITRE 10 SOLUTIONS	PIPE REMOVAL TOOLS	1	41.45	
INV 1037950111/01/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	63.10	
INV 1038072115/01/2019		NORTHAM MITRE 10 SOLUTIONS	ONE PALLET OF GREY GENERAL PURPOSE CEMENT FOR CAPITAL WORKS ON SPENCERS BROOK ROAD.	1	518.00	
INV 1037822207/01/2019		NORTHAM MITRE 10 SOLUTIONS	YELLOW LINE MARKING PAINT	1	43.51	
INV 1038327822/01/2019		NORTHAM MITRE 10 SOLUTIONS	BBQ & GAS BOTTLE WUNDOWIE POOL.	1	374.92	
INV 1038208718/01/2019		NORTHAM MITRE 10 SOLUTIONS	ONE PALLET OF GREY GENERAL PURPOSE CEMENT FOR CAPITAL WORKS ON SPENCERS BROOK ROAD.	1	518.00	
INV 1038335623/01/2019		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY ANTI VANDAL TAP HANDLE AND MASONARY DRILL BITS.	1	39.17	
INV 1038406625/01/2019		NORTHAM MITRE 10 SOLUTIONS	PLANTS / GIFTS FOR CITIZENSHIP CEREMONY	1	104.65	
INV 1038535730/01/2019		NORTHAM MITRE 10 SOLUTIONS	PPE EQUIPMENT FOR DEPOT.	1	32.31	
INV 1036800310/12/2018		NORTHAM MITRE 10 SOLUTIONS	O RING KIT	1	5.61	
EFT32673	15/03/2019	NORTHAM VETERINARY CENTRE	EUTHANASIA OF LARGE DOG	1		129.52
INV 70585	11/02/2019	NORTHAM VETERINARY CENTRE	EUTHANASIA OF LARGE DOG	1	129.52	
EFT32674	15/03/2019	OXTER SERVICES	PUBLIC TOILET CLEANING FROM 21/01/2019 TO 01/02/2019.	1		8,874.31
INV 20889	26/02/2019	OXTER SERVICES	HAND TOWELS FOR BKB.	1	95.70	
INV 20866	20/02/2019	OXTER SERVICES	CEMETERY TOILETS. SUPPLY 2 X CARTONS OF TOILET PAPER AND 1 X LARGE GLOVES.	1	136.10	
INV 20882	22/02/2019	OXTER SERVICES	APEX PARK TOILET. SUPPLY URINAL BLOCKS.	1	210.38	
INV 20927	06/03/2019	OXTER SERVICES	ADMIN BUILDING. CLEANING SUPPLIES, SUPPLY 5 X CARTONS OF 80L GARBAGE BAGS.	1	48.31	
INV 20921	05/03/2019	OXTER SERVICES	TOILET PAPER FOR BKB CENTRE.	1	57.42	

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INV 20879	22/02/2019	OXTER SERVICES	BURIAL DATE 21/02/2019: REOPENING FOR THE BURIAL OF THE LATE MR GEORGE ROBERT WARD GREGSON AT NORTHAM CEMETERY.	1	726.00	
INV 20911	01/03/2019	OXTER SERVICES	BURIAL DATE 27/02/2019: NEW GRAVE FOR THE BURIAL OF WALTER EDWARD STEPHEN.	1	710.00	
INV 20851	15/02/2019	OXTER SERVICES	PUBLIC TOILETS CLEANING FROM 04/02/2019 TO 15/02/2019.	1	2,296.80	
INV 20913	01/03/2019	OXTER SERVICES	PUBLIC TOILETS CLEANING FROM 18/02/2019 TO 01/03/2019.	1	2,296.80	
INV 20821	05/02/2019	OXTER SERVICES	PUBLIC TOILET CLEANING FROM 21/01/2019 TO 01/02/2019.	1	2,296.80	
EFT32675	15/03/2019	PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR MARCH APRIL & MAY 2019	1		172.00
INV 0010324408/02/2019		PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR MARCH APRIL & MAY 2019	1	172.00	
EFT32676	15/03/2019	PRIMARIES OF WA PTY LTD	40 X STAR PICKETS	1		253.88
INV 4078453821/01/2019		PRIMARIES OF WA PTY LTD	40 X STAR PICKETS	1	253.88	
EFT32677	15/03/2019	PUBLIC TRANSPORT AUTHORITY	TICKET SALES 18/19.	1		141.22
INV JANUAR31/01/2019		PUBLIC TRANSPORT AUTHORITY	TICKET SALES 18/19.	1	141.22	
EFT32678	15/03/2019	RED DOT STORES	FENCE SCREENS	1		200.47
INV 3993558213/02/2019		RED DOT STORES	FENCE SCREENS	1	119.97	
INV 4017972806/03/2019		RED DOT STORES	ITEMS FOR CHILDREN'S ACTIVITY TIME	1	80.50	
EFT32679	15/03/2019	ROTHWELL PUBLISHING	STOCK PURCHASES FOR BKB	1		200.00
INV 2439	11/03/2019	ROTHWELL PUBLISHING	STOCK PURCHASES FOR BKB	1	200.00	
EFT32680	15/03/2019	SKYWORKS WA PTY LTD	NORTHAM BALLOONING EVENTS BID VIDEO (WOMEN'S WORLD BALLOONING CHAMPIONSHIPS 2021)- PART ONE	1		6,600.00
INV 0205	08/02/2019	SKYWORKS WA PTY LTD	NORTHAM BALLOONING EVENTS BID VIDEO (WOMEN'S WORLD BALLOONING CHAMPIONSHIPS 2021)- PART ONE	1	3,300.00	

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INV 0207	28/02/2019	SKYWORKS WA PTY LTD	NORTHAM BALLOONING EVENTS BID VIDEO (WOMEN'S WORLD BALLOONING CHAMPIONSHIPS 2021)- PART ONE	1	3,300.00	
EFT32681	15/03/2019	SLAV'S CLEANING SERVICE	CLEANING OF THE BKB CENTRE FEBRUARY 2019.	1		2,381.50
INV 1318	28/02/2019	SLAV'S CLEANING SERVICE	CLEANING OF THE BKB CENTRE FEBRUARY 2019.	1	1,853.50	
INV 13078	31/01/2019	SLAV'S CLEANING SERVICE	COMMUNITY SERVICES SPACE, CLEANING FOR MONTH OF JANUARY.	1	528.00	
EFT32682	15/03/2019	SLF LAWYERS - EVENTUS LAWYERS PTY LTD	POUNDAGE DISBURSMENT - LEGAL COLLECTION COSTS RATES.	1		293.95
INV 136946	27/02/2019	SLF LAWYERS - EVENTUS LAWYERS PTY LTD	POUNDAGE DISBURSMENT - LEGAL COLLECTION COSTS RATES.	1	293.95	
EFT32683	15/03/2019	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING - NEW AQUATIC CENTRE	1		1,296.90
INV 7081368328/02/2019		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING - NEW AQUATIC CENTRE	1	1,208.90	
INV 7081368128/02/2019		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWN'S ADS AUGUST 2018-JUNE 2019	1	88.00	
EFT32684	15/03/2019	SPECIALE SMASH REPAIRS	SUPPLY AND INSTALL WINDSCREEN ON CLACKLINE 24R - REGO1CIG-323	1		165.00
INV 18035	26/02/2019	SPECIALE SMASH REPAIRS	SUPPLY AND INSTALL WINDSCREEN ON CLACKLINE 24R - REGO1CIG-323	1	165.00	
EFT32685	15/03/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	2X VOLUNTEERS AND 1X AMBULANCE FOR 2019 AUSTRALIA DAY CELEBRATIONS	1		332.00
INV FAINV0021/02/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID TRAINING FOR LAURA TAYLOR	1	133.00	
INV CYINV0019/02/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	2X VOLUNTEERS AND 1X AMBULANCE FOR 2019 AUSTRALIA DAY CELEBRATIONS	1	199.00	
EFT32686	15/03/2019	ST JOSEPH'S SCHOOL	REFUND IDAP FEES	1		11,348.74
INV CH0503205/03/2019		ST JOSEPH'S SCHOOL	REFUND IDAP FEES	1	11,348.74	
EFT32687	15/03/2019	THE LION'S CLUB OF NORTHAM	STOCK PURCHASES FOR VISITORS CENTRE	1		90.00
INV 18	10/01/2019	THE LION'S CLUB OF NORTHAM	STOCK PURCHASES FOR VISITORS CENTRE	1	90.00	
EFT32689	15/03/2019	TIM DAVIES LANDSCAPING PTY LTD	SUPPLY & INSTALL 1440MM PLANTING	1		5,500.00

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INV SI-0934427/02/2019		TIM DAVIES LANDSCAPING PTY LTD	SUPPLY & INSTALL 1440MM PLANTING	1	5,500.00	
EFT32690	15/03/2019	TOTAL EDEN	SERVICING BAKERS HILL CHLORINATION PLANT	1		1,456.40
INV 4077043919/12/2018		TOTAL EDEN	SERVICING BAKERS HILL CHLORINATION PLANT	1	1,456.40	
EFT32691	15/03/2019	TRISLEY'S HYDRAULIC SERVICES PTY LTD	CHLORINE GAS INSTALLATION	1		940.50
INV 9020337931/01/2019		TRISLEY'S HYDRAULIC SERVICES PTY LTD	CHLORINE GAS INSTALLATION	1	940.50	
EFT32692	15/03/2019	TURFCARE AUSTRALIA	SUPPLY 20L DRUM OF DISPATCH WETTING AGENT.	1		280.50
INV 0003807820/02/2019		TURFCARE AUSTRALIA	SUPPLY 20L DRUM OF DISPATCH WETTING AGENT.	1	280.50	
EFT32693	15/03/2019	TYRECYCLE PTY LTD	INKPEN LANDFILL COLLECTION OF TYRES FOR RECYCLING	1		1,538.39
INV 756202	15/02/2019	TYRECYCLE PTY LTD	INKPEN LANDFILL COLLECTION OF TYRES FOR RECYCLING	1	1,538.39	
EFT32694	15/03/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	ADMIN BUILDING. AFTER HOURS CALL OUT FOR FAULTY LIGHT SHORTING CIRCUIT BREAKER.	1		683.27
INV 89152	27/02/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	ADMIN BUILDING. AFTER HOURS CALL OUT FOR FAULTY LIGHT SHORTING CIRCUIT BREAKER.	1	455.13	
INV 89160	28/02/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	KILLARA COTTAGE, CHECK FAULT IN MAIN SWITCH BOARD.	1	104.50	
INV 89148	27/02/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	RIVERS EDGE CAFE. REPAIR LIGHTS IN THE COOLROOM.	1	123.64	
EFT32695	15/03/2019	VINCENT RYDER JUNIOR	CULTURAL DANCING (LGIS)	1		250.00
INV 53577	14/03/2019	VINCENT RYDER JUNIOR	CULTURAL DANCING (LGIS)	1	250.00	
EFT32696	15/03/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER DUTIES 11/02/2019 TO 22/02/2019.	1		12,027.12
INV 01988	02/03/2019	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT FEE FOR FEBRUARY 2019.	1	990.00	
INV 01987	04/03/2019	WA CONTRACT RANGER SERVICES	MANAGEMENT OF DOG POUND FACILITY AS PER RFQ 7 OF 2018 18/02/2019 TO 03/03/2019.	1	1,100.00	
INV 02006	09/03/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER DUTIES 25/02/2019 to 08/03/2019.	1	4,492.12	
INV 01971	23/02/2019	WA CONTRACT RANGER SERVICES	RELIEF RANGER DUTIES 11/02/2019 TO 22/02/2019.	1	5,445.00	

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EFT32697	15/03/2019	WAY SIGNS	VARIOUS SIGNAGE	1		1,980.00
INV 2295	22/01/2019	WAY SIGNS	VARIOUS SIGNAGE	1	1,980.00	
EFT32698	15/03/2019	WHEATBELT OFFICE & BUSINESS MACHINES	SAMSUNG 24" LED MONITOR	1		1,636.20
INV 24576	28/02/2019	WHEATBELT OFFICE & BUSINESS MACHINES	TP-LINK 5 PORT GIGABIT SWITCH	1	48.00	
INV 24538	15/02/2019	WHEATBELT OFFICE & BUSINESS MACHINES	SAMSUNG 24" LED MONITOR	1	844.00	
INV 24568	26/02/2019	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES	1	744.20	
EFT32699	15/03/2019	WHEATBELT PARTY AND EVENT HIRE	HIRE OF 6 COCKTAIL TABLES FOR LGIS COCKTAIL FUNCTION AT BKB CENTRE	1		210.00
INV 1061	12/03/2019	WHEATBELT PARTY AND EVENT HIRE	HIRE OF 6 COCKTAIL TABLES FOR LGIS COCKTAIL FUNCTION AT BKB CENTRE	1	210.00	
EFT32700	15/03/2019	WUNDOWIE PRODUCE & HARDWARE	BBQ CLEANER AND RETICULATION PARTS	1		64.14
INV INV-002106/02/2019		WUNDOWIE PRODUCE & HARDWARE	BBQ CLEANER AND RETICULATION PARTS	1	36.49	
INV INV-002004/12/2018		WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS	1	27.65	
EFT32701	25/03/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT19/03/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT32702	25/03/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 19/03/2019	1		66,574.00
INV PAYG19/19/03/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 19/03/2019	1	66,574.00	
EFT32703	25/03/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2019	1		23,985.09
INV FEBRUAR28/02/2019		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR FEBRUARY 2019	1	23,985.09	
EFT32704	25/03/2019	EASIFLEET	Payroll deductions	1		2,288.11
INV DEDUCT19/03/2019		EASIFLEET	Payroll deductions		1,212.33	
INV DEDUCT19/03/2019		EASIFLEET	Payroll deductions		1,075.78	

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EFT32705	25/03/2019	PAT DAVIS	WELCOME TO COUNTRY - RING CRITERIUM SERIES	1		300.00
INV 53561	12/03/2019	PAT DAVIS	WELCOME TO COUNTRY - RING CRITERIUM SERIES	1	300.00	
EFT32706	25/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 08/02/2019.	1		350.00
INV 23	12/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 12/03/2019.	1	50.00	
INV 21	05/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 05/03/2019	1	50.00	
INV 22	07/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 07/03/2019	1	50.00	
INV 27	21/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 21/03/2019.	1	50.00	
INV 24	14/03/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 14/03/2019.	1	50.00	
INV 26	08/02/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 08/02/2019.	1	50.00	
INV 25	19/03/2019	TREVOR EASTWELL	19/03/2019	1	50.00	
EFT32707	25/03/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - FEBRUARY 2019.	1		1,040.64
INV FEBRUARY 28/02/2019		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - FEBRUARY 2019.	1	1,040.64	
EFT32708	25/03/2019	RUSSELL JOHN FITZGERALD	RATES CREDIT REFUND FOR ASSESSMENT A10937 72A FORREST STREET NORTHAM WA 6401	1		691.44
INV A10937	20/03/2019	RUSSELL JOHN FITZGERALD	RATES CREDIT REFUND FOR ASSESSMENT A10937 72A FORREST STREET NORTHAM WA 6401		691.44	
EFT32709	28/03/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2019.	2		1,506.51
INV T1080	28/03/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2019.	2	1,506.51	
EFT32710	28/03/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCIF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2019.	2		1,114.03

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INV T1079	28/03/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2019.	2	1,114.03	
EFT32711	28/03/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BUILDING PERMIT NO 14198 R#73254.	2		1,000.00
INV T772	28/03/2019	COLE HAZLEWOOD	INFRASTRUCTURE BOND REFUND FOR BUILDING PERMIT NO 14198 R#73254.	2	1,000.00	
EFT32712	28/03/2019	NANCY DAVIS	REFUND OF BOND PAYMENT FOR BOOKING #3823.	2		500.00
INV T1169	28/03/2019	NANCY DAVIS	REFUND OF BOND PAYMENT FOR BOOKING #3823.	2	500.00	
EFT32713	28/03/2019	ROSS HUNTER	REFUND OF BOND PAYMENT FOR BOOKING #3863.	2		100.00
INV T1168	28/03/2019	ROSS HUNTER	REFUND OF BOND PAYMENT FOR BOOKING #3863.	2	100.00	
EFT32714	28/03/2019	SHIRE OF TOODYAY	RECOUPS AROC SECRETARIAL SUPPORT 2018/2019.	2		8,250.00
INV T957	28/03/2019	SHIRE OF TOODYAY	RECOUPS AROC SECRETARIAL SUPPORT 2018/2019.	2	8,250.00	
EFT32715	28/03/2019	ULTIMO DESIGN & CONSTRUCTION	BOND REFUND FOR BUILDING APP NO 18136 R#114758.	2		1,500.00
INV T1086	28/03/2019	ULTIMO DESIGN & CONSTRUCTION	BOND REFUND FOR BUILDING APP NO 18136 R#114758.	2	1,500.00	
EFT32716	29/03/2019	ABBOTTS FORGE	SUSPENSION BRIDGE. REPAIR/RE-WELS 2 X BROKEN GUARD RAIL POSTS.	1		800.00
INV 0000351910/03/2019		ABBOTTS FORGE	SUSPENSION BRIDGE. REPAIR/RE-WELS 2 X BROKEN GUARD RAIL POSTS.	1	800.00	
EFT32717	29/03/2019	ANDY'S PLUMBING SERVICE	INSTALL DRINK FOUNTAIN AT BAKERS HILL OVAL	1		1,237.50
INV A18323	06/03/2019	ANDY'S PLUMBING SERVICE	REPLACE CHLORINE LINE	1	346.50	
INV A18320	06/03/2019	ANDY'S PLUMBING SERVICE	INSTALL DRINK FOUNTAIN AT BAKERS HILL OVAL	1	891.00	
EFT32718	29/03/2019	ANNE BUDARICK	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1		54.30
INV 2198284	22/02/2019	ANNE BUDARICK	REIMBURSEMENT FOR POLICE CLEARANCE APPLICATION	1	54.30	

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EFT32719	29/03/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	BELTS FOR PLATE COMPACTOR	1		125.27
INV 6266988	21/02/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	BELTS FOR PLATE COMPACTOR	1	71.38	
INV 6258417	06/02/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN1620 - ITEM 145010 GRADE 70 10MM CHAIN (5M)	1	53.89	
EFT32720	29/03/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 25/03/2019 - INTERIM PAY	1		276.00
INV CY2503125/03/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 25/03/2019 - INTERIM PAY	1	276.00	
EFT32721	29/03/2019	AUSTRALIAN TRAINING MANAGEMENT	TRAINING FOR JARROD WYNNE - CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS.	1		2,375.00
INV 0001255930/05/2018		AUSTRALIAN TRAINING MANAGEMENT	TRAINING FOR JARROD WYNNE - CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS.	1	2,080.00	
INV 0001340610/10/2018		AUSTRALIAN TRAINING MANAGEMENT	TRAINING FOR JARROD WYNNE - CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS.	1	295.00	
EFT32722	29/03/2019	AVON VALLEY ARTS SOCIETY (INC)	BOOTIES & BEANIE ANITAS CRAFTS B50	1		60.66
INV 0004872509/03/2019		AVON VALLEY ARTS SOCIETY (INC)	BOOTIES & BEANIE ANITAS CRAFTS B50	1	60.66	
EFT32723	29/03/2019	AVON VALLEY GLASS	VERTICAL BLINDS FOR GRASS VALLEY FIRE SHED.	1		458.00
INV 0000969219/03/2019		AVON VALLEY GLASS	VERTICAL BLINDS FOR GRASS VALLEY FIRE SHED.	1	458.00	
EFT32724	29/03/2019	AVON VALLEY PLANT & EQUIPMENT PTY LTD	TOP DRESSING SAND DELIVERED	1		586.08
INV IV10377	19/03/2019	AVON VALLEY PLANT & EQUIPMENT PTY LTD	TOP DRESSING SAND DELIVERED	1	586.08	
EFT32725	29/03/2019	AVON WASTE	RUBBISH COLLECTED FROM 01/03/2019.	1		35,404.19
INV 33132	01/03/2019	AVON WASTE	RUBBISH COLLECTED FROM 01/03/2019.	1	35,404.19	
EFT32726	29/03/2019	BEN TAYLOR	BOOKS FOR SALE AT BKB - ISLAND SOLUTION BOOK	1		200.00
INV RR26/03/26/03/2019		BEN TAYLOR	BOOKS FOR SALE AT BKB - ISLAND SOLUTION BOOK	1	200.00	

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EFT32727	29/03/2019	BLACKWELL PLUMBING PTY LTD	ADMIN BUILDING. SERVICE ALL CISTERNS AS SOME LEAKING, ALSO REPLACE WHITE TOILET SEAT IN LADIES TOILET.	1		292.50
INV INV-190305/03/2019		BLACKWELL PLUMBING PTY LTD	ADMIN BUILDING. SERVICE ALL CISTERNS AS SOME LEAKING, ALSO REPLACE WHITE TOILET SEAT IN LADIES TOILET.	1	292.50	
EFT32728	29/03/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/03/2019 TO 30/04/2019.	1		49.20
INV 4083	21/03/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/03/2019 TO 30/04/2019.	1	49.20	
EFT32729	29/03/2019	CIVIC LEGAL	LEGAL SERVICES TO VET/FINALISE A CONTRACT FOR DONOVAN PAYNE ARCHITECTS (DPA) TO ACT ON BEHALF OF THE SHIRE OF NORTHAM AS SUPERINTENDENT FOR PAHSE 2 OF THE PROJECT (CONSTRUCTION).	1		7,491.11
INV 504794	28/02/2019	CIVIC LEGAL	LEGAL SERVICES TO VET/FINALISE A CONTRACT FOR DONOVAN PAYNE ARCHITECTS (DPA) TO ACT ON BEHALF OF THE SHIRE OF NORTHAM AS SUPERINTENDENT FOR PAHSE 2 OF THE PROJECT (CONSTRUCTION).	1	4,418.81	
INV 504717	28/02/2019	CIVIC LEGAL	LEGAL ADVICE REGARDING SUBMISSIONS ON DEVELOPMENT APPLICATION - EXTRACTIVE INDUSTRY CLYDESDALE ROAD, GRASS VALLEY	1	3,072.30	
EFT32730	29/03/2019	CLACKLINE FENCING CONTRACTORS	Repair Fence at the Inkpen Road Waste Management Facility	1		305.00
INV 1207	19/02/2019	CLACKLINE FENCING CONTRACTORS	Repair Fence at the Inkpen Road Waste Management Facility	1	305.00	
EFT32731	29/03/2019	COMMERCIAL AQUATICS AUSTRALIA	SERVICING AND CALIBRATION OF PROCAL	1		440.00
INV AS#2017011/03/2019		COMMERCIAL AQUATICS AUSTRALIA	SERVICING AND CALIBRATION OF PROCAL	1	440.00	
EFT32732	29/03/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR VISITORS CENTRE	1		6,409.78
INV S7454	20/02/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR VISITORS CENTRE	1	1,941.81	

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INV S7450	20/02/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON DEPOT COPIER IRS-C2230.	1	763.83	
INV S7504	11/03/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	1,936.86	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	BROCHURE HOLDER	1	35.45	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	WHITEBOARD	1	33.30	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	BLU-TACK	1	255.60	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	FELLOWS A3 LAMINATOR	1	218.20	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	NEW 1800MM X 1200MM WHITEBOARD FOR GRASS VALLEY BFB TRAINING ROOM	1	396.00	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	x 10 ARCHIVE BOXES	1	51.30	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	COLOP MINI INFO-DATER S120/WD	1	74.90	
INV 42407	06/03/2019	COUNTRY COPIERS NORTHAM	x 10 ARCHIVE BOXES	1	51.30	
INV S7519	21/03/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING AS PER ATTACHED SPREADSHEET	1	651.23	
EFT32733	29/03/2019	COUNTRYWIDE GROUP	20 X 10KGS DRY CHLORINE	1		1,929.46
INV 27060	07/03/2019	COUNTRYWIDE GROUP	20 X 10KGS DRY CHLORINE	1	1,245.42	
INV 26924	11/02/2019	COUNTRYWIDE GROUP	REPAIR STIHL F S130 BRUSHCUTTER AS IT WONT START.	1	318.20	
INV 27113	14/03/2019	COUNTRYWIDE GROUP	CHAINSAW CHAIN & CHLORINE	1	125.84	
INV 27111	13/03/2019	COUNTRYWIDE GROUP	EDGER BLADES	1	180.00	
INV 27046	06/03/2019	COUNTRYWIDE GROUP	REPAIR EDGER	1	60.00	
EFT32734	29/03/2019	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1		630.63
INV 1733036	28/02/2019	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES JULY 2018	1	180.18	
INV 1733037	28/02/2019	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS SAFES FEBRUARY 2019.	1	90.09	
INV 1733035	28/02/2019	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SERVICING OF SHARPS SAFES	1	180.18	

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INV 1733034	28/02/2019	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SERVICING OF SHARPS SAFES FEBRUARY 2019.	1	180.18	
EFT32735	29/03/2019	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	RING CRITERIUM SERIES (16 FEB 2019): Bubbleology x 5 hrs & Glitter Tattoos x 5 hrs	1		1,188.00
INV 3035	16/02/2019	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	RING CRITERIUM SERIES (16 FEB 2019): Bubbleology x 5 hrs & Glitter Tattoos x 5 hrs	1	1,188.00	
EFT32736	29/03/2019	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1		106.98
INV P1-01-02707/02/2019		DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	STOCK PURCHASES FOR VISITORS CENTRE	1	106.98	
EFT32737	29/03/2019	DMC CLEANING	CLEANING THE SHIRE OF NORTHAM FACILITIES	1		5,096.12
INV SON018	24/02/2019	DMC CLEANING	CLEANING THE SHIRE OF NORTHAM FACILITIES	1	5,096.12	
EFT32738	29/03/2019	DS AGENCIES PTY	SUPPLY 6 X CODE# SFB4 TRADITIONAL BOLLARDS, NIGHT SKY POWDER COATED CAST ALUMINIUM BODY, SUBSURFACE FIXED.	1		4,125.00
INV 148699	27/02/2019	DS AGENCIES PTY	SUPPLY 6 X CODE# SFB4 TRADITIONAL BOLLARDS, NIGHT SKY POWDER COATED CAST ALUMINIUM BODY, SUBSURFACE FIXED.	1	4,125.00	
EFT32739	29/03/2019	EFIRE & SAFETY	SOUTHERN BROOK HALL. REPLACE LED EXIT LIGHT THAT FAILED TEST AS PER REPORT AND QUOTE 7656TC.	1		4,930.20
INV 0023416528/02/2019		EFIRE & SAFETY	REC CENTRE. MONTHLY FIRE PANEL TESTING FOR FEB	1	236.50	
INV 0023416428/02/2019		EFIRE & SAFETY	KILLARA DAY RESPITE. MONTHLY FIRE PANEL TESTING FOR FEB.	1	532.40	
INV 0023416328/02/2019		EFIRE & SAFETY	REC CENTRE. MONTHLY FIRE PANEL TESTING FOR JAN.	1	162.80	
INV 0023413712/03/2019		EFIRE & SAFETY	KILLARA COTTAGES. SUPPLY AND INSTALL 6 X EMERGENCY OYSTER LIGHTS & LED EXIT LIGHT, THAT FAILED TESTING, AS PER QUOTE 7661TC.	1	1,606.00	
INV 0023413712/03/2019		EFIRE & SAFETY	SOUTHERN BROOK HALL. REPLACE LED EXIT LIGHT THAT FAILED TEST AS PER REPORT AND QUOTE 7656TC.	1	2,392.50	
EFT32740	29/03/2019	ECOMIST SWAN	YEARLY SERVICED NATURAL INSECT CONTROL	1		192.50
INV 0004972107/03/2019		ECOMIST SWAN	YEARLY SERVICED NATURAL INSECT CONTROL	1	192.50	

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EFT32741	29/03/2019	FRAMESWEST	BLAST AND POWDER COAT NETBALL POLES PLUS WELD ROD TO BOLT TO RAISE AND LOWER POLES X 6	1		594.00
INV 0001706108/03/2019		FRAMESWEST	BLAST AND POWDER COAT NETBALL POLES PLUS WELD ROD TO BOLT TO RAISE AND LOWER POLES X 6	1	561.00	
INV 0001716226/03/2019		FRAMESWEST	REPAIR TO PORTABLE SCOREBOARD STAND	1	33.00	
EFT32742	29/03/2019	FRANK DAVIS	DIDGERIDOO PLAYING FOR TOUR OPERATOR EVENT EXPERIENCE	1		150.00
INV 53682	21/03/2019	FRANK DAVIS	DIDGERIDOO PLAYING FOR TOUR OPERATOR EVENT EXPERIENCE	1	150.00	
EFT32743	29/03/2019	FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 20/03/2019	1		286.00
INV 0029149819/03/2019		FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 20/03/2019	1	286.00	
EFT32744	29/03/2019	GARRY WALLAM	CATERING & DANCING	1		300.00
INV 53686	21/03/2019	GARRY WALLAM	CATERING & DANCING	1	300.00	
EFT32745	29/03/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP STEEL DRUM ROLLER & RUBBER TYRE ROLLER FROM SPENCERS BROOK ROAD & TAKE TO EAST STREET NORTHAM.	1		3,052.50
INV 001461	04/02/2019	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO PICK UP TYRE ROLLER FROM BERT HAWKE OVAL AND DROP AT CHINGANNING ROAD	1	825.00	
INV 001462	20/02/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP MULTI TYRE ROLLER FROM WARIN AND DROP OFF CHEDARING ROAD	1	742.50	
INV 1469	26/02/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP STEEL DRUM ROLLER & RUBBER TYRE ROLLER FROM EAST STREET NORTHAM & TAKE TO SPENCERS BROOK ROAD.	1	495.00	
INV 1463	20/02/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP STEEL DRUM ROLLER & RUBBER TYRE ROLLER FROM SPENCERS BROOK ROAD & TAKE TO EAST STREET NORTHAM.	1	990.00	
EFT32746	29/03/2019	GHD PTY LTD	CONDUCT SHIRE OF NORTHAM PLANT MANAGEMENT ASSESSMENT - PHASE ONE (1) AS PER QUOTE#01090123PHASE ONE APPROACH WOULD INCLUDE	1		8,580.00

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INV 9110818	05/03/2019	GHD PTY LTD	CONDUCT SHIRE OF NORTHAM PLANT MANAGEMENT ASSESSMENT - PHASE ONE (1) AS PER QUOTE#91090123PHASE ONE APPROACH WOULD INCLUDE	1	8,580.00	
EFT32747	29/03/2019	GLENN STUART BEVERIDGE	MAY STREET PRE PRIMARY. REPAIR SECTIONS OF FENCE AND RE-INSTALL GATES.	1		5,300.90
INV 48	11/03/2019	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA. INSTALL PICTURE RAILS TO WALLS AS DISCUSSED ON SITE.	1	1,023.00	
INV 49	11/03/2019	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. TEMP FIX TO 2 X BROKEN HAND RAILS.	1	154.00	
INV 47	11/03/2019	GLENN STUART BEVERIDGE	MORBY COTTAGE. RELAY PAVERS TO REMOVE ANY TRIP HAZARDS.	1	704.00	
INV 56	21/03/2019	GLENN STUART BEVERIDGE	MAY STREET PRE PRIMARY. REPAIR SECTIONS OF FENCE AND RE-INSTALL GATES.	1	2,068.00	
INV 55	21/03/2019	GLENN STUART BEVERIDGE	POP UP SHOP. CLEAN OUT REAR STORE AND TOILETS. INSTALL PADBOLTS AND PADLOCKS.	1	440.00	
INV 54	21/03/2019	GLENN STUART BEVERIDGE	FLUFFY DUCKS. REPAIR REAR DOOR NOT LOCKING.	1	185.90	
INV 53	21/03/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. SUPPLY AND INSTALL HANDRAIL AND POSTS UE TO SAFETY CONCERN.	1	660.00	
INV 57	21/03/2019	GLENN STUART BEVERIDGE	LABOUR COST FOR THE INSTALLATION OF SIGNAGE AT THE OLD QUARRY ROAD LANDFILL SITE	1	66.00	
EFT32748	29/03/2019	GRAFTON ELECTRICS	REPAIR FOOTBALL SIREN DC POWER SUPPLY PLUS LABOUR - TRADESMAN	1		450.01
INV 5564	07/12/2018	GRAFTON ELECTRICS	POWER AT BUCKLAND- STAFF CHRISTMAS FUNCTION 2018	1	217.80	
INV 5811	20/03/2019	GRAFTON ELECTRICS	REPAIR FOOTBALL SIREN DC POWER SUPPLY PLUS LABOUR - TRADESMAN	1	232.21	
EFT32749	29/03/2019	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR RANGER SERVICES	1		104.50
INV 5434	14/03/2019	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR RANGER SERVICES	1	104.50	
EFT32750	29/03/2019	INDUSTRIAL AUTOMATION GROUP	6 MONTHLY OPERATIONAL COSTS FOR ELECTRONIC STANDPIPES FROM 01/01/2019 - 01/06/2019	1		1,626.35
INV SINV13415/03/2019		INDUSTRIAL AUTOMATION GROUP	6 MONTHLY OPERATIONAL COSTS FOR ELECTRONIC STANDPIPES FROM 01/01/2019 - 01/06/2019	1	1,626.35	

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EFT32751	29/03/2019	REDALE PEDERSEN HOOK ARCHITECTS	NORTHAM BILYA KOORT BOODJA CENTRE - ADDITIONAL LANDSCAPE WORKS	1		550.00
INV 0000531906/03/2019		REDALE PEDERSEN HOOK ARCHITECTS	NORTHAM BILYA KOORT BOODJA CENTRE - ADDITIONAL LANDSCAPE WORKS	1	550.00	
EFT32752	29/03/2019	IKOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO THE WASTE WATER TREATMENT PLANT (CLARK STREET DAM) MUST BE WITH FRONT HIAB ONLY	1		3,526.86
INV 6082026	28/02/2019	IKOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2018 TO 30/06/2019 - HAS 2 SERVICE FEES @ \$174.25 EACH PER MONTH.	1	472.16	
INV 6085183	08/03/2019	IKOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO THE WASTE WATER TREATMENT PLANT (CLARK STREET DAM) MUST BE WITH FRONT HIAB ONLY	1	3,054.70	
EFT32753	29/03/2019	JAMES TINIRAU WEST	STAGE AND MUSICAL EQUIPMENT SET UP - GREEN EXPERIENCE FAMILY NIGHT 8 MARCH 2019	1		200.00
INV W1003	18/03/2019	JAMES TINIRAU WEST	STAGE AND MUSICAL EQUIPMENT SET UP - GREEN EXPERIENCE FAMILY NIGHT 8 MARCH 2019	1	100.00	
INV W1002	18/03/2019	JAMES TINIRAU WEST	STAGE AND MUSICAL EQUIPMENT SET UP - GREEN EXPERIENCE FAMILY NIGHT 8 MARCH 2019	1	100.00	
EFT32754	29/03/2019	JH COMPUTER SERVICES PTY LTD	CCTV AUDIT WUNDOWIE	1		1,793.00
INV 0001886105/01/2019		JH COMPUTER SERVICES PTY LTD	6 X EXTRA TREND ANTI-VIRUS LICENCES TO EXPIRE SAME TIME AS INITIAL 80 BOUNGHT IN MAY 2018	1	693.00	
INV 0000187626/10/2018		JH COMPUTER SERVICES PTY LTD	CCTV AUDIT WUNDOWIE	1	1,100.00	
EFT32755	29/03/2019	JOHN RUTHERFORD	\$100 VOUCHER FOR SUE SAMS AS PROMISED FOR TOOL BOX REPORTED FROM 6 WEEKS AGO	1		100.00
INV CK18/03/18/03/2019		JOHN RUTHERFORD	\$100 VOUCHER FOR SUE SAMS AS PROMISED FOR TOOL BOX REPORTED FROM 6 WEEKS AGO	1	100.00	
EFT32756	29/03/2019	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD PRO REPAIR	1		150.00
INV 4858	12/03/2019	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD PRO REPAIR	1	150.00	
EFT32757	29/03/2019	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS & ITEMS FOR KILLARA	1		347.88

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INV 0003661527/02/2019		KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS & ITEMS FOR KILLARA	1	347.88	
EFT32758	29/03/2019	KOMATSU AUSTRALIA PTY LTD	PARTS TO REPAIR PN1003	1		916.89
INV 0013737908/03/2019		KOMATSU AUSTRALIA PTY LTD	PARTS TO REPAIR PN1003	1	916.89	
EFT32759	29/03/2019	LANDGATE	GRV INT VALS CTRY AND FESA 12,001 - 100,000	1		581.16
INV 909046	05/03/2019	LANDGATE	LAND ENQUIRES	1	154.20	
INV 346175-1Q2/02/2019		LANDGATE	RURAL UV INTERIM VALUATION SHARED	1	123.15	
INV 346151-1Q2/02/2019		LANDGATE	GRV INT VALS CTRY AND FESA 12,001 - 100,000	1	303.81	
EFT32760	29/03/2019	LANDMARK	8L HANDSPRAYER (WUNDOWIE)	1		984.56
INV 9014952420/02/2019		LANDMARK	2 X 45KG GAS BOTTLES FOR GRASS VALLEY BFB INCLUDING DELIVERY	1	254.01	
INV 9015103926/02/2019		LANDMARK	8L HANDSPRAYER (WUNDOWIE)	1	477.97	
INV 9014691212/02/2019		LANDMARK	15KG REPLACEMENT GAS BOTTLE FOR FORKLIFT	1	60.08	
INV 9014582907/02/2019		LANDMARK	50M ROLL OF 25MM RURAL POLY FOR RETIC.	1	192.50	
EFT32761	29/03/2019	IGIS - LOCAL GOVERNMENT INSURANCE SERVICES	CHSOP SPECIFIC MT & CLIENT TRANSFERS TRAINING	1		1,320.00
INV 156-018601/03/2019		IGIS - LOCAL GOVERNMENT INSURANCE SERVICES	CHSOP SPECIFIC MT & CLIENT TRANSFERS TRAINING	1	1,320.00	
EFT32762	29/03/2019	LLOYDS EARTHMOVING	POT FEET	1		24.00
INV INV-103819/02/2019		LLOYDS EARTHMOVING	POT FEET	1	24.00	
EFT32763	29/03/2019	IO-GO APPOINTMENTS	BUILDING SURVEYOR SERVICES FOR WEEK ENDING 2 MARCH 2019 - ANDREW HAWTHORNE	1		2,692.47
INV 0041924205/03/2019		IO-GO APPOINTMENTS	BUILDING SURVEYOR SERVICES FOR WEEK ENDING 2 MARCH 2019 - ANDREW HAWTHORNE	1	2,692.47	
EFT32764	29/03/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CCTV FOR CRITICAL INFRASTRUCTURE & LOCAL GOVERNMENT COURSE REGISTRATION (25/26TH MARCH 2019) DAVID SPARROW	1		1,440.00

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INV 10,513	26/02/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CCTV FOR CRITICAL INFRASTRUCTURE & LOCAL GOVERNMENT COURSE REGISTRATION (25/26TH MARCH 2019)	1	675.00	
INV 10,512	26/02/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MEMBER REGISTRATION - COLIN YOUNG CCTV FOR CRITICAL INFRASTRUCTURE & LOCAL GOVERNMENT COURSE REGISTRATION (25/26TH MARCH 2019) DAVID SPARROW	1	765.00	
EFT32765	29/03/2019	MARK ANDREW SCHELFHOUT	THE GREEN EXPERIENCE 15 MARCH 2019 SOLO ENTERTAINMENT	1		100.00
INV 1560320115/03/2019	29/03/2019	MARK ANDREW SCHELFHOUT	THE GREEN EXPERIENCE 15 MARCH 2019 SOLO ENTERTAINMENT	1	100.00	
EFT32766	29/03/2019	MARKETFORCE	ADVERT FOR COMPLIANCE OFFICER WEST AUSTRALIAN 02/02/2019	1		4,644.91
INV 26424	25/02/2019	MARKETFORCE	PUBLIC NOTICE - ADVOCATE 13/02/2019 - RFT 1 OF 2019 REINSTATEMENT REPAIRS FOR FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822	1	214.85	
INV 26423	25/02/2019	MARKETFORCE	PUBLIC NOTICE - ADVOCATE 13/02/2019 - RFT 1 OF 2019 REINSTATEMENT REPAIRS FOR FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822	1	252.93	
INV 26422	25/02/2019	MARKETFORCE	ADVERT FOR COMPLIANCE OFFICER AVON VALLEY ADVOCATE 06/02/2019 & SEEK	1	562.51	
INV 26429	25/02/2019	MARKETFORCE	ADVERT FOR COMPLIANCE OFFICER WEST AUSTRALIAN 02/02/2019	1	1,281.30	
INV 26421	25/02/2019	MARKETFORCE		1	352.64	
INV 26420	25/02/2019	MARKETFORCE	FITZGERALD STREET ROAD CLOSURE, AVON VALLEY ADVOCATE 06/02/2019, 13/02/2019, 20/02/2019, 27/02/2019, 06/03/2019	1	467.70	
INV 26428	25/02/2019	MARKETFORCE	PUBLIC NOTICE ADVOCATE 27/02/2019 - SPECIAL COUNCIL MEETING 27/02/2019	1	199.08	
INV 26427	25/02/2019	MARKETFORCE	EMPLOYMENT ADVERT SAFETY OFFICER SEEK	1	185.36	
INV 26426	25/02/2019	MARKETFORCE	EMPLOYMENT ADVERT MANAGER PLANNING SERVICES SEEK AND LG ASSIST	1	499.20	

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INV 26425	25/02/2019	MARKETFORCE	EMPLOYMENT ADVERT BKB OFFICER SEEK & SAFETY OFFICER/BKB JOINT ADVERTISEMENT IN AVON VALLEY ADVOCATE 27/02/2019	1	629.34	
EFT32767	29/03/2019	MCLEODS BARRISTERS & SOLICITORS	OMALLEY, S - 29 MCMULLEN ROAD WUNDOWIE - UNLAWFUL DEVELOPMENT - DOCUMENT AND WITNESS PREPARATION	1		1,175.35
INV 107111	28/02/2019	MCLEODS BARRISTERS & SOLICITORS	OMALLEY, S - 29 MCMULLEN ROAD WUNDOWIE - UNLAWFUL DEVELOPMENT - DOCUMENT AND WITNESS PREPARATION	1	1,175.35	
EFT32768	29/03/2019	MEN'S DARTS ASSOCIATION	REFUND OF BOND PAYMENT FOR BOOKING #3808	1		500.00
INV JL26/03/226/03/2019		MEN'S DARTS ASSOCIATION	REFUND OF BOND PAYMENT FOR BOOKING #3808	1	500.00	
EFT32769	29/03/2019	MHW INTEGRATION PTY LTD	CONTROL HARDWARE/SENSORS 2X EXTRON OCS100 OCCUPANCY SENSORS	1		2,018.50
INV 0000148011/03/2019		MHW INTEGRATION PTY LTD	CONTROL HARDWARE/SENSORS 2X EXTRON OCS100 OCCUPANCY SENSORS	1	2,018.50	
EFT32770	29/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCATION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED 21/01/2019 to 27/01/2019.	1		31,336.80
INV N2159	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	1,336.50	
INV N2159	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCATION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	2,692.80	
INV N2176	04/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	1,336.50	

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INV N2176	04/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	1,795.20	
INV N2177	04/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	1,336.50	
INV N2177	04/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED.	1	2,692.80	
INV N2185	18/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK 11/03/2019 to 17/03/2019.	1	2,692.80	
INV N2154	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 28/01/2019 to 03/02/2019.	1	1,336.50	
INV N2154	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 28/01/2019 to 03/02/2019.	1	2,692.80	
INV N2155	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 04/02/2019 to 10/02/2019.	1	1,336.50	
INV N2155	18/02/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 04/02/2019 to 10/02/2019.	1	2,692.80	
INV N2139	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED 21/01/2019 to 27/01/2019.	1	1,336.50	
INV N2139	29/01/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCTION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED 21/01/2019 to 27/01/2019.	1	2,692.80	

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INV N2184	18/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 WHICH HAS BEEN EXTENDED UNTIL NEW TENDER HAS BEEN AWARDED. 04/03/2019 to 10/03/2019.	1	1,336.50	
INV N2184	18/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING & GULLY EDUCATION SERVICES 8.5 HOURS 3 DAYS PER WEEK FROM 6TH JANUARY 2019 AS PER CONTRACT 5 OF 2014 04/03/2019 to 10/03/2019.	1	2,692.80	
INV N2185	18/03/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP		1	1,336.50	
EFT32771	29/03/2019	MIRACLE RECREATION EQUIPMENT	NORTHAM PLAYGROUND EQUIPMENT - BERNARD PARK NEAR PLAYGROUP. REMOVE & DISPOSE OF EXISTING TRAIN UNIT AS PER QUOTE.	1		35,310.00
INV 38271	25/02/2019	MIRACLE RECREATION EQUIPMENT	NORTHAM PLAYGROUND EQUIPMENT - BERNARD PARK NEAR PLAYGROUP. REMOVE & DISPOSE OF EXISTING TRAIN UNIT AS PER QUOTE.	1	35,310.00	
EFT32772	29/03/2019	MORRIS PEST AND WEED CONTROL	POP UP SHOP. SPRAY FOR SPIDERS INSIDE FRONT SECTION OF SHOP AND VERANDAH.	1		220.00
INV 182127	20/03/2019	MORRIS PEST AND WEED CONTROL	POP UP SHOP. SPRAY FOR SPIDERS INSIDE FRONT SECTION OF SHOP AND VERANDAH.	1	220.00	
EFT32773	29/03/2019	NINTEX PTY LTD	NINTEX PROMAPP SOFTWARE SUBSCRIPTION (PROCESS MAPPING)	1		1,595.00
INV INV7622	28/02/2019	NINTEX PTY LTD	NINTEX PROMAPP SOFTWARE SUBSCRIPTION (PROCESS MAPPING)	1	1,595.00	
EFT32774	29/03/2019	NORTHAM & DISTRICTS GLASS SERVICE	PN1804 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN TO VEHICLE NUMBER N10759 HINO FG CODE NO 818997 AS PER QUOTE 121	1		315.00
INV 3029	12/03/2019	NORTHAM & DISTRICTS GLASS SERVICE	PN1804 - SUPPLY AND FIT FULL TINTED LAMINATED WINDSCREEN TO VEHICLE NUMBER N10759 HINO FG CODE NO 818997 AS PER QUOTE 121	1	315.00	
EFT32775	29/03/2019	NORTHAM AUTO ELECTRICS	PN1611 - FRONT STEER TYRES 295/80R 22.5 TYRES	1		887.00
INV A0173	01/03/2019	NORTHAM AUTO ELECTRICS	PN1611 - FRONT STEER TYRES 295/80R 22.5 TYRES	1	887.00	

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EFT32776	29/03/2019	NORTHAM BETTA ELECTRICAL	LOGITECH MK270R WIRELESS KEYBOARD & MOUSE	1		49.95
INV 2957300620/02/2019		NORTHAM BETTA ELECTRICAL	LOGITECH MK270R WIRELESS KEYBOARD & MOUSE	1	49.95	
EFT32777	29/03/2019	NORTHAM DISCOUNT DRUG STORE	MOVICOL & ASPIRIN FOR MEDICINE TROLLEY - KILLARA	1		14.98
INV 1091043	21/03/2019	NORTHAM DISCOUNT DRUG STORE	MOVICOL & ASPIRIN FOR MEDICINE TROLLEY - KILLARA	1	14.98	
EFT32778	29/03/2019	NORTHAM FEED & HIRE	CAT TRAPS	1		1,057.00
INV 0000192022/02/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - FEBRUARY 2019.	1	33.00	
INV 0000194701/03/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH 2019.	1	33.00	
INV 0000192926/02/2019		NORTHAM FEED & HIRE	CAT TRAPS	1	468.00	
INV 0000187304/02/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - FEBRUARY 2019.	1	49.50	
INV 0000189411/02/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - FEBRUARY 2019.	1	55.00	
INV 0000185625/01/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JANUARY 2019.	1	33.00	
INV 0000183016/01/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JANUARY 2019.	1	31.50	
INV 0000197518/03/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH 2019.	1	33.00	
INV 0000194	15/03/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH 2019	1	33.00	
INV 0000197313/03/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH 2019	1	33.00	
INV 0000194806/03/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH 2019.	1	33.00	
INV 0000191926/02/2019		NORTHAM FEED & HIRE	BAG OF DYNAMIC LIFTER	1	222.00	
EFT32779	29/03/2019	NORTHAM HOLDEN	PN1707 - 45,000KM SERVICE TO BE CONDUCTED TUESDAY 5TH FEBRUARY 2019	1		419.74
INV 123417	08/03/2019	NORTHAM HOLDEN	PN1707 - 45,000KM SERVICE TO BE CONDUCTED TUESDAY 5TH FEBRUARY 2019	1	419.74	

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EFT32780	29/03/2019	NORTHAM LIQUOR BARON'S	STOCK FOR LGIS TOUR OF BKB CENTRE - COCKTAIL RECEPTION	1		736.71
INV 1210-130315/03/2019		NORTHAM LIQUOR BARON'S	STOCK FOR LGIS TOUR OF BKB CENTRE - COCKTAIL RECEPTION	1	736.71	
EFT32781	29/03/2019	NORTHAM MAZDA	70,000KM SERVICE ON MAZDA CX5 N.3433 BUILDING SURVEYOR'S VEHICLE - BOOKED IN FOR TUESDAY 26TH FEBRUARY 2019.	1		464.28
INV 123260	26/02/2019	NORTHAM MAZDA	70,000KM SERVICE ON MAZDA CX5 N.3433 BUILDING SURVEYOR'S VEHICLE - BOOKED IN FOR TUESDAY 26TH FEBRUARY 2019.	1	327.95	
INV 123426	11/03/2019	NORTHAM MAZDA	PART NUMBER UC9H42250B - CAP FUEL TANK	1	136.33	
EFT32782	29/03/2019	NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1		2,695.64
INV 1038746705/02/2019		NORTHAM MITRE 10 SOLUTIONS	STICK ON NUMBERS X 18	1	35.67	
INV 1039061515/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR KILLARA	1	36.48	
INV 1039141218/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETIC FITTINGS FOR HENRY ST OVAL	1	154.02	
INV 1039055115/02/2019		NORTHAM MITRE 10 SOLUTIONS	ANTI THEFT WATER TAPS AND HANDLES	1	58.58	
INV 1038770306/02/2019		NORTHAM MITRE 10 SOLUTIONS	PIPE FITTINGS FOR RETICULATION RIVERBANK	1	66.44	
INV 1039165318/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR HENRY STREET OVAL	1	37.53	
INV 1039027514/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR BKB	1	17.34	
INV 1033876406/02/2019		NORTHAM MITRE 10 SOLUTIONS	PALLET OF CEMENT	1	518.00	
INV 1038745105/02/2019		NORTHAM MITRE 10 SOLUTIONS	BOLTS, NUTS & WASHES FOR SIGN INSTALLATION	1	30.88	
INV 1038813807/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETIC PARTS FOR ADMIN GARDEN MAINTENANCE.	1	67.04	
INV 1038851508/02/2019		NORTHAM MITRE 10 SOLUTIONS	SEASOL & POWERFEED	1	29.36	
INV 1039061915/02/2019		NORTHAM MITRE 10 SOLUTIONS	EQUIPMENT FOR BUSHFIRES.	1	129.13	
INV 1039389025/02/2019		NORTHAM MITRE 10 SOLUTIONS	KEY CUT FOR LIBRARY OFFICE	1	7.13	
INV 1038950711/02/2019		NORTHAM MITRE 10 SOLUTIONS	PLANT FOR WUNDOWIE LIBRARY	1	179.28	
INV 1038784906/02/2019		NORTHAM MITRE 10 SOLUTIONS	2 KEYS CUT FOR LIBRARY OFFICE	1	21.38	

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INV 1039258621/02/2019		NORTHAM MITRE 10 SOLUTIONS	SPRINKLER FOR LAWN	1	32.78	
INV 1038825407/02/2019		NORTHAM MITRE 10 SOLUTIONS	1 X 9KG GAS BOTTLE EXCHANGE	1	28.50	
INV 1039376425/02/2019		NORTHAM MITRE 10 SOLUTIONS	2X 1.8 Ltr FLASKS FOR KILLARA OUTINGS & WEED AND FEED	1	127.08	
INV 1039432927/02/2019		NORTHAM MITRE 10 SOLUTIONS	GRINDING DISKS VARIOUS SIZES	1	50.08	
INV 1039238921/02/2019		NORTHAM MITRE 10 SOLUTIONS	PALLET OF RAPID SET	1	476.00	
INV 1039407426/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR ADMIN GARDENS	1	36.32	
INV 1039449927/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	34.68	
INV 1039482628/02/2019		NORTHAM MITRE 10 SOLUTIONS	GALCON	1	174.80	
INV 1039189719/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	147.74	
INV 1039189419/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	58.90	
INV 1039244421/02/2019		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	34.21	
INV 1038324622/01/2019		NORTHAM MITRE 10 SOLUTIONS	NUTS AND BOLTS FOR SIGNAGE	1	106.29	
EFT32783	29/03/2019	OXTER SERVICES	80L GARBAGE BAGS	1		315.73
INV 20931	06/03/2019	OXTER SERVICES	CLACKLINE TOILETS, SUPPLY CLEANING PRODUCTS - 2 X CARTONS OF TOILET ROLLS AND 1 X BOX GLOVES.	1	64.25	
INV 20916	01/03/2019	OXTER SERVICES	80L GARBAGE BAGS	1	251.48	
EFT32784	29/03/2019	PBF AUSTRALIA	PBF CORPORATE MEMBERSHIP (GOVERNANCE)	1		3,500.00
INV INV032531/01/2019		PBF AUSTRALIA	PBF CORPORATE MEMBERSHIP (GOVERNANCE)	1	3,500.00	
EFT32785	29/03/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGERS - 182 FITZGERALD ST NORTHAM	1		120.17
INV 601148	15/03/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGERS - 182 FITZGERALD ST NORTHAM	1	120.17	
EFT32786	29/03/2019	PERTH SAFETY PRODUCTS PTY LTD	YELLOW SIGN / BLACK WRITING ROAD MODIFICATION FEB-MAR. CORFLUTE SIGN 600X900	1		110.00

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INV 0000877206/02/2019		PERTH SAFETY PRODUCTS PTY LTD	YELLOW SIGN / BLACK WRITING ROAD MODIFICATION FEB-MAR CORELUTE SIGN 600X900	1	110.00	
EFT32787	29/03/2019	PEF FOOD SERVICES PTY LTD	80 LITRE BLACK BIN BAGS	1		612.30
INV KO5061213/03/2019		PEF FOOD SERVICES PTY LTD	80 LITRE BLACK BIN BAGS	1	250.20	
INV KO5848022/03/2019		PEF FOOD SERVICES PTY LTD	021219 - TOILET ROLLS	1	172.00	
INV KO5046713/03/2019		PEF FOOD SERVICES PTY LTD	6 X5LITRE DISENFECTANT	1	190.10	
EFT32788	29/03/2019	QUALITY PRESS	FIREGROUND NOTEPADS FOR VOLUNTEER FIREFIGHTERS AS PER QUOTE #378,333	1		2,374.90
INV OFINV0114/12/2018		QUALITY PRESS	FIREGROUND NOTEPADS FOR VOLUNTEER FIREFIGHTERS AS PER QUOTE #378,333	1	2,374.90	
EFT32789	29/03/2019	REFRACTORY ROAD	VILLAGE GREEN LIVE MUSIC FOR CYCLING EVENT (SAT 16 FEB 2019, 2PM-4.50PM)	1		400.00
INV 15	17/02/2019	REFRACTORY ROAD	VILLAGE GREEN LIVE MUSIC FOR CYCLING EVENT (SAT 16 FEB 2019, 2PM-4.50PM)	1	400.00	
EFT32790	29/03/2019	REGIONAL CONCRETE & LANDSCAPE	SUPPLY & INSTALL, APPRX 30MTR SQR ARTIFICIAL TURF ON COMPACTED CRACKER DUST, BUILT UP TO LEVEL OF EXISTING CONCRETE, WITH LIMESTONE PILLOW EDGING TO THE GRASS VALLEY FIRE SHED AS PER QUOTE	1		4,094.20
INV 1337	12/02/2019	REGIONAL CONCRETE & LANDSCAPE	SUPPLY & INSTALL, APPRX 30MTR SQR ARTIFICIAL TURF ON COMPACTED CRACKER DUST, BUILT UP TO LEVEL OF EXISTING CONCRETE, WITH LIMESTONE PILLOW EDGING TO THE GRASS VALLEY FIRE SHED AS PER QUOTE	1	4,094.20	
EFT32791	29/03/2019	RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR FEBRUARY 2019. SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, KIM COLBOURNE, JORDYN BUDAS, ALYSHA MCCALL, JACK LITTLE, MICHELLE WINMAR.	1		3,361.30
INV FEBRUAR8/02/2019		RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR FEBRUARY 2019. SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, KIM COLBOURNE, JORDYN BUDAS, ALYSHA MCCALL, JACK LITTLE, MICHELLE WINMAR.	1	3,361.30	

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EFT32792	29/03/2019	ROADS2000	SUPPLY & LAY ASPHALT 30MM THICK BLACK SMA (M2 RATE) FOR 640M2 AT MUDALLA WAY @ \$26.50 + GST PER M2 AS PER QUOTE# 6038 REV2	1		21,798.48
INV 27812	28/02/2019	ROADS2000		1	21,798.48	
EFT32793	29/03/2019	RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM WACRO-PAID F/N	1		200.00
INV 27/03/20127/03/2019		RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM WACRO-PAID F/N	1	200.00	
EFT32794	29/03/2019	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING FOR TUESDAY 4TH DECEMBER 2018.	1		1,470.48
INV AP53156012/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING FOR TUESDAY 4TH DECEMBER 2018.	1	1,470.48	
EFT32795	29/03/2019	SLAVS CLEANING SERVICE	COMMUNITY SERVICES SPACE, CLEANING FOR MONTH OF FEBRUARY 2019.	1		528.00
INV 1319	28/02/2019	SLAVS CLEANING SERVICE	COMMUNITY SERVICES SPACE, CLEANING FOR MONTH OF FEBRUARY 2019.	1	528.00	
EFT32796	29/03/2019	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING ON TRIPLE M & HITFM FROM 11/02/19 TO 09/03/2019 FOR ROADWORKS ON FITZGERALD STREET NORTHAM COMMENCING 18TH FEBRUARY 2019.	1		1,569.70
INV 7081368228/02/2019		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING ON TRIPLE M & HITFM FROM 11/02/19 TO 09/03/2019 FOR ROADWORKS ON FITZGERALD STREET NORTHAM COMMENCING 18TH FEBRUARY 2019.	1	1,569.70	
EFT32797	29/03/2019	SPORTSPOWER NORTHAM	NETBALL OUTDOOR CHAINS	1		200.00
INV 19-00002811/03/2019		SPORTSPOWER NORTHAM	NETBALL OUTDOOR CHAINS	1	200.00	
EFT32798	29/03/2019	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018	1		25,603.60
INV 1076	19/03/2019	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018	1	25,603.60	
EFT32799	29/03/2019	STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR BUSHFIRES.	1		1,880.05

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INV SIN-298140/01/2019		STEWART & HEATON CLOTHING CO.PTY LTD	BUSHFIRE PROTECTIVE CLOTHING.	1	202.00	
INV SIN-298215/01/2019		STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR BUSHFIRES.	1	1,678.05	
EFT32800	29/03/2019	STRATAGREEN	15L WHITE LINEMARKING PAINT	1		354.77
INV 103449	18/03/2019	STRATAGREEN	15L WHITE LINEMARKING PAINT	1	354.77	
EFT32801	29/03/2019	SUNPALM AUSTRALIA PTY LTD T/A PREMIUM PLASTICS	MULTIFLOW MULTI FLOW SPRINKLER STAKES	1		501.38
INV 49441	20/02/2019	SUNPALM AUSTRALIA PTY LTD T/A PREMIUM PLASTICS	MULTIFLOW MULTI FLOW SPRINKLER STAKES	1	501.38	
EFT32802	29/03/2019	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 23/01/2019	1		396.00
INV 2080	23/01/2019	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 23/01/2019	1	396.00	
EFT32803	29/03/2019	TUTT BRYANT EQUIPMENT PTY LTD	REPLACEMENT FUEL CAP - P06550076	1		126.20
INV 0084538726/02/2019		TUTT BRYANT EQUIPMENT PTY LTD	REPLACEMENT FUEL CAP - P06550076	1	126.20	
EFT32804	29/03/2019	TYREPOWER	SUPPLY & FIT 2 X NEW KUMHO 255/50 R20 TYRES TO REPLACE THE CURRENT FRONT TYRES ON MAZDA CX-9 N11206.	1		744.42
INV 8265.12826/02/2019		TYREPOWER	SUPPLY & FIT 2 X NEW KUMHO 255/50 R20 TYRES TO REPLACE THE CURRENT FRONT TYRES ON MAZDA CX-9 N11206.	1	744.42	
EFT32805	29/03/2019	VALLEY FORD	90,000KM SERVICE ON FORD ESCAPE N.3333 -	1		500.00
INV 1400786	21/02/2019	VALLEY FORD	90,000KM SERVICE ON FORD ESCAPE N.3333 -	1	500.00	
EFT32806	29/03/2019	VINCENT RYDER	DANCING & ARTEFACT CREATION FOR TOUR OERATOR. EVENT EXPERIENCE	1		1,000.00
INV 53679	21/03/2019	VINCENT RYDER	DANCING & ARTEFACT CREATION FOR TOUR OERATOR. EVENT EXPERIENCE	1	1,000.00	
EFT32807	29/03/2019	VODAFONE	HARVEST BAN LINE 01/3/2019-31/03/2019	1		4,947.29
INV 19111D606/03/2019		VODAFONE	HARVEST BAN LINE 01/3/2019-31/03/2019	1	4,947.29	

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EFT32808	29/03/2019	WA CONTRACT RANGER SERVICES	PROVISION OF RELIEF RANGER DURING WORKERS COMPENSATION FOR SENIOR RANGER - 11 MARCH 2019 TO 22 MARCH 2019	1		6,540.85
INV 02020	18/03/2019	WA CONTRACT RANGER SERVICES	MANAGEMENT OF DOG POUND FACILITY AS PER RFQ 7 OF 2018 (\$165/WEEK)	1	1,095.85	
INV 02021	25/03/2019	WA CONTRACT RANGER SERVICES	PROVISION OF RELIEF RANGER DURING WORKERS COMPENSATION FOR SENIOR RANGER - 11 MARCH 2019 TO 22 MARCH 2019	1	5,445.00	
EFT32809	29/03/2019	WA HINO SALES & SERVICES	PN1201 - MIRROR SUB ASSY (PART NUMBER HT-S8790E0210)	1		308.24
INV 247119	19/03/2019	WA HINO SALES & SERVICES	PN1201 - MIRROR SUB ASSY (PART NUMBER HT-S8790E0210)	1	308.24	
EFT32810	29/03/2019	WARRICKS NEWSAGENCY	STATIONARY FOR ADMIN.	1		1,105.95
INV 53397	22/02/2019	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA.	1	323.35	
INV 53204	11/03/2019	WARRICKS NEWSAGENCY	STATIONARY FOR ADMIN.	1	496.50	
INV SN0000628	02/03/2019	WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR ADMIN - FEBRUARY 2019.	1	77.60	
INV 53480	02/03/2019	WARRICKS NEWSAGENCY	6 BOXES OF REFLEX PAPER	1	208.50	
EFT32811	29/03/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0916 - REPLACE AND REATTACH PLUG FOR PROFILLER (EAST STREET)	1		5,240.60
INV 8697	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1309 - CHECK LIGHT BAR FOR TOWING THE GRADER UTE AS LIGHTS ARENT WORKING	1	564.50	
INV 8693	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN3555 - SUPPLY AND INSTALL BATTERY IN BACKHOE	1	386.50	
INV 8696	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1009A - REPLACE TAIL LIGHTS AND REPAIR LIGHTING FAULT	1	576.50	
INV 8694	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE SCALE BATTERY AT WASTE WATER TREATMENT PLANT	1	181.50	
INV 8530	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR JUMPER LEADS	1	-272.50	
INV 8728	28/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1509 ATTEND WUNDOWIE DEPOT TO JUMP START TRUCK (INTERIOR LIGHT LEFT ON)	1	335.00	

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INV 8673	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUBLET REPAIRS TO RF REMOTE FOR TRAFFIC LIGHTS TO BARTCO. *** NOT UNDER WARRANTY AS FIRST THOUGHT ***	1	1,150.70	
INV 8734	28/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0916 - REPLACE AND REATTACH PLUG FOR PROFILLER (EAST STREET)	1	1,243.40	
INV 8701	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIT SUPPLIED SIREN BOX AND LIGHTS TO IRISHTOWN 2.4	1	1,075.00	
EFT32812	29/03/2019	WHE&TBELT OFFICE & BUSINESS MACHINES	CANNON CART 418 BLACK 3.4 YEILD	1		170.00
INV 24626	12/03/2019	WHE&TBELT OFFICE & BUSINESS MACHINES	CANNON CART 418 BLACK 3.4 YEILD	1	170.00	
EFT32813	29/03/2019	WHE&TBELT SAFETYWEAR	BOOTS ALLOWANCE FOR MICHAEL AHEARN	1		560.00
INV 8699	27/02/2019	WHE&TBELT SAFETYWEAR	UNIFORM FOR DAVID SPARROW	1	65.00	
INV 8679	15/02/2019	WHE&TBELT SAFETYWEAR	BOOTS ALLOWANCE FOR KEVIN LANGILLE	1	150.00	
INV 8711	06/03/2019	WHE&TBELT SAFETYWEAR	BOOTS ALLOWANCE FOR PETER BROUGH	1	150.00	
INV 8677	14/02/2019	WHE&TBELT SAFETYWEAR	BOOTS ALLOWANCE FOR MICHAEL AHEARN	1	150.00	
INV 8741	22/03/2019	WHE&TBELT SAFETYWEAR	CAUTION SIGNS	1	45.00	
EFT32814	29/03/2019	WREN OIL	Collection of Waste Oil for Recycling from Ink Pen Road Landfill Site	1		33.00
INV 64657	18/02/2019	WREN OIL	Collection of Waste Oil for Recycling from Ink Pen Road Landfill Site	1	16.50	
INV 66181	20/03/2019	WREN OIL	COLLECTION OF WASTE OIL FOR RECYCLING FROM OLD QUARRY ROAD LANDFILL SITE	1	16.50	
35108	15/03/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		85.00
INV DEDUCT05/03/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		85.00	
35109	15/03/2019	SYNERGY	STREET LIGHTS - 19/02/2019 TO 05/03/2019.	1		62,133.30
INV 8110294722/02/2019		SYNERGY	WUNDOWIE POOL 20/12/2019-22/02/2019	1	7,567.15	
INV 3619900322/02/2019		SYNERGY	WUNDOWIE OVAL PUMP 20/12/2018 TO 22/02/2019.	1	746.15	
INV 7968413421/02/2019		SYNERGY	SHIRE ADMIN BUILDING 17/01/2019 TO 21/02/2019.	1	2,001.45	

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INV 9812925721/02/2019		SYNERGY	BAKERS HILL REC CENTRE - 19/02/2018 TO 21/02/2019.	1	1,064.50	
INV 9626429922/02/2019		SYNERGY	MEDICAL CENTRE - 20/12/2018 TO 22/02/2019.	1	114.85	
INV 3706392322/02/2019		SYNERGY	WUNDOWIE TOWN HALL - 20/12/2018 TO 22/02/2019.	1	370.35	
INV 9168227522/02/2019		SYNERGY	WUNDOWIE TENNIS CLUB 20/12/2018 TO 22/02/2019.	1	149.85	
INV 3006770722/02/2019		SYNERGY	WUNDOWIE FOOTY PAVILLION 20/12/2018 TO 22/02/2019.	1	179.35	
INV 1603961220/02/2019		SYNERGY	CLACKLINE FIRE SHED 18/12/2018 TO 20/02/2019.	1	181.45	
INV 1585097620/02/2019		SYNERGY	BAKERS HILL FIRE STATION - 18/12/2018 TO 20/02/2019.	1	258.35	
INV 9152416405/03/2019		SYNERGY	AUXILLARY LIGHTING CHARGE - 01/02/2019 - 05/03/2019.	1	131.90	
INV 0353464125/02/2019		SYNERGY	HOOPER PARK/GEH B/HILL 21/12/2018 TO 25/02/2019.	1	209.55	
INV 1686149905/03/2019		SYNERGY	STREET LIGHTS - 19/02/2019 TO 05/03/2019.	1	23,552.20	
INV 1422759522/02/2019		SYNERGY	WUNDOWIE OVAL 20/12/2018 TO 22/02/2019.	1	398.00	
INV 1686149919/02/2019		SYNERGY	STREET LIGHTS 02/01/2019 TO 19/02/2019.	1	23,459.30	
INV 1819945021/02/2019		SYNERGY	KILLARA NEW BUILDING 17/01/2019 TO 21/02/2019.	1	1,108.70	
INV 4449973022/02/2019		SYNERGY	WUNDOWIE LIBRARY TELECENTRE - 20/12/2018 TO 22/02/2019.	1	395.95	
INV 2886267420/02/2019		SYNERGY	CLACKLINE HALL 18/12/2018 TO 20/02/2019.	1	128.95	
INV 3182662120/02/2019		SYNERGY	MAY STREET PRE-PRIMARY 13/02/2019 TO 20/02/2019.	1	45.90	
INV 3053076122/02/2019		SYNERGY	AGED ACCOMMODATION WUNDOWIE - 20/12/2018 TO 22/02/2019.	1	69.40	
35110	15/03/2019	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/02/2019 TO 27/03/2019.	1		5,099.95
INV 6305302927/02/2019		TELSTRA CORPORATION	BAKERS HILL BFB 23/02/2019 TO 22/03/2019.	1	26.99	
INV 2000490619/02/2019		TELSTRA CORPORATION	SES 15/01/2019 TO 14/02/2019.	1	39.95	
INV 2726009028/02/2019		TELSTRA CORPORATION	MOBILES FOR DEPOT/KILLARA -A/H 28/02/2019 TO 27/03/2019.	1	89.99	
INV 2726008928/02/2019		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/02/2019 TO 27/03/2019.	1	4,893.02	
INV 2726009028/02/2019		TELSTRA CORPORATION	VEMS TRAILERS & SPRINKLERS	1	50.00	

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35111	15/03/2019	WATER CORPORATION	WUNDOWIE OVAL DEPOT - WUNDOWIE 18/02/2018 TO 21/02/2019.	1		14,549.63
INV 9007949715/02/2019		WATER CORPORATION	STANDPIPE AT HUNTER RD 13/12/2018 TO 14/02/2019.	1	68.24	
INV 9007950318/02/2019		WATER CORPORATION	STANDPIPE AT MCMANUS RD 14/12/2019 TO 15/02/2019.	1	42.90	
INV 9007950315/03/2019		WATER CORPORATION	STANDPIPE AT STHN BROOK 13/12/2018 TO 15/02/2019	1	65.71	
INV 9007951118/02/2019		WATER CORPORATION	STANDPIPE AT CHITIBIN RD 14/12/2018 TO 15/02/2019.	1	42.90	
INV 9007949919/02/2019		WATER CORPORATION	STANDPIPE AT GRASS VALLEY RD 15/12/2018 TO 18/02/2019.	1	42.90	
INV 9007943521/02/2019		WATER CORPORATION	STANDPIPE AT AVRO ANSON RD 18/12/2018 TO 20/02/2019.	1	12.67	
INV 9007872225/02/2019		WATER CORPORATION	UNIT 4/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	240.54	
INV 9007868522/02/2019		WATER CORPORATION	WUNDOWIE SWIMMING POOL 19/12/2018 TO 21/02/2019	1	2,137.94	
INV 9007872325/02/2019		WATER CORPORATION	UNIT 8/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	257.47	
INV 9007872225/02/2019		WATER CORPORATION	UNIT 5/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	244.99	
INV 9007872225/02/2019		WATER CORPORATION	UNIT 6/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	281.52	
INV 9007868922/02/2019		WATER CORPORATION	TOILETS AT BANKSIA AV WUNDOWIE 19/12/2018 TO 21/02/2019.	1	360.15	
INV 9007869122/02/2019		WATER CORPORATION	KINDERGARDEN - WUNDOWIE 19/12/2018 TO 21/02/2019.	1	916.27	
INV 9007869122/02/2019		WATER CORPORATION	LIBRARY - WUNDOWIE 19/02/2019 TO 21/02/2019.	1	1,523.19	
INV 9007869122/02/2019		WATER CORPORATION	HALL AT BANKSIA AV WUNDOWIE 19/12/2018 TO 21/02/2019.	1	389.38	
INV 9007871822/02/2019		WATER CORPORATION	RESERVE AT BANKSIA AVE 19/12/2018 TO 21/02/2019	1	196.27	
INV 9007871922/02/2019		WATER CORPORATION	WUNDOWIE OVAL DEPOT - WUNDOWIE 18/02/2018 TO 21/02/2019.	1	3,206.66	
INV 9007871922/02/2019		WATER CORPORATION	DEPOT - WUNDOWIE 18/02/2018 TO 21/02/2019.	1	48.15	
INV 9007872325/02/2019		WATER CORPORATION	UNIT 7/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	244.84	
INV 9007872225/02/2019		WATER CORPORATION	410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	41.69	

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INV 9007872225/02/2019		WATER CORPORATION	UNIT 2/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	226.13	
INV 9007872225/02/2019		WATER CORPORATION	UNIT 3/410L KURINGAL RD WUNDOWIE 20/12/2018 TO 22/02/2019.	1	242.32	
INV 9007945606/03/2019		WATER CORPORATION	STANDPIPE NORTHAM-TOODYAY RD 03/01/2019 TO 01/03/2019	1	44.36	
INV 9007945105/03/2019		WATER CORPORATION	TOILETS AT KATRINE RD 03/01/2019 TO 01/03/2019	1	12.67	
INV 9007901606/03/2019		WATER CORPORATION	RAILWAY MUSEUM 05/01/2019 TO 05/03/2019.	1	148.22	
INV 9008729706/03/2019		WATER CORPORATION	SHIRE ADMIN 05/01/2019 TO 05/03/2019	1	203.94	
INV 9007946106/03/2019		WATER CORPORATION	STANDPIPE AT SPENCERS BROOK RD 02/01/2019 TO 05/03/2019	1	2,479.65	
INV 9007948306/03/2019		WATER CORPORATION	STANDPIPE AT IRISHTOWN RD 02/01/2019 TO 05/03/2019	1	74.77	
INV 9007907212/03/2019		WATER CORPORATION	SHOP 182 FITZGERALD STREET 12/01/2019 TO 11/03/2019.	1	403.57	
INV 9007948206/03/2019		WATER CORPORATION	STANDPIPE AT KATRINE RD 03/01/2019 TO 05/03/2019	1	44.36	
INV 9007950014/02/2019		WATER CORPORATION	STANDPIPE GRASS VALLEY RD 12/12/2018 TO 13/02/2019.	1	79.13	
INV 9007872225/02/2019		WATER CORPORATION	UNIT 1/410 KURINGAL 20/12/2018 TO 22/02/2019.	1	226.13	
35122	21/03/2019	COMMISSIONER OF POLICE	ROAD CLOSURE FOR MINSON MOTORKHANA - 6/4/2019.	1		80.90
INV VW210321/03/2019		COMMISSIONER OF POLICE	ROAD CLOSURE FOR MINSON MOTORKHANA - 6/4/2019.	1	80.90	
35123	21/03/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		85.00
INV DEDUCT19/03/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		85.00	
35124	25/03/2019	WATER CORPORATION	COMMONAGE UNPAID WATER BILL FEDERALS FOOTBALL CLUB & MOTOCYCLE CLUB - ON CHARGE FEDERALS 06/11/2018 TO 03/01/2019.	1		2,377.41
INV 9011154706/03/2019		WATER CORPORATION	LOT 495 RES 420 ACC9011154743 WATER BILL FOR 04/01/2019 TO 05/03/2019.	1	550.47	
INV 9011154704/01/2019		WATER CORPORATION	COMMONAGE UNPAID WATER BILL FEDERALS FOOTBALL CLUB & MOTOCYCLE CLUB - ON CHARGE FEDERALS 06/11/2018 TO 03/01/2019.	1	1,826.94	
35125	29/03/2019	SYNERGY	GRASS VALLEY FIRE SHED 08/01/2019-08/03/2019	1		387.70

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INV 7471705315/03/2019		SYNERGY	SKATE PARK - 14/01/2019-15/03/2019	1	157.25	
INV 9414532314/03/2019		SYNERGY	GRASS VALLEY FIRE SHED 08/01/2019-08/03/2019	1	230.45	
35126	29/03/2019	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/03/2019 TO 09/04/2019.	1		481.84
INV 3864754812/03/2019		TELSTRA CORPORATION	HENRY STREET OVAL - 04/03/2019 TO 04/04/2019.	1	74.94	
INV 2726008910/03/2019		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/03/2019 TO 09/04/2019.	1	366.95	
INV 2000049019/03/2019		TELSTRA CORPORATION	SES - 15/02/2019 - 14/03/2019.	1	39.95	
35127	29/03/2019	WATER CORPORATION	RECREATION CENTRE 15/01/2019-14/03/2019	1		48,519.28
INV 9007909715/03/2019		WATER CORPORATION	RECREATION CENTRE 15/01/2019-14/03/2019	1	10,045.84	
INV 9007903912/03/2019		WATER CORPORATION	ST JOHN'S HALL 11/01/2019-11/03/2019	1	149.39	
INV 9007908008/03/2019		WATER CORPORATION	OLD GIRLS SCHOOL 10/01/2019-07/03/2019	1	69.48	
INV 9007908008/03/2019		WATER CORPORATION	OLD POST OFFICE 10/01/2019-07/3/2019	1	231.65	
INV 9007906908/03/2019		WATER CORPORATION	OLD INFANT HEALTH CLINIC 10/01/2019-07/03/2019	1	158.76	
INV 9007899907/03/2019		WATER CORPORATION	GIRL GUIDES HALL - 07/01/2019-06/03/2019	1	69.48	
INV 9007909708/03/2019		WATER CORPORATION	SES BUILDING 10/01/2019-07/03/2019	1	299.01	
INV 9007901105/03/2019		WATER CORPORATION	MORRELL ST PARK 03/01/2019-01/03/2019	1	1,054.14	
INV 9007945315/03/2019		WATER CORPORATION	STANDPIPE 11/01/2019-14/03/2019	1	44.36	
INV 9007951315/03/2019		WATER CORPORATION	STANDPIPE 11/01/2019-14/03/2019	1	46.89	
INV 9007907412/03/2019		WATER CORPORATION	BERNARD PARK PLAY CENTRE 11/01/2019-11/03/2019	1	213.33	
INV 9007909715/03/2019		WATER CORPORATION	MEMORIAL HALL 11/1/2019-11/03/2019	1	394.18	
INV 9007906708/03/2019		WATER CORPORATION	OLD FIRE STATION 09/01/2019-07/03/2019	1	289.94	
INV 9007903707/03/2019		WATER CORPORATION	TOWN & LESSER HALL 08/01/2019-06/03/2019	1	689.65	
INV 9007913512/03/2019		WATER CORPORATION	DEPOT BUILDING 14/01/2019-14/03/2019	1	710.20	
INV 9007908715/03/2019		WATER CORPORATION	MAY ST PRE-PRIMARY 14/01/2019-14/03/2019	1	106.31	
INV 9007913115/03/2019		WATER CORPORATION	DEPOT BUILDING 14/01/2019-14/03/2019	1	357.81	

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INV 9007923419/03/2019		WATER CORPORATION	APEX PARK TOILETS 17/01/2019-18/03/2019	1	147.45	
INV 9007907412/03/2019		WATER CORPORATION	BERNARD PARK 11/01/2019-11/03/2019	1	5,518.03	
INV 9007908608/03/2019		WATER CORPORATION	KILLARA 10/01/2019-07/03/2019	1	1,970.97	
INV 9007901707/03/2019		WATER CORPORATION	PURSLOW PARK 09/01/2019-06/03/2019	1	3,429.58	
INV 9022053220/03/2019		WATER CORPORATION	STANDPIPE 17/01/2019-19/03/2019	1	7,283.18	
INV 9007908108/03/2019		WATER CORPORATION	TRAFFIC ISLAND 10/01/2019-07/03/2019	1	96.29	
INV 9007909708/03/2019		WATER CORPORATION	JUBILEE OVAL 10/01/2019-07/03/2019	1	641.64	
INV 9007907312/03/2019		WATER CORPORATION	BROOME TCE 11/01/2019-11/03/2019	1	815.95	
INV 9011070412/03/2019		WATER CORPORATION	RIVERS EDGE CAFE 01/03/2019-30/04/2019	1	210.86	
INV 9012642712/03/2019		WATER CORPORATION	GARDEN 11/01/2019-11/03/2019	1	17.74	
INV 9007916618/03/2019		WATER CORPORATION	MORBY COTTAGE 16/01/2019-15/03/2019	1	43.10	
INV 9007915518/03/2019		WATER CORPORATION	AIRPORT 17/01/2019-16/03/2019	1	2,534.93	
INV 9012475719/03/2019		WATER CORPORATION	VACANT LAND 16/01/2019-15/03/2019	1	319.28	
INV 9007917018/03/2019		WATER CORPORATION	CEMETERY 16/01/2019-15/03/2019	1	3,310.30	
INV 9007917220/03/2019		WATER CORPORATION	BERT HAWKE OVAL 17/01/2019-19/03/2019	1	1,161.45	
INV 9007904012/03/2019		WATER CORPORATION	OLD TOWN BUILDING 15/01/2019-11/03/2019	1	3,820.39	
INV 9007904012/03/2019		WATER CORPORATION	NORTHAM LIBRARY 11/01/2019-11/03/2019	1	761.26	
INV 9007929412/03/2019		WATER CORPORATION	AVON MALL 11/01/2019-11/03/2019	1	1,506.46	
35128	29/03/2019	SYNERGY	GROUPED ELECTRICITY 05/02/2019-05/03/2019	1		15,687.80
INV 2931107313/03/2019		SYNERGY	BKB 13/02/2019-13/03/2019	1	1,178.50	
INV 7921766205/03/2019		SYNERGY	GROUPED ELECTRICITY 05/02/2019-05/03/2019	1	12,226.05	
INV 1422759507/03/2019		SYNERGY	WUNDOWIE OVAL 07/03/2019-07/03/2019	1	203.90	
INV 0929125214/03/2019		SYNERGY	GRASS VALLEY OVAL 11/01/2019-14/03/2019	1	111.55	
INV 1365377420/03/2019		SYNERGY	AIRPORT 17/01/2019-20/03/2019	1	1,967.80	

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DD13500.1	05/03/2019	WA SUPER	Payroll deductions	1		23,696.37
INV SUPER	05/03/2019	WA SUPER	Superannuation contributions	1	21,064.07	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	1,376.42	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	81.77	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	31.45	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	266.16	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT05/03/2019	05/03/2019	WA SUPER	Payroll deductions	1	143.44	
DD13500.2	05/03/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		133.66
INV SUPER	05/03/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	133.66	
DD13500.3	05/03/2019	ESSENTIAL SUPER	Superannuation contributions	1		153.79
INV SUPER	05/03/2019	ESSENTIAL SUPER	Superannuation contributions	1	153.79	
DD13500.4	05/03/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		158.75
INV SUPER	05/03/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	158.75	
DD13500.5	05/03/2019	CBUS	Superannuation contributions	1		190.75
INV SUPER	05/03/2019	CBUS	Superannuation contributions	1	190.75	
DD13500.6	05/03/2019	HOSTPLUS SUPER	Superannuation contributions	1		265.48
INV SUPER	05/03/2019	HOSTPLUS SUPER	Superannuation contributions	1	265.48	
DD13500.7	05/03/2019	PRIME SUPER	Payroll deductions	1		435.91

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INV SUPER	05/03/2019	PRIME SUPER	Superannuation contributions	1	314.26	
INV DEDUCT	05/03/2019	PRIME SUPER	Payroll deductions	1	121.65	
DD13500.8	05/03/2019	ONEPATH	Superannuation contributions	1		191.37
INV SUPER	05/03/2019	ONEPATH	Superannuation contributions	1	191.37	
DD13500.9	05/03/2019	MEDIA SUPER	Superannuation contributions	1		184.64
INV SUPER	05/03/2019	MEDIA SUPER	Superannuation contributions	1	184.64	
DD13502.1	06/03/2019	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 62 UNPAID INFRINGEMENTS FER5415867 6/3/19	1		3,937.00
INV 2374276206	06/03/2019	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 62 UNPAID INFRINGEMENTS FER5415867 6/3/19	1	3,937.00	
DD13514.1	12/03/2019	BANKWEST	MASTERCARD BRENDON RUTTER 23/1/19 TO 20/2/19	1		4,330.80
INV C YOUNG	12/03/2019	BANKWEST	MASTERCARD COLIN YOUNG 23/1/19 TO 20/2/19	1	1,011.45	
INV C HUNT	12/03/2019	BANKWEST	MASTERCARD CHADD HUNT 23/1/19 TO 20/2/19	1	47.98	
INV C KLEYN	12/03/2019	BANKWEST	MASTERCARD CLINTON KLEYNHANS 23/1/19 TO 20/2/19	1	293.59	
INV J WHITE	12/03/2019	BANKWEST	MASTERCARD JASON WHITEAKER 23/1/19 TO 20/2/19	1	67.32	
INV R RAYSON	12/03/2019	BANKWEST	MASTERCARD ROSS RAYSON 23/1/19 TO 20/2/19	1	1,051.65	
INV B RUTTER	12/03/2019	BANKWEST	MASTERCARD BRENDON RUTTER 23/1/19 TO 20/2/19	1	1,858.81	
DD13543.1	19/03/2019	WA SUPER	Payroll deductions	1		24,560.33
INV SUPER	19/03/2019	WA SUPER	Superannuation contributions	1	21,608.95	
INV DEDUCT	19/03/2019	WA SUPER	Payroll deductions	1	1,653.99	
INV DEDUCT	19/03/2019	WA SUPER	Payroll deductions	1	80.95	
INV DEDUCT	19/03/2019	WA SUPER	Payroll deductions	1	31.64	
INV DEDUCT	19/03/2019	WA SUPER	Payroll deductions	1	308.30	
INV DEDUCT	19/03/2019	WA SUPER	Payroll deductions	1	25.00	

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INV DEDUCT19/03/2019		WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT19/03/2019		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT19/03/2019		WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT19/03/2019		WA SUPER	Payroll deductions	1	143.44	
DD13543.2	19/03/2019	SUNSUPER	Superannuation contributions	1		674.98
INV SUPER	19/03/2019	SUNSUPER	Superannuation contributions	1	674.98	
DD13543.3	19/03/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		135.89
INV SUPER	19/03/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	135.89	
DD13543.4	19/03/2019	ESSENTIAL SUPER	Superannuation contributions	1		121.12
INV SUPER	19/03/2019	ESSENTIAL SUPER	Superannuation contributions	1	121.12	
DD13543.5	19/03/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.64
INV SUPER	19/03/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.64	
DD13543.6	19/03/2019	CBUS	Superannuation contributions	1		190.13
INV SUPER	19/03/2019	CBUS	Superannuation contributions	1	190.13	
DD13543.7	19/03/2019	HOSTPLUS SUPER	Superannuation contributions	1		216.25
INV SUPER	19/03/2019	HOSTPLUS SUPER	Superannuation contributions	1	216.25	
DD13543.8	19/03/2019	PRIME SUPER	Payroll deductions	1		434.51
INV SUPER	19/03/2019	PRIME SUPER	Superannuation contributions	1	313.25	
INV DEDUCT19/03/2019		PRIME SUPER	Payroll deductions	1	121.26	
DD13543.9	19/03/2019	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	19/03/2019	ONEPATH	Superannuation contributions	1	191.99	

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DD13553.1	25/03/2019	WA SUPER	Superannuation contributions	1		29.58
INV SUPER	25/03/2019	WA SUPER	Superannuation contributions	1	29.58	
DD13553.2	25/03/2019	HSTPLUS SUPER	Superannuation contributions	1		29.58
INV SUPER	25/03/2019	HSTPLUS SUPER	Superannuation contributions	1	29.58	
DD13500.10	05/03/2019	UNISUPER	Payroll deductions	1		544.02
INV SUPER	05/03/2019	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT05/03/2019		UNISUPER	Payroll deductions	1	151.82	
DD13500.11	05/03/2019	CATHOLIC SUPER	Superannuation contributions	1		69.61
INV SUPER	05/03/2019	CATHOLIC SUPER	Superannuation contributions	1	69.61	
DD13500.12	05/03/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,271.15
INV SUPER	05/03/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,166.27	
INV DEDUCT05/03/2019		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	104.88	
DD13500.13	05/03/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		151.69
INV SUPER	05/03/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	121.69	
INV DEDUCT05/03/2019		MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13500.14	05/03/2019	HESTA SUPER FUND	Payroll deductions	1		310.29
INV SUPER	05/03/2019	HESTA SUPER FUND	Superannuation contributions	1	223.70	
INV DEDUCT05/03/2019		HESTA SUPER FUND	Payroll deductions	1	86.59	
DD13500.15	05/03/2019	REST INDUSTRY SUPER	Superannuation contributions	1		965.07
INV SUPER	05/03/2019	REST INDUSTRY SUPER	Superannuation contributions	1	965.07	
DD13500.16	05/03/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		109.21
INV SUPER	05/03/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	109.21	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD13500.17	05/03/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		231.14
INV SUPER	05/03/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	231.14	
DD13500.18	05/03/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	05/03/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13500.19	05/03/2019	AMP LIFE LIMITED	Superannuation contributions	1		675.93
INV SUPER	05/03/2019	AMP LIFE LIMITED	Superannuation contributions	1	675.93	
DD13500.20	05/03/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	05/03/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13500.21	05/03/2019	SUNSUPER	Superannuation contributions	1		763.69
INV SUPER	05/03/2019	SUNSUPER	Superannuation contributions	1	763.69	
DD13543.10	19/03/2019	MEDIA SUPER	Superannuation contributions	1		148.30
INV SUPER	19/03/2019	MEDIA SUPER	Superannuation contributions	1	148.30	
DD13543.11	19/03/2019	UNISUPER	Payroll deductions	1		544.02
INV SUPER	19/03/2019	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT	19/03/2019	UNISUPER	Payroll deductions	1	151.82	
DD13543.12	19/03/2019	HESTA SUPER FUND	Payroll deductions	1		277.32
INV SUPER	19/03/2019	HESTA SUPER FUND	Superannuation contributions	1	215.47	
INV DEDUCT	19/03/2019	HESTA SUPER FUND	Payroll deductions	1	61.85	
DD13543.13	19/03/2019	CATHOLIC SUPER	Superannuation contributions	1		34.81
INV SUPER	19/03/2019	CATHOLIC SUPER	Superannuation contributions	1	34.81	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD13543.14	19/03/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		197.53
INV SUPER	19/03/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	167.53	
INV DEDUCT	19/03/2019	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13543.15	19/03/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,353.87
INV SUPER	19/03/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,251.99	
INV DEDUCT	19/03/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	101.88	
DD13543.16	19/03/2019	REST INDUSTRY SUPER	Superannuation contributions	1		966.93
INV SUPER	19/03/2019	REST INDUSTRY SUPER	Superannuation contributions	1	966.93	
DD13543.17	19/03/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		81.91
INV SUPER	19/03/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	81.91	
DD13543.18	19/03/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		135.89
INV SUPER	19/03/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	135.89	
DD13543.19	19/03/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	19/03/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13543.20	19/03/2019	AMP LIFE LIMITED	Superannuation contributions	1		699.07
INV SUPER	19/03/2019	AMP LIFE LIMITED	Superannuation contributions	1	699.07	
DD13543.21	19/03/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	19/03/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,190,983.97
2	TRUST FUND	16,570.29
TOTAL		2,207,554.26

Attachment 2

Payment dates 1st of March 2019 to 31st March 2019

- Municipal Fund payment cheque numbers 35108 to 35128 Total \$149,487.81.
- Trust Fund payment cheque numbers 2054-2055 total \$2,599.75.

Electronic Funds Transfer

- Municipal Fund EFT32579 to EFT32814 Total \$1,967,920.39.
- Trust Fund \$13,970.54.

Direct Debits Total \$73,575.77.

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

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October	\$ 81,575.31	\$1,929,162.93	\$ 106,587.03	\$ 628,872.64	\$ 2,746,197.91
November	\$ 117,243.45	\$1,482,342.30	\$ 71,164.39	\$ 445,810.16	\$ 2,116,560.30
December	\$ 39,439.79	\$1,046,201.17	\$ 75,011.58	\$ 461,516.89	\$ 1,622,169.43
January	\$ 128,297.30	\$2,544,662.26	\$ 73,290.54	\$ 468,244.45	\$ 3,214,494.55
February	\$ 101,906.37	\$1,766,048.57	\$ 70,852.69	\$ 467,327.85	\$ 2,406,135.48
March	\$ 152,087.56	\$1,981,890.93	\$ 73,575.77	\$ 457,076.93	\$ 2,664,631.19
April					\$ -
May					\$ -
June					\$ -
Total	\$835,619.44	\$15,524,248.05	\$678,035.27	\$4,298,308.09	\$21,336,210.85

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD13514.1:

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
SHIRE OF NORTHAM LICENCE - INSURANCE	38.15	
SHIRE OF NORTHAM LICENCE AND PLATE CHANGE N.004	62.20	
SHIRE OF NORTHAM - PLATE CHANGE NEW N11592 OLD N.004	26.85	
SAI GLOBAL LIMITED - AUSTRALIAN STANDARD ASSOC - DIGITAL EDITION	166.39	293.59
Executive Manager of Development Services		
THINGZ GIFTS - GIFT FOR STAFF M STYDOM LEAVING 14/2/19	47.98	47.98

Summary Credit Card Payments	\$	Total
CESM		
DOMINOS ESTORE R2R MEETING INKPEN 18/1/19	86.15	
DOMINOS ESTORE R2R MEETING GRASS VALLEY 19/1/19 MEETING	154.90	
APPLIED INDUSTRIAL - NORTHAM BEARING - PU TUBE	3.06	
DOMINOS ESTORE - R2R MEETING BAKERS HILL MEETING	141.80	
MASALA CORNER RESTAURANT R2R WUNDOWIE WORKSHOP	107.00	
BOC	329.26	
BOC	107.22	
BOC	150.50	
DOMINOS ESTORE R2R SOUTHERN BROOK MEETING	110.90	
BAKERS HILL RURAL REPAIRS FOR BAKERS HILL, CLACKLINE & GRASS VALLEY STANDPIPES	68.25	
RED ROOSTER BRIGADE R2R WORKSHOP	170.64	
BP BELLEVUE 6209 FORRESTDAL FIRE, DEPLOYMENT TEAM FROM GOLFIELDS MIDLAND - TO BE REIMBURSED BY DFES - FOOD & SUSTENANCE	219.98	
BOC	66.07	
BOC	71.52	
BOC	71.56	1,858.81
Executive Manager Corporate Services		
SUBWAY - LUNCH FOR SAP MEETING 29/1/19	90.00	
MICROSOFT OFFICE MONTHLY CHARGES	111.64	
OFFICEWORKS - APPLE STYLUS PEN - J WHITEAKER	150.95	
MICHAEL DOYLE - BAKERS HILL TAVERN COUNCIL MEETING CATERING	368.50	
ADOBE CREATIVE CLOUD MONTHLY FEES	290.36	1,011.45
Executive Manager Community Services		
SURVEY MONEY - MONTHLY PLAN 24/1/19 TO 23/2/19	37.00	
PAYPAL - LOVESERVICE PTY LTD NEW DIRECTION IN CRIME PREVENTION	145.00	
PAYPAL - LOVESERVICE PTY LTD NEW DIRECTION IN CRIME PREVENTION	145.00	
AUSSIE NG PTY LTD - AUSTRALIA DAY EVEN 26/1/19	114.80	
FACEBOOK AUSTRALIA DAY 2019	440.85	
MICROSOFT ORDER 4277422360	169.00	1,051.65
CEO		
SUMO SALAD - PROCON & CHRISTIAN PORTER MEETING	11.95	
SUMO SALAD - PROCON & CHRISTIAN PORTER MEETING - WATER	3.50	
CPP CONVENTION CENTRE - PARKING PROCON & CHRISTINA PORTER MEETING	18.00	
CAFE YASOU - MEETING WITH ADVOCATE	11.20	
BANK FEES - FOREIGN TRANSACTION FEES	1.09	
BANK FEES - FOREIGN TRANSACTION FEES	13.01	
BANK FEES - FOREIGN TRANSACTION FEES	8.57	67.32
Total Credit Card Expenditure		\$4,330.80

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,664,631.19 was submitted to the Ordinary Meeting of Council on Wednesday, 17 April 2019.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,664,631.19 was submitted to each member of the Council on Wednesday, 17 April 2019, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

12.4.2 Financial Statement for the period ending 29 March 2019

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald Accountant
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 Financial Statement for the period ending 29 March 2019.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 29 March 2019.

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 29 March 2019 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

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

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

Notes to the Financial Statements

Operating Income

1. General Purpose Funding income is over budget by \$38,340 with the timing of Interest Instalments of \$46,498
2. Education and Welfare is under by \$33,139 due predominantly to Killara client fees of \$56,314, partially offset with the restructure of the funding brokerage revenue of \$5,082.
3. Community Amenities is under budget by \$66,208 due to planning fees by \$35,585, town planning fines of \$6,997 and cemetery burial fees of \$13,641
4. Recreation and culture is under budget by \$37,283, pool revenue is down by \$8,242, stock by \$7,174, Recreation programs by \$6,479, Jubilee Oval for \$4,295
5. Transport is over budget by \$10,883,125. This was due to Mainroads handover of Newcastle Street Bridge with a fair value of \$10,743,000
6. Economic Services is under budget \$117,989 predominantly due to the items presented below;
 - Timing of the festivals and events grant funding of \$28,000.
 - BKB revenue is under budget by \$58,739
 - Building Permits are under budget by \$23,759
 - Tourism reimbursements for branding is under by \$26,660
 - **Other Economic Services income is over budget by \$23,312 due to timing of the lease of the Old Town Building revenue \$12,701 and Income retic system of \$10,158**
7. Other Property and Services is over by \$33,331 due to fuel rebate of \$45,785, **less charges for private works of \$6,937 being under budget.**

Operating Expenditure

8. Governance is under budget by \$152,644 predominantly due to the items disclosed below;
 - Consultants of \$81,806
 - Salaries and wages \$40,323
 - Governance Expense Other \$4,167
 - Timing of Councillor training of \$3,744
 - Postage and freight \$6,738
 - Audit fees \$16,118
9. Health is under by \$37,261 due to salaries and wages are under by \$10,045 and Legal expenses by \$18,275
10. Education and Welfare are under by \$63,525 due to

- Salaries and wages by \$24,672
 - Consultancy service by \$6,726
 - Building maintenance by \$7,387
 - Vehicle expenses by \$9,184
11. Community Amenities is under budget 10.39%, \$254,548 due to the items presented below;
- Rubbish site maintenance \$207,495 (timing)
 - Regional verge bins \$26,533
 - Septage Pond Maintenance \$15,262
 - Flood mitigation is under \$10,792 due predominantly to refunds from synergy resulting from being overcharged for estimated power usage readings
 - Consultants of \$29,509
 - Town Planning salaries & wages \$20,474
 - Municipal Heritage inventory \$11,250
 - Cemeteries expenditure \$19,707
 - Drainage Management is over budget by \$123,899, being the dedicated crew at the Bakers Hill sub divisions.
12. Recreation and Culture is under budget by \$477,753. This includes the following items;
- Public Halls \$40,718
 - Timing of swimming pool expenditure
Electricity \$13,242
Water \$22,722
Water park \$10,503
 - Rec Centre salaries \$38,788
 - Recreation control \$18,869
 - Interest on loans timing \$16,537 (timing)
 - Parks and gardens \$141,524 (timing)
 - Wundowie Oval buildings \$9,812
 - Depreciation of \$89,155 due to adjustments to the fair value of assets.
 - Library salaries and staff costs \$20,368
 - Library building maintenance \$7,927
13. Transport is under budget \$366,207 relating to the timing of the works program.
14. Other Economic Services are under by \$118,361 due to
- Marketing & promotion \$33,700
 - Visitors Centre building maintenance \$41,444
 - Festivals & events \$24,902
 - Maintenance Council property \$23,381
15. Other Property and services are under by \$21,416 public works overhead allocations

Operating Income by Nature and Type

16. **Fees and charges are under budget by \$188,080 due to points 2,3 and 6 detailed above**
17. Interest earnings are over budget by \$30,059 due to the timing of interest received.

Operating Expenditure by Nature and Type

18. Materials and contracts is under budget 25% due to the timing of items presented below;
 - Valuations and searches \$16,038
 - **Audit Fees \$16,118**
 - **Health Legal Fees \$18,274**
 - Rubbish site maintenance \$207,495(timing)
 - Regional verge bins \$26,533.
 - Septage pond maintenance \$15,262
 - Municipal Heritage inventory \$11,250
 - Cemeteries expenditure \$19,707
 - **Northam Pool operating expenses \$20,450**
 - **Recreation Control \$20,315**
 - Maintenance Council property \$23,381
 - Marketing and promotion \$33,700
 - Visitor Centre building maintenance
 - Festival and events \$24,902
 - Consultants as disclosed at points 8,10 & 11 above
 - Bridge maintenance \$88,370
 - Verge maintenance \$83,938
 - Footpath maintenance \$21,453
 - Parks, ovals and gardens and reserves \$75,680
19. Utility charges are under budget by 6%, electricity by \$49,470. Credits resulting from account estimates are now corrected year to date
20. Depreciation is under budget 5% due to changes to the fair value of Council's infrastructure assets.
21. Interest expense is under budget \$23,930 (timing)
22. Other expenditure is over budget by \$178,056, predominantly due to the timing of internal allocations relating to POC (non-cash).
23. Non-operating grants are as disclosed in item 5
24. Profit and loss variation are due to the timing of the plant replacement program.

Capital expenditure

25. Server upgrade is over budget by \$5,700 due to additional unforeseen hardware requirements during the upgrade.
26. The Flocon unit required maintenance of \$19,260, due to the significant expenditure this item has been capitalized.
27. Spencers Brook Road is over budget \$27,804 due to additional plant and labour costs.

28. Katrine Road \$72,477 over budget, due to additional plant and labour costs
29. Cody Street is over budget due to additional tree root removal costs
30. Foreman Street is over budget due to reconstruction of the side of road for drainage
31. Newcastle Road Bridge was handed over to the Shire from Mainroads and has been added to the asset register \$10,943,000

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

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

Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

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

OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 29 March 2019.

Attachment 1



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2019

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1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14



SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2019

	NOTE	18/19 Budget \$	Ytd Budget \$	18/19 Ytd Actual \$	Variance Actuals to Budget \$	Variance Actuals to Budget %
Operating						
Revenues						
Governance		61,400	51,767	65,554	13,787	26.63%
General Purpose Funding Other	1	2,172,748	1,622,426	1,663,575	41,149	2.54%
General Purpose Funding Rates		10,247,614	10,246,072	10,240,387	(5,685)	(0.06%)
Law, Order, Public Safety		1,493,449	396,516	398,005	1,489	0.38%
Health		81,000	66,810	58,018	(8,792)	(13.16%)
Education and Welfare	2	1,335,198	1,018,673	985,584	(33,089)	(3.25%)
Housing		44,568	33,417	33,921	504	1.51%
Community Amenities	3	2,648,293	2,291,008	2,225,662	(65,346)	(2.85%)
Recreation and Culture	4	6,592,200	953,923	916,878	(37,045)	(3.88%)
Transport	5	2,566,554	1,236,886	12,159,230	10,922,344	883.05%
Economic Services	6	698,402	503,922	388,377	(115,545)	(22.93%)
Other Property and Services	7	148,110	122,319	155,650	33,331	27.25%
Total Operating Revenue		28,087,536	18,543,739	29,290,840	10,747,101	57.96%
Expenses						
Governance	8	(1,296,184)	(1,018,619)	(866,447)	152,173	14.94%
General Purpose Funding		(283,705)	(215,616)	(219,875)	(4,259)	(1.98%)
Law, Order, Public Safety		(1,289,643)	(978,596)	(961,167)	17,429	1.78%
Health	9	(299,775)	(230,877)	(193,616)	37,261	16.14%
Education and Welfare	10	(1,372,112)	(1,052,343)	(988,909)	63,434	6.03%
Housing		(74,259)	(55,383)	(45,791)	9,592	17.32%
Community Amenities	11	(3,570,527)	(2,449,220)	(2,194,867)	254,353	10.39%
Recreation & Culture	12	(4,606,921)	(3,579,596)	(3,111,576)	468,020	13.07%
Transport	13	(5,661,202)	(4,237,703)	(3,873,284)	364,419	8.60%
Economic Services	14	(2,669,610)	(2,035,364)	(1,920,082)	115,272	5.68%
Other Property and Services	15	(97,351)	(82,325)	(61,009)	21,316	25.89%
Total Operating Expenses		(21,221,289)	(15,935,642)	(14,436,633)	1,499,009	9.41%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(138,539)	75,848	46,370	(29,478)	
Movement in Employee Benefit Provisions		0	0	(1,740)	(1,740)	
Depreciation on Assets		4,363,387	3,272,391	3,119,834	(152,557)	
Non Operating Items						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(2,002,930)	(942,806)	(614,048)	328,758	34.87%
Purchase Plant and Equipment		(1,565,116)	(1,159,572)	(921,161)	238,411	20.56%
Purchase Furniture and Equipment		(122,106)	(282,106)	(85,530)	196,576	69.68%
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(3,915,190)	(3,193,505)	(1,746,100)	1,447,405	45.32%
Purchase Infrastructure Assets - Bridges		(337,861)	0	(10,943,000)	(10,943,000)	
Purchase Infrastructure Assets - Footpaths		0	(337,861)	(258,239)	79,622	23.57%
Purchase Infrastructure Assets - Drainage		(1,904,123)	(1,732,829)	(830,983)	902,536	52.09%
Purchase Infrastructure Assets - Parks & Ovals		(2,717,581)	(1,255,574)	(912,070)	343,504	27.96%
Purchase Infrastructure Assets - Airfields		(59,200)	(44,397)	(25,436)	18,961	42.71%
Purchase Infrastructure Assets - Streetscape		(191,000)	(135,747)	(107,869)	27,878	20.54%
Purchase Infrastructure Assets - Other		(11,431,019)	(1,370,824)	(942,301)	428,323	31.25%
Proceeds from Disposal of Assets		1,111,000	32,786	32,786	(0)	0.00%
Repayment of Debentures		(227,381)	(98,220)	(174,180)	(75,960)	(77.34%)
Proceeds from New Debentures		5,000,000	0	0	0	
Self-Supporting Loan Principal Income		25,095	3,063	12,417	9,354	(305.39%)
Transfers to Restricted Assets (Reserves)		(1,044,301)	0	(85,970)	(85,970)	
Transfers from Restricted Asset (Reserves)		3,327,756	0	0	0	
ADD Net Current Assets July 1 B/Fwd		4,962,863	4,962,863	4,962,863	0	
LESS Net Current Assets Year to Date		0	402,007	5,233,617	4,831,610	
Surplus		0	0	58,145	58,145	

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 MARCH 2019

1. OPERATING STATEMENT

	Note	13/19 Budget \$	Ytd Budget	13/19 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
OPERATING REVENUES						
Rates		10,247,614	10,247,238	10,248,527	1,289	0%
Operating Grants Subsidies and Contributions		5,015,589	2,761,792	2,766,873	5,081	0%
Fees and Charges	16	3,964,894	3,280,256	3,083,917	(196,339)	-6%
Interest Earnings	17	391,500	272,650	305,709	33,059	12%
Other Revenue		757,675	636,714	668,240	31,526	5%
TOTAL OPERATING REVENUE		20,377,272	17,198,650	17,073,266	(125,385)	-1%
OPERATING EXPENSES						
Employee Costs		(8,107,728)	(6,476,193)	(6,208,187)	268,006	4%
Materials and Contracts	18	(6,735,359)	(4,703,713)	(3,523,869)	1,179,844	25%
Utility Charges	19	(952,576)	(642,834)	(678,446)	(35,612)	-6%
Depreciation of Non Current Assets	20	(4,363,387)	(3,272,391)	(3,119,834)	152,557	5%
Interest Expenses	21	(133,094)	(74,093)	(50,163)	23,930	32%
Insurance Expenses		(475,846)	(473,426)	(498,798)	(25,372)	-5%
Other Expenditure	22	(184,609)	(132,910)	(310,966)	(178,056)	-134%
TOTAL OPERATING EXPENSE		(20,952,599)	(15,775,560)	(14,390,263)	1,385,297	-9%
Non Operating Grants Subsidies and Contributions	23	7,303,035	1,260,855	12,217,575	10,956,720	-869%
Profit on Asset Disposals	24	407,229	84,234	0	(84,234)	100%
Loss on Asset Disposals	24	(268,690)	(160,082)	(46,370)	113,712	71%
RESULTING FROM OPERATIONS		6,866,247	2,608,097	14,854,207	12,246,110	470%

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2019

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	Estimated
		\$
CURRENT ASSETS		
Cash Assets	8,615,516	9,699,754
Receivables	3,656,377	3,496,735
Inventories	1,224	1,224
TOTAL CURRENT ASSETS	12,273,117	13,197,713
NON-CURRENT ASSETS		
Receivables	583,191	583,191
Land and Buildings	53,356,576	53,557,271
Property, Plant and Equipment	7,557,169	6,600,355
Infrastructure	152,837,882	139,487,644
TOTAL NON-CURRENT ASSETS	214,334,818	200,228,461
TOTAL ASSETS	226,607,935	213,426,174
CURRENT LIABILITIES		
Payables	439,481	1,936,615
Interest-bearing Liabilities	50,201	224,381
Provisions	1,062,556	1,064,296
TOTAL CURRENT LIABILITIES	1,552,238	3,225,292
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
TOTAL NON-CURRENT LIABILITIES	2,055,494	2,055,494
TOTAL LIABILITIES	3,607,732	5,280,786
NET ASSETS	223,000,203	208,145,388
EQUITY		
Retained Surplus	102,809,702	88,041,666
Reserves - Cash Backed	6,211,489	6,124,711
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	223,000,203	208,145,388



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

3. ACQUISITION OF ASSETS		18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance	Note		
Admin Building		317,500	0
Community Services Hub Building		20,000	24,177
New Telephone System		42,276	0
Server Upgrade	25	79,830	85,530
Law, Order & Public Safety			
Rangers Ute		47,000	0
Irish Town Light Tanker		169,800	0
Grass Valley Fire Shed		288,919	241,748
Northam SES Building		14,900	0
Bakers Hill Fire Shed		403,290	1,500
Electronic Conversion of Standpipe		14,500	14,502
CCTV - Stage 1 & 2		235,814	17,684
Education & Welfare			
Playgroup		13,850	5,077
Upgrade Memorial Hall		10,000	10,348
Killara Commuter Bus		51,020	51,020
Killara Bus		143,627	143,627
Community Amenities			
Cemetery Toilet		1,536	440
King Creek Drainage		80,395	73,078
Area Drainage		186,669	11,029
Design of Recycling Station Inkpen		10,000	6,450
Cld Quarry Drainage		100,000	0
Rehab Investigation Old Tip Site		35,000	0
NRM Grant Capital Expenditure		40,100	4,418
Cemetery Lot development		18,121	19,119
CBD Works - Street Scaping		181,000	107,869

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Town Hall Upgrades		20,250	8,980
Upgrade Rec Centre CCTV		24,500	4,885
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	3,860
Purchase Lot 1 GEH		220,000	0
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Solar Initiative		30,000	0
General Library Upgrades		84,300	0
Cld Railway Station Precinct Upgrade C/fwd		50,000	0
Cld Railway Station Precinct Exit Gates		13,000	0
A/V/V/A - Drainage Works		22,850	0
A/V/V/A - Roof Replacement C/fwd		145,000	0
A/V/V/A - Brick Pointing		8,850	0
Community Coaster Bus		103,637	103,627
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	57,130
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	89,788
BMX Lighting		90,000	2,475
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	762,677
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		10,977,484	880,128
Transport			
Northam Depot Redesign		10,000	0
PN1804 Mitsubishi Fuso C/fwd		133,966	133,966
PN0908 Volvo Back Hoe Loader BL71		153,614	153,124
PN1805 4T Truck C/fwd		89,408	89,407
PN2240 Wood Chipper		92,300	92,300
PN1807 3.5T Truck C/fwd		79,971	79,971
PI00 Cricket Wicket Roller		29,909	29,909
PN1501 Hino Water Truck FM500		276,234	0
PN1202 Flocon unit	26	0	19,260
Traffic Counter		15,585	15,585
WV1808 Kerb Edging Machine		9,364	9,364

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Spencers Brook Road SLK 5400 - 7360		283,773	12,573
Spencers Brook Road SLK 12800 - 14600	27	353,521	396,723
Spencers Brook Road		31,246	30,941
Jannapulin Road cfwd		68,352	19,060
Fermoy Road		5,000	2,298
Katrine Road C/Fwd	28	62,586	135,063
Muddalla Way		32,158	20,421
Glass Avenue		94,958	1,144
Mervyn Street		34,896	20,252
Cody Street	29	23,885	34,542
Foreman Street	30	22,136	33,772
Cook Street		27,382	9,769
Balga Toe		84,514	5,070
Gregory Street		73,860	27,959
Wellington Street		84,849	423
Wellington Street West		68,731	423
Selby Street		67,819	576
Gordon Street		27,662	764
Byfield Street		115,835	490
Irishdown Road		192,259	39,749
Maintenance Capitalised		100,000	7,784
Coates Road		189,883	60,237
Fitzgerald Street SLK		50,000	5,469
Newman Road		17,150	5,098
O'Neill Road		284,028	0
Charles Street		86,572	8,166
East Street		109,068	64,520
Coates Road		155,317	74,477
Mitchell Avenue		101,338	92,427
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	421,236
Keane Street		140,221	118,000
Kerb Renewal		78,565	11,306
Chinganning Road C/fwd		80,087	80,807
Gravel Resheeting		223,365	750
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	5,203
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	118,000
Tames Road		57,375	42,737
BKB Footpath		45,521	42,332

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,612,057	745,986
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	25,436
Newcastle Road Bridge	31		10,943,000
Economic Services			
BKB Building & Furniture		403,000	313,034
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>24,246,124</u>	<u>17,385,847</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		2,002,930	614,048
Plant and Equipment		1,565,116	821,161
Furniture and Equipment		122,106	85,530
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,915,190	1,746,100
Infrastructure Assets - Footpaths		337,861	258,239
Infrastructure Assets - Bridges & Culverts		0	10,943,000
Infrastructure Assets - Drainage		1,904,121	830,093
Infrastructure Assets - Parks & Ovals		2,717,581	912,070
Infrastructure Assets - Airfields		59,200	25,436
Infrastructure Assets - Streetscape		191,000	107,869
Infrastructure Assets - Other		11,431,019	942,301
		<u>24,246,124</u>	<u>17,385,847</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2019

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
Law Order & Public Safety						
PN1514 Rangers Triton Ute 4*4	20,347	0	18,000	0	(1,347)	0
Education & Welfare						
Community Coaster Bus C/fwd	26,222	26,508	18,500	13,636	(12,722)	(12,872)
Killarra Commuter Bus C/fwd	24,370	0	70,000	0	45,630	0
Community Amenities						
Toyota Coaster Bus (Community)	22,901	50,997	24,000	18,848	1,099	(32,149)
Recreation						
Sale of Land, Yilgarn Ave	446,500		805,000	0	358,500	0
Recreation & Culture						
Transport						
PN1218 Mitsubishi Fuso C/fwd	43,000	0	18,000	0	(24,000)	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0.00	27,500	0	(69,725)	
PN1218 Mitsubishi Fuso C/fwd	60,912	0	28,000	0	(34,912)	0
PN2240 Wood Chipper	30,320	0	10,000	0	(20,320)	0
PN1221 4T Truck C/fwd	42,329	0	22,000	0	(20,329)	0
P100 Cricket Wicket Roller	3,400	0	1,000	0	(2,400)	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	188,088	0	72,000	0	(66,088)	0
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	0	0	(16,837)	0
	972,461	79,157	1,111,000	32,786	138,539	(46,370)



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2019

4. DISPOSALS OF ASSETS

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

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

Note: ** indicates self-supporting loans

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

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

	18/19 Budget				18/19 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Aged Accommodation Reserve	217,338	4,280	5,000		226,597	217,338	3,059			220,396
Employee Liability Reserve	418,145	8,198			426,340	418,145	5,894			424,028
Housing Reserve	259,499	5,098			264,586	259,499	3,852			263,351
Retiulation Scheme Reserve	89,088	1,354	10,000		80,442	89,088	972			70,060
Office Equipment Reserve	101,088	1,981		(72,278)	30,771	101,088	2,281			103,348
Plant & Equipment Reserve	109,879	2,154	330,000	(315,585)	126,448	109,879	1,548			111,425
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	1,093			78,816
Refuse Site Reserve	478,794	9,345	180,000	(110,000)	556,139	478,794	8,708			483,499
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	1,287			92,768
Speedway Reserve	144,281	2,828			147,088	144,281	2,030			146,291
Community Bus Replacement Reserve	83,105	1,433		(82,000)	2,538	83,105	888			63,991
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	2,894			194,324
Killara Reserve	375,484	7,380	17,020	(124,187)	275,697	375,484	5,278			380,762
Stormwater Drainage Projects Reserve	129,330	2,835	1,514	(100,000)	33,379	129,330	1,817			131,147
Recreation and Community Facilities Reserve	1,809,999	35,478	158,985	(1,888,228)	118,212	1,809,999	25,455			1,835,454
Administration Office Reserve	891,211	13,548		(337,500)	367,259	891,211	8,888			700,079
Council Buildings & Amenities Reserve	308,750	8,052	55,579	(175,000)	195,381	308,750	4,335			313,085
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	4,287			307,487
Parking Facilities Construction Reserve	211,280	4,141		(85,000)	150,421	211,280	2,973			214,253
Art Collection Reserve	22,880	445			23,125	22,880	319			22,999
Election Reserve	183	3	15,000		15,166	183	2			165
Revaluation Reserve	40,483	793	20,000		61,256	40,483	589			41,032
Total Cash Backed Reserves	8,112,388	120,000	924,301	(3,327,758)	3,828,933	8,112,388	85,970		-	6,198,358

Total Interest

1,044,301

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



SHIRE OF NORTHAM

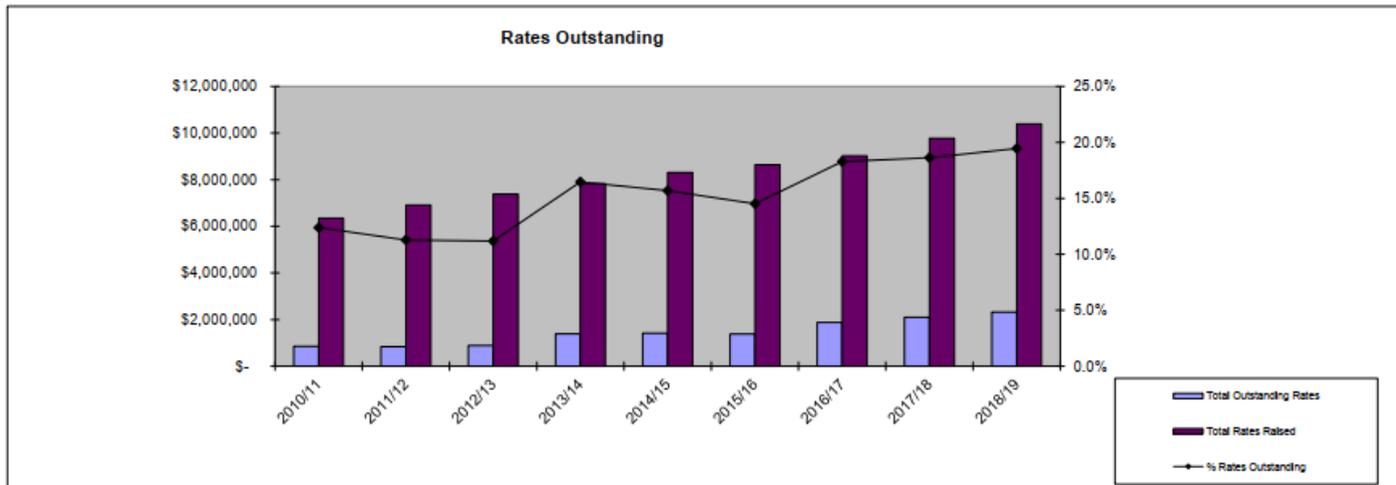
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2019

	18/19 Budget	18/19 Ytd Actual	17/18 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	2,404,027	2,388,415
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	3,828,933	6,211,489	7,311,337
Self Supporting Loan	26,500	4,402	16,818
Sundry Debtors	143,816	427,464	1,458,765
Rates - Current	1,900,000	2,919,301	1,996,581
Pensioners Rates Rebate	0	91,849	0
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	284,385	95,597
Accrued Income/Prepayments	0	71,474	71,474
Inventories	1,000	1,224	1,224
	<u>6,200,249</u>	<u>12,273,116</u>	<u>13,197,711</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,703,361)	(121,501)	(1,450,292)
Rates Income in Advance	(280,000)	(161,112)	0
GST Payable	0	(85,399)	0
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	0	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	(71,396)	7,542
Loan Liability	(227,381)	(50,201)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(1,552,239)</u>	<u>(2,986,866)</u>
NET CURRENT ASSET POSITION	2,925,211	10,720,877	10,210,845
Less: Cash - Reserves - Restricted	(3,828,933)	(6,211,489)	(6,124,711)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	50,201	224,381
Add: Leave Liability Reserve	426,341	424,028	419,166
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	5,233,617	4,962,863

**SHIRE OF NORTHAM
 RATING REPORT
 FOR THE PERIOD ENDED 31 March 2019**

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Key Rating Dates									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018
2nd INSTALMENT DUE	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018
3rd INSTALMENT DUE	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALMENT DUE	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding 1st July	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793
Rates Levied	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046
Interest, Ex gratia, interim and back rates	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$465,780
Rates Paid by month									
1 July	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638
2 August	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869
3 September	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835
4 October	374,463	318,701	443,703	3,790,846	2,550,091	630,886	1,166,136	484,607	590,724
5 November	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902
6 December	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893
7 January	362,368	441,740	469,219	194,157	295,629	441,681	464,526	637,664	861,146
8 February	99,165	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143
9 March	404,575	438,277	448,126	176,270	256,379	601,416	589,684	670,462	821,970
10 April									
11 May									
12 June									
Total YTD	6,032,349	6,597,328	7,054,878	7,016,904	7,604,664	8,128,818	8,380,703	9,156,938	9,607,120
% Ytd Rates Outstanding	12.4%	11.3%	11.2%	16.5%	15.7%	14.5%	18.3%	18.6%	19.4%
Ytd Outstanding	852,462	838,651	888,540	1,383,520	1,414,225	1,380,229	1,874,852	2,096,517	2,319,479



12.4.3 Health Amendment Local Law 2018 Undertaking

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to provide an Undertaking to the Joint Standing Committee on Delegated Legislation (JSC) for the Shire of Northam *Health Amendment Local Law 2018* which was Gazetted on 22 January 2019.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 21 November 2018 Council made the following decision:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3545

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

- 1. Adopt the Health Amendment Local Law 2018 as set out in Attachment 1 of the meeting Agenda;**
- 2. Authorise the CEO to give Statewide public notice that the Shire has adopted the Shire of Northam Health Amendment Local Law 2018 with the purpose and effect of this Local Law being as follows:**

Purpose: The Shire of Northam Health Amendment Local Law 2018 makes amendments to the Shire of Northam Health Local Law 2008 which provides for the effective controlling of issues which may have the potential to impact the health and wellbeing of the community.

Effect: To allow health related issues to be effectively controlled and provide an acceptable standard for the maintenance of public health.

3. Request the CEO complete the Local Law process as described in s3.12(6) of the *Local Government Act 1995*.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Nil.

Legislative Compliance

Section 3.12 of the *Local Government Act 1995* which outline the procedures for making local laws.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Advertising undertaken in accordance with the *Local Government Act 1995*.

Risk Implications

Failure to comply with the JSC would cause a potential breach of legislation.

OFFICER'S COMMENT

On 21 March 2019 the Shire of Northam received a letter from the JSC for the Shire to do an Undertaking on the Health Amendment Local Law 2018.

The undertaking is minor in nature and the JSC are not disallowing the local law, which means that the 2018 Amendment Local Law is still valid and usable. However the next time we amend the 2008 local law, the Shire will need to make the minor alterations as indicated by the JSC.

When the new Health legislation is completed, the Shire may need to consider repealing the current local law depending on the amount of changes to the legislation. This may not be implemented for a couple of years yet.

For now the JSC would like a letter of Undertaking from the Shire President to state that:

1. When the *Shire of Northam Health Local Law 2008* is next amended it will:
 - (a) Amend clause 1.2, in the definition of 'AS1668.2-2011', to replace '2011' with '2012'.
 - (b) Amend clause 4.1.3(2)(c) to delete the words 'Public Health' after 'Chief Health Officer'
 - (c) Amend clause 5.4.2 to insert the words 'Subject to subclause (3)' at the beginning of subclause (1).
 - (d) Amend clause 6.3.6 to renumber subclause 1(b) as subclause (2)
 - (e) Make all necessary consequential amendments.

2. Until the *Shire of Northam Health Local Law 2008* is amended in accordance with Undertaking 1.
 - (a) The Shire will not enforce the above sections of the Amendment Local Law as stipulated in undertaking 1.
 - (b) Where the local law is made publicly available, whether in hard copy or electronic form ensure that it is accompanied by a copy of these undertakings.

Undertaking 1(c) relates to the following clause in the local law:

5.4.2 Limitation on Numbers of Poultry and Pigeons or Doves in a townsite.

- (1) An owner or occupier of premises:-
 - (a) who is not an Affiliated Person, shall not keep a combined total of more than 20 poultry and pigeons or doves; and
 - (b) who is an Affiliated Person, shall not keep a total of more than 50 pigeons, doves and poultry, on any one lot of land.
- (2) In this clause, "**Affiliated Person**" means a person who is a member of pigeonclub, caged bird club including doves, poultry breeding club or poultry breeding society which is an incorporated body under the Associations Incorporation Act 1987.

(3) An owner or occupier of a premises is required to obtain approval from the Local Government to keep more than 50 pigeons, doves or poultry, on any one lot of land

Undertaking 1 (d) relates to the following clause in the local law:

6.3.6 Restrictions on the Sale or Keeping of Rats

(1) Subject to subclause (2) an owner or occupier of premises shall not, on or from those premises:-

(a) keep or permit to be kept more than two adult rats. A greater number of rats may only be kept, in a prescribed manner, if approved by an authorised officer; or

(b) Any such rats are at all times to be kept in the effective control of a person or locked in a cage.

RECOMMENDATION

That Council:

1. Council provide an Undertaking to the Joint Standing Committee on Delegated Legislation that it will include the following amendments next time the local law is amended:
 - (a) Amend clause 1.2, in the definition of 'AS1668.2-2011, to replace '2011' with '2012'.
 - (b) Amend clause 4.1.3(2)(c) to delete the words 'Public Health' after 'Chief Health Officer'
 - (c) Amend clause 5.4.2 to insert the words 'Subject to subclause (3)' at the beginning of subclause (1).
 - (d) Amend clause 6.3.6 to renumber subclause 1(b) as subclause (2)
 - (e) Make all necessary consequential amendments.

2. Until the *Shire of Northam Health Local Law 2008* is amended in accordance with Undertaking 1.
 - (a) The Shire will not enforce the above sections of the Amendment Local Law as stipulated in undertaking 1.
 - (b) Where the local law is made publicly available, whether in hard copy or electronic form ensure that it is accompanied by a copy of these undertakings.

12.4.4 Transfer of Land within the Katrine Floodplain to the State of WA

Address:	A14100, A14101, A14102, A14103, A14104, A14105, A14106
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	A14100, A14101, A14102, A14103, A14104, A14105, A14106
Reporting Officer:	Codey Redmond Rates
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 request that Council cause the land currently owned freehold by the Shire of Northam Within the 'Katrine Floodplain', be transferred to the State of WA by returning the land to the Department of Planning, Lands and Heritage.

ATTACHMENTS

Attachment 1: Area Map.

BACKGROUND / DETAILS

Lots:

- A14100 – Lot 8 Katrine Road;
 - A14101- Lot 9 Katrine Road;
 - A14102- Lot 11 Katrine Road;
 - A14103- Lot 12 Madden Street;
 - A14104- Lot 13 Madden Street;
 - A14105- Lot 16 Lloyd Street; and
 - A14106- lot 17 Lloyd Street.
- Vacant land with no road access, no power & no water.
 - Land is within floodway, the 100 year flood plain and zoned Parks and recreation.

- Planning restrictions do not allow structures of any type to be constructed on the land restricting our ability to sell the land to a new ratepayer

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Ensure robust financial management.

Financial / Resource Implications

The Shire does not levy rates on these lots. No Monetary consideration will be applicable to the transfers.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Department of Planning, Lands and Heritage.

Risk Implications

- Reputational – Low
 - Land is owned by the shire
- Financial - Low
 - No financial impact
- Compliance – N/A
- Legal – N/A

OFFICER'S COMMENT

These seven properties are located within the Katrine road floodplain and have restrictions on development that prevent structures of any type being erected on the property.

RECOMMENDATION

That Council transfers the following properties via the Department of Planning, Lands and Heritage to the State of Western Australia:

- A14100 – Lot 8 Katrine Road;
- A14101- Lot 9 Katrine Road;
- A14102- Lot 11 Katrine Road;
- A14103- Lot 12 Madden Street;
- A14104- Lot 13 Madden Street;
- A14105- Lot 16 Lloyd Street; and
- A14106- lot 17 Lloyd Street.

Attachment 1



- | | | | |
|---|-------------------------|---|--|
|  | Shire of Northam |  | Aboriginal Lands Trust |
|  | A13191 |  | A13782 - private owner paying rates |
|  | A13169 |  | A13696 - private owner paying rates |
|  | A13783 |  | State of WA |



12.4.5 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13783

Address:	A13783
Owner:	O1489, 23402 & O651
Applicant:	N/A
File Reference:	A13783
Reporting Officer:	Codey Redmond Rates
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 request that Council cause the A13783 to be transferred to itself & write-off outstanding rates and charges of \$5,488.66, in accordance with Section 6.12(1)(c) & 6.64(1)(d) of the *Local Government Act 1995*.

ATTACHMENTS

Attachment 1: Area Map.

BACKGROUND / DETAILS

- Vacant land with no road access, no power & no water.
- 3 Owners on title who are all now believed to be deceased.
- Cemetery records show two of the owners passed away January 2009 and July 2013. No records were located for the 3rd owner but they are also believed to be deceased.
- Rates were being paid by a 3rd party leasing the land who appeared to be using it to grow crops.
- The lessee claimed to be the owner of the land, having a handshake deal with one of the now deceased owners, but to date has not provided any proof.
- Rates were last fully paid October 2014 with attempts at payment arrangements totalling \$425.00 since. We are unable to track the payer as they were paid online but we believe it is the lessee as payments are made at the same time on another property they manage.
- The lessee claims they have not used the land since 2014 and are unable to continue their arrangement to pay rates.

- Land is within floodway, the 100 year flood plain and zoned Parks and recreation.
- These planning restrictions do not allow structures of any type to be constructed on the land restricting Councils ability to sell the land to a new ratepayer

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Ensure robust financial management.

Financial / Resource Implications

The Shire would need to write off a debt of \$5,488.66 of overdue rates, charges & interest associated with A13783.

Legislative Compliance

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.*

6.64 Actions to be taken

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

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational – Low

- Land owners are deceased & land is vacant and unused.
- Financial - Moderate
 - Council must write off all rates and charges.
- Compliance - Low
 - This course of action is Compliant with section 6.12 & 6.64 of the *local government act 1995*.
- Legal – Low
 - As per compliance, the *local Government Act 1995* give Council the power to transfer land into itself and write-off debts

OFFICER'S COMMENT

This property is located within the Katrine road floodplain and has restrictions on development that prevent structures of any type being erected on the property. The Shire of Northam currently hold seven other pieces of vacant land in this subdivision. The Officer is recommending that Council start proceedings to transfer the land to Council, write of the outstanding debt and transfer the property via the *Department of Planning, Lands and Heritage*.

RECOMMENDATION

That Council in the following order;

- 1. Pursuant to Section 6.64(1)(d) of the *Local Government Act 1995*, cause A13783 to be transferred to Council.**
- 2. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995*, write off all rates and charges on assessment A13783 totalling \$5488.66; and**
- 3. Transfer A13783 via the Department of Planning, Lands and Heritage to the State of Western Australia.**

Attachment 1



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|---|-------------------------|---|--|
|  | Shire of Northam |  | Aboriginal Lands Trust |
|  | A13191 |  | A13782 - private owner paying rates |
|  | A13169 |  | A13696 - private owner paying rates |
|  | A13783 |  | State of WA |



12.4.6 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13169

Address:	A13169
Owner:	O2871
Applicant:	N/A
File Reference:	A13169
Reporting Officer:	Codey Redmond Rates
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 request that Council cause A13169 to be transferred to itself & write-off outstanding rates and charges of \$39,743.30, in accordance with Section 6.12(1)(c) & 6.64(1)(d) of the *Local Government Act 1995*.

ATTACHMENTS

Attachment 1: Area Map.

BACKGROUND / DETAILS

- Vacant land with no road access, no power & no water.
- There is little information regarding action taken to recover rates on this property prior to the shires amalgamation in 2007.
- The earliest rates record we have is at September 2002 where there was \$8,137.90 of rates outstanding.
- Owner is believed to be deceased, however staff have been unable to find burial details or locate the executors of the estate.
- A sale of land for unpaid rates was lodged on the title 20/05/1980.
- C.377 - 5/6/2008 – Council resolved to sell the land by public auction.
- C.548 – 26/8/2008 - Council resolved to sell the land by public auction (appears to have been put to Council again after advertising period).
- Auction was set for 30/09/2014 by Elders Northam.
- Auction was delayed to 5/12/2014 by Elders Northam.
- Property was passed in at auction with no interest shown.

- Land is within floodway, the 100 year flood plain and zoned Parks and Recreation.
- Planning restrictions do not allow structures of any type to be constructed on the land restricting our ability to sell the land to a new ratepayer.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Ensure robust financial management.

Financial / Resource Implications

The Shire would need to write off the debt totalling \$39,743.30 of overdue rates, charges & interest, this was included as a bad debt in the 2018/19 budget so will have a nil effect on the financial position of Council.

Legislative Compliance

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.*

6.64 Actions to be taken

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –

- (a) from time to time lease the land;*
- (b) sell the land;*
- (c) cause the land to be transferred to the Crown; or*
- (d) cause the land to be transferred to itself.*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Have discussed properties with the Water Corporation and the Department of Planning, Lands and Heritage.

Risk Implications

- Reputational – Low
 - Land owner is believed to be deceased & land is vacant and unused.
- Financial - Moderate
 - Council must write off all rates and charges.
- Compliance - Low
 - This course of action is compliant with section 6.12 & 6.64 of the local government act 1995.
- Legal – Low
 - As per compliance, the local government act give council the power to transfer land into itself and write-off debts

OFFICER'S COMMENT

This property is located within the Katrine Road floodplain and has restrictions on development that prevent structures of any type being erected on the property. The Shire of Northam currently hold seven other pieces of vacant land in this subdivision. The Officer is recommending that Council start proceedings to transfer the land to Council, write of the outstanding debt and transfer the property to the Department of Planning, Lands and Heritage.

RECOMMENDATION

That Council in the following order;

- 1. Pursuant to Section 6.64(1)(d) of the *Local Government Act 1995*, cause A13169 to be transferred to Council;**
- 2. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995*, write off all rates and charges on assessment A13169 totalling \$39,743.30; and**
- 3. Transfer A13169 via the Department of Planning, Lands and Heritage to the State of Western Australia.**

Attachment 1



- | | | | |
|---|-------------------------|---|--|
|  | Shire of Northam |  | Aboriginal Lands Trust |
|  | A13191 |  | A13782 - private owner paying rates |
|  | A13169 |  | A13696 - private owner paying rates |
|  | A13783 |  | State of WA |



12.4.7 Transfer of Land to the Shire of Northam and Write Off of Outstanding Debt, Assessment No: A13191

Address:	A13191
Owner:	O2893 & 22445
Applicant:	N/A
File Reference:	A13191
Reporting Officer:	Codey Redmond Rates
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 request that Council cause A13191 to be transferred to itself & write-off outstanding rates and charges of \$47,801.37, in accordance with Section 6.12(1)(c) & 6.64(1)(d) of the *Local Government Act 1995*.

ATTACHMENTS

Attachment 1: Area Map.

BACKGROUND / DETAILS

- Vacant land with no road access, no power & no water.
- There is little information regarding action taken to recover rates on this property prior to the Shires amalgamation in 2007.
- The earliest rates record we have is at September 2002 where there was \$10,051.14 of rates outstanding.
- A sale of land for unpaid rates was lodged on the title 20/05/1980.
- Metropolitan cemeteries board records show both current owners are deceased one in 1958 and the other in 1996.
- The current owners (deceased) inherited the land from their Parents.
- C.377 - 5/6/2008 – Council resolved to sell the land by public auction.
- C.548 – 26/8/2008 - Council resolved to sell the land by public auction (appears to have been put to council again after advertising period).
- Auction was set for 30/09/2014 by elders Northam.
- Auction was delayed to 5/12/2014 By Elders Northam.
- Property was passed in at auction with no interest shown.

- Land is within floodway, the 100 year flood plain and zoned Parks and recreation.
- These planning restrictions do not allow structures of any type to be constructed on the land restricting our ability to sell the land to a new ratepayer.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Ensure robust financial management.

Financial / Resource Implications

The Shire would need to write off the debt totalling \$47,801.37 of overdue rates, charges & interest, this was included as a bad debt in the 2018/19 budget so will have a nil effect on the financial position of Council.

Legislative Compliance

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.*

6.64 Actions to be taken

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –

- (a) from time to time lease the land;*
- (b) sell the land;*
- (c) cause the land to be transferred to the Crown; or*
- (d) cause the land to be transferred to itself.*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Have discussed properties with the Water Corporation and the Department of Planning, Lands and Heritage.

Risk Implications

- Reputational – Low
 - Land owners are deceased & land is vacant and unused.
- Financial - Moderate
 - Council must write off all rates and charges.
- Compliance - Low
 - This course of action is compliant with section 6.12 & 6.64 of the local government act 1995.
- Legal – Low
 - As per compliance, the local government act give council the power to transfer land into itself and write-off debts

OFFICER'S COMMENT

This property is located within the Katrine road floodplain and has restrictions on development that prevent structures of any type being erected on the property. The Shire of Northam currently hold seven other pieces of vacant land in this subdivision. The Officer is recommending that Council start proceedings to transfer the land to Council, write of the outstanding debt and transfer the property to the Department of Planning, Lands and Heritage.

RECOMMENDATION

That Council in the following order;

- 1. Pursuant to Section & 6.64(1)(d) of the *Local Government Act 1995*, cause A13191 to be transferred to Council;**
- 2. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995*, write off all rates and charges on assessment A13191 totalling \$47,801.37; and**
- 3. Transfer A13191 via the Department of Planning, Lands and Heritage to the State of Western Australia.**

Attachment 1



- | | | | |
|---|-------------------------|---|--|
|  | Shire of Northam |  | Aboriginal Lands Trust |
|  | A13191 |  | A13782 - private owner paying rates |
|  | A13169 |  | A13696 - private owner paying rates |
|  | A13783 |  | State of WA |



12.4.8 Review of Finance/Administration Policies

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.2
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration 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 Council to review its policies which are relating to finance and administration.

ATTACHMENTS

Attachment 1: Finance Policies.
Attachment 2: Administration Policies.

BACKGROUND / DETAILS

To ensure policies remain current and viable for the growing needs of the Shire of Northam, the policies should be reviewed every two years.

The Shire of Northam Corporate Plan identifies a need to review the policies related to finance and administration during the 2018/19 financial year. Policies F4.1 - F4.3 & A8.3 were previously reviewed in 2016 and F4.4 was amended to align with Legislation in 2018.

The following finance policies have been reviewed;

- F4.1 Accounting Policy
- F4.2 Purchasing & Tendering Policy
- F4.3 Investment policy
- F4.4 Local Price Preference

The following administration policies have been reviewed;

- A8.3 Records Management
- G2.0 Public Interest Disclosure Policy

In addition three new policies have been developed and are presented to Council for consideration.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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.

Financial / Resource Implications

Advertising costs.

Legislative Compliance

Local Government Act 1995 section 2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications

Shire of Northam Policies.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

There are no risk implications for the Shire in relation to the recommendations of this report.

OFFICER'S COMMENT

The 4 policies have been reviewed with a range of adjustments and alterations being recommended to Council. Substantial changes are summarised in the

following table, in addition Appendices 1 & 2 provides a tracked changes copy of the policy manual as it exists currently.

Current Policy Number	Policy Name	Proposed alteration
Governance Policy		
Deleted	Accounting Policy	Deleted, this policy is not required and is adopted annually as part of the annual budget (note 1, significant accounting polices), staff have discussed this policy with Councils auditors whom are in agreeance that it is not required.
F4.1	Purchasing & Tendering Policy	<p>Re-number from F4.2 to F4.1</p> <p>A new anti-avoidance statement has been added to the policy at Section 7.</p> <p>Changes have also been made to section 8.9 the opening of tenders, removing the need for either the Chief Executive Officer or the Executive Manger Corporate Services to be present at the opening of tenders relaced by an Executive Manager.</p> <p>Other minor changes as tracked.</p>
F4.2	Investment Policy	No recommended changes with the exception of renumbering from F4.3 to F4.2.
F4.3	Local Price Preference	One minor grammar change only and renumbered from F4.4 to F4.3.
F4.4	End of Year Surplus Policy	New, this policy is based on current practices that have been carried out during the annual budget process relating to the untied surplus.
F4.5	Asset Disposal Policy	New, this policy was recommended during the Better Practices Review, it formalises current practice, which aligns with legislation.
A8.3	Records Management Policy	No recommended changes
G2.0	Public Interest Disclosure Policy	The requirement for the Public Interest Disclosure Policy comes as a result of the Regulation 17 review which identified that we didn't have a mechanism for reporting.

Staff have arranged and carried out workshops with the Elected Members on both the 5th & 9th April 2019, the following issues were raised;

1. Staff to look at developing an employee entitlements reserve policy, i.e. a policy that directs staff on the monetary value of the leave reserve vs the provision for leave
2. Records Management Policy - Elected members requested guidance on current naming conventions and file structures to ensure consistency and compliance, Governance Officer supplied.

The following changes resulted from the workshops and have been incorporated in the policies, all these changes have been highlighted yellow:

1. All incorrect headers have been removed from the policies.
2. Incorporate into the purchasing policy under s4 value for money, wording to the effect of, value for money is not the same as within budget,
3. Purchasing policy thresholds in the paragraph Less Than 3,000, change the word 'occasionally' to 'undertake periodic checks and balances'
4. Purchasing policy 8.6 issuing tender documents, Change the wording 'that tender documents be used for all tenders' to 'that the same tender documents be used for all tenders'
5. End of year surplus policy, change 'in order of preference' to 'at the discretion of Council'
6. Asset disposal policy, under policy statement, remove bullet point (a) and change wording bullet point (d), change 'advantages' to 'advantageous'.

RECOMMENDATION

That Council adopts the following policies as provided;

- **F4.1 Purchasing & Tendering Policy**
- **F4.2 Investment Policy**
- **F4.3 Local Price Preference Policy**
- **F4.4 End of Year Surplus Policy**
- **F4.5 Asset Disposal Policy**
- **A8.3 Records Management Policy**
- **G2.0 Public Interest Policy**
- **Deletes the Accounting Policy, (formally F4.1)**

Attachment 1

FINANCE / ACCOUNTING

F 4.1 Accounting Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.2706
<i>Resolution Date</i>	18/05/2016
<i>Next Scheduled Review</i>	2018
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, s6.4(2) Local Government (Financial Management) Regulations 1996, Regs 34 & 35

OBJECTIVE

To provide a framework for the financial management of the Shire of Northam which is clear, transparent and meets statutory obligations.

SCOPE

The policy applies to the significant accounting policies included in the Shire of Northam's Annual Report

POLICY

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not for profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) — The Local Government Reporting Entity

All Funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between these funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of these monies appears within the annual financial report.

(c) — Goods and Services Tax

In accordance with the recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Balance Sheet are stated inclusive of applicable GST.

(d) — Cash and Cash Equivalents

Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the balance sheet.

(e) — Trade and Other Receivables

Trade receivables, which generally have 30 – 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective rate

(f) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the Income Statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Asset Valuation

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government –
 - (i) that are plant and equipment; and
 - (ii) that are –
 - (i) land and buildings; or
 - (ii) Infrastructure; and

~~(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.~~

~~Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years. In 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.~~

~~Land under control~~

~~In accordance with Local Government (Financial Management) Regulation 16(a), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Shire significance.~~

~~Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this section.~~

~~Initial recognition and measurement between mandatory revaluation dates~~

~~All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.~~

~~In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.~~

~~Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.~~

~~Revaluation~~

~~Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.~~

~~Land under roads~~

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in these assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	50 years
Furniture and Equipment	5-10 years
Computer Hardware/Software	4 years
Cars	5 years
Utilities	4 years
Heavy Vehicles-	
-Trucks	8 years
-Graders, Loaders and Heavy Equipment	10 years
Other Plant and Equipment	10 years
Sealed Roads and Streets	
Construction-Road Reconstruction	50 years
original surfacing and major re-surfacing	
-bituminous seals	25 years
-asphalt surfaces	25 years
Car Parks (Sealed)	40 years
Unsealed Gravel Roads	
construction/road base/sub grade	50 years
gravel sheet/resheet	12 years

Reserves/Playground Equipment	10 years
Bridge & Culverts	
- timber	50 years
- concrete	100 years
Footpaths	
- insitu concrete and slabs	40 years
- asphalt, bitumen surfaces	20 years
Kerbing	
- concrete	40 years
Street Lighting	25 years
Sewerage piping	60 years
Water supply piping	60 years
Parks & Reserves	50 years
Main Drains & Water Retarding Basins	85 years

(i) **Investments and Other Financial Assets**

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) *Financial assets at fair value through profit and loss*

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

(iii) *Hold-to-maturity investments*

Hold-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of hold-to-maturity

financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity

~~securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss—measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss—is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.~~

~~(j) — Estimation of Fair Value~~

~~The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.~~

~~The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.~~

~~The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.~~

~~Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.~~

~~The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.~~

~~(k) — Impairment~~

~~In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.~~

~~Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 'Impairment of Assets' and appropriate adjustments made.~~

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash-generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(n) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield-related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(e) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(p) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(g) — Joint Venture

The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 17.

(r) — Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(s) — Superannuation

The Shire of Northam contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(t) — Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(u) — Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(v) — Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

F 4.12 Purchasing & Tendering Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.2706
<i>Resolution Date</i>	17/04/2019 18/05/2016
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 – s3.57 Tenders Local Government (Functions & General) Regulations 2000 - Part 4A Local Government (Administration) Amendment Regulations 2000 – s29

OBJECTIVE

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended March 2007).

To deliver the best practice approach and procedures to internal purchasing for the Shire.

To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

SCOPE

The policy applies to purchases.

POLICY

The purpose of this policy is to ensure consistency and efficiency for purchasing and procurement across all the Shire of Northam's operational areas in order to maximise value for the Shire and the community by obtaining the best balance of conditions of supply, quality and price.

This policy sets out the requirements that must be complied with by the Shire, including purchasing thresholds and processes, these are compliant with the Local Government (Functions and General) Regulations 1996, as the relevant legislation

2. Why Do We Need A Purchasing Policy?

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire's purchasing practices that withstands probity.

3. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practice_s shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. Value For Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks. The tender or quote offering the lowest price may not necessarily be successful. Being within budget does not in itself represent value for money.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable. When motor vehicles are due for renewal under Council's policy, prices must be obtained from at least two Shire of Northam based dealers

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5. Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type suitable for operational needs and within the designated price range and potential replacement values in the context of individual employee contractual obligations;
- For new buildings and refurbishments – where available use renewable energy and technologies.

6. Risk

Purchase and procurement is to take into consideration, a risk assessment of the product or service to ensure potential hazards are identified and mitigation strategies determined, before the product or service is introduced into the workplace.

7. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Table 1 Purchasing Thresholds – Requirements

Purchase Thresholds (excluding GST)	Minimum Requirements
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.
\$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 \$150,000	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 \$150,000	Public tender or purchase through the Local Government Purchasing Service of WALGA.

Anti-Avoidance

Officers shall not create more than one purchase order with one supplier to avoid either exceeding their authorisation limit or creeping into the next purchasing threshold.

Quotation purchasing threshold procedures

It is not a prerequisite that every possible supplier is requested to quote, however the responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers to quote. One of the main aims for multiple quotes is to have a range of quotes to choose from to help determine value for money. A formal request for quotation (RFQ) process must be conducted by the responsible officer in conjunction with the Shire's Purchasing/procurement Officer and is subject to formal evaluation, review and approvals. Purchasing threshold requirements for quotations are as follows:

- **Less than \$3,000 (excl. GST)**

In cases where reactive maintenance is required or for the carrying out of normal Council ongoing business **no quotations need to be obtained**. However it is recommended to use professional discretion and **occasionally undertake periodic checks and balances to test the market, market testing** with a greater number or more formal forms of quotation to ensure best value is maintained.

- **Less than \$3,000 – \$7,500 (excl. GST)**

Where the value of procurement of goods or services is greater than \$3,000 and less than ~~\$7,500~~~~40,000~~, purchase on the basis of at least three verbal quotations should be obtained with the successful quote being supplied in writing, except:

- a) where purchase is being made under a panel of pre-qualified suppliers which include WALGA Preferred Suppliers.
- b) where goods or services are needed immediately in an emergency situation.
- c) where rates are considered reasonable and consistent with normal market rates and sufficient justification can be provided in this respect; and these are tested by obtaining quotes from time to time.
- d) where the responsible officer is satisfied that there is genuinely only one source of supply for those goods, services or works. Investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.
- e) Where the purchase is for ~~consumables e.g. small tools (shovels, crowbars etc),~~ construction or workshop consumables (string, pegs, irrigation parts, auto parts etc), minor electrical equipment (two way units etc), fertiliser and herbicide etc.

- **\$7,500 to \$50,000 (excl. GST)**

Where the value of procurement of goods or services ranges between ~~\$7,500~~~~40,000~~ and \$50,000 a sufficient number of written quotations (at least three) are to be sought through a simple RFQ process to demonstrate competition. Where this is not practical, e.g. due to limited suppliers or deemed sole supplier, investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.

Written records of quotations are to be made and retained in all cases.

Request written quotation(s) directly from a pre-qualified panel of suppliers which include WALGA Preferred Supplier Panel, using a request for quotation process either through WALGA e-Quotes or directly in writing. It is not mandatory for multiple quotations to be requested when using the WALGA Preferred Supplier Panel, and a quotation can be requested from a single supplier where deemed practical. The benefit, however, of requesting multiple quotations is that there is a range to choose from to help determine value for money. The responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers and establish the appropriate number of suppliers from which to request a quote.

Written records of quotations are to be made and retained in all cases.

- **\$50,000 to \$150,000 (excl. GST)**

For the procurement of goods or services where the value exceeds \$50,000 but does not exceed \$150,000, at least three written quotations shall be obtained through a formal RFQ process including pricing and product or service information relating to the specification of goods and services being purchased. Where this is not practical, e.g. due to limited suppliers or deemed sole supplier, investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.

This purchasing threshold typically requires a detailed specification to be prepared and included in the formal RFQ documentation. It is recognised that not all goods and services procured within this threshold will be of a nature that requires a detailed Specification, it is therefore acceptable to include a less detailed Specification where considered more appropriate. All Specifications must effectively communicate the Requirements of the Shire.

Comprehensive written records are to be retained in all cases.

Request written quotation(s) directly from a pre-qualified panel of suppliers which include WALGA Preferred Supplier Panel, using a request for quotation process either through WALGA e-Quotes or directly in writing. It is not mandatory for multiple quotations to be requested when using the WALGA Preferred Supplier Panel, and a quotation can be requested from a single supplier where deemed practical. The benefit, however, of requesting multiple quotations is that there is a range to choose from to help determine value for money. The responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers and establish the appropriate number of suppliers from which to request a quote.

Written records of quotations are to be made and retained in all cases.

Invitation to Tender (above \$150,000 excl. GST)

Tenders are to be publicly invited according to the requirements of regulation 11(1) of the *Local Government (Functions & General) Regulations 1996* before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 (excl. GST).

8. REGULATORY COMPLIANCE

Local Government (Functions and General) Regulations 1996 Part 4 Division 2

8.1 Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

8.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

***Note:** The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.*

8.3 Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender unless emergency circumstances prevail. Notice to be given to Council.

8.4 Tender Criteria

The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. Please refer Delegations Register, number F04 to determine the appropriate selection criteria.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

8.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section and a local newspaper.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include:

- A brief description of the goods or services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying a person from whom more detailed information as to tendering may be obtained;
- Detailed information shall include;
 - o such information as the Shire decides should be disclosed to those interested in submitting a tender;
 - o detailed specifications of the goods or services required;
 - o the criteria for deciding which tender should be accepted;
 - o whether or not the Shire has decided to submit a tender; and
 - o whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.
 - o Advice that no tender shall be necessarily accepted.

8.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire not to compromise its Duty to be fair. That **the same** Tender documents be used for all tenders.

8.7 Receiving Tenders by Email

All tenders are to be received by Central Records Department, upon receipt they should be printed by the **R**ecords **O**fficer and placed within an envelope with the following details on the front;

- Time tender was received
- Name of the tenderer

The envelope should then be placed in the tender box.

8.8 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

8.9 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened by ~~an~~ the Chief Executive/Executive Manager and one other officer. ~~if the Chief Executive Officer is not available the tenders to be opened by the Executive Manager, Corporate Services and one other officer.~~

If the above Officer's are not available the Officers' delegated nominee and at least one other Council Officer may open the Tender. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire Officers present at the opening of tenders.

8.10 No Tenders Received

Where the Shire has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.
- Council Approval must be sought

8.11 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

8.12 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice in writing of the variation.

8.13 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

8.14 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender by the Chief Executive Officer (under Delegated Authority) or following Council resolution within 21 days. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process. If no tender was accepted it must be advertised "that no tenders were accepted."

8.15 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;

Notification and award documentation. For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;

- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

F 4.23 Investment Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.2706
<i>Resolution Date</i>	17/04/2019 18/05/2016
<i>Next Scheduled Review</i>	2018 2021
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, s6.14; The Trustees Act 1995, Pt III Investments; as amended Local Government (Financial Management) Regulations 1996, Regs 19, 19C, 28 & 49, Australian Accounting standards

OBJECTIVE

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

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

SCOPE

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

POLICY

1. Policy Objectives

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

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

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

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

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

2. Legislative Requirements

All investments are to comply with the following:

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

3. Policy Statement

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

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

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

4. Prohibited Investments

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

- Derivative based instruments;
- Principal only investments –or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

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

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

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

5. Term and Status Reports

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

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

6. Prudent Person Standard

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

7. Ethics and Conflicts of Interest

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

8. Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;

- Bank accepted/endorsed bank bills;

9. Investment Guidelines

(a) Quotations on Investments

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

(ii) Credit/Diversification Risk

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

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

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

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

(i) Preference to community support

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

(ii) Change in Credit Ratings

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

F 4.43 Local Price Preference

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.3379
<i>Resolution Date</i>	17/04/2019 20/06/2018
<i>Next Scheduled Review</i>	2021 9
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 – s3.57 Tenders; Local Government (Functions & General) Regulations 200 – Part 4A; Local Government (Administration) Amendment Regulations 2000 – s29.

OBJECTIVE

The purpose of this policy is to stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Northam.

SCOPE

Applies to all Purchases.

POLICY

1. Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed tender/quotation bid price were reduced in accordance with permitted price preferences as specified below in this policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding tender contracts.

2. Qualifying Criteria

Local Supplier

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

- i. the supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire;
- ii. a business having permanent staff that are based at the business premises located within the Shire;
- iii. management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire; and

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

3. Local Price Preference Value

Goods and Services:

Up to 10% where the contract is for goods or services, up to a maximum price reduction of \$50,000

Up to 5% where the contract is for the construction (building) services, up to a maximum price reduction of \$50,000

Up to 10% where the contract is for goods or services (including construction (building) services), up to the maximum price reduction of \$100,000, if the Local Government is seeking tenders for the provision of those goods or services for the first time due to those goods or services having been, until then, undertaken by the Local Government.

F4.4 End of Year Surplus Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	17/04/2019
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	Annual Budget & Annual Report
<i>Related Legislation</i>	

OBJECTIVE

This policy aims to establish parameters for the use of untied surplus funds at the end of each financial year as identified through the Annual Budget adoption process.

SCOPE

As part of the Annual Budget process the Shire of Northam must calculate its end of year financial position, or surplus/ deficit as a starting point for the following year's budget.

Included in this calculation are projects which have not been completed in the previous financial year and in most cases, these items are carried forward for expenditure in the following financial year. However, budget savings which have been achieved which cannot be readily identified at the end of the financial year are known as an "untied surplus".

POLICY

The Council recognises that the allocation of untied surpluses is an important aspect in discharging its financial management responsibilities. The Council recognises that untied surpluses will not be used to offset the future annual operating costs of the Council.

The use of any identified untied surplus at the end of a financial year will be limited to one (or more) of the following transactions, **at the discretion of Council in order of preference:**

1. Transferred to a Reserve Account to be nominated by the Council;
2. Allocated to a "one-off" capital project nominated by the Council;
3. Retirement of debt (where possible);

F4.5 Asset Disposal Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	17/04/2019
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	Annual Budget & Annual Report W5.7 Asset Management Policy
<i>Related Legislation</i>	<i>Local government Act 1995, S3.58</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>Environmental Protection Act 1986</i>

OBJECTIVE

To establish protocols for the disposal of assets owned by the Shire of Northam in accordance with the requirements of section 3.58 of the *Local Government Act 1995* ensuring the best possible financial, environmental and community outcome is obtained in a process that has accountability and transparency.

SCOPE

The Shire of Northam is responsible for a vast number of public assets which includes infrastructure and non-infrastructure assets to a significant value. The whole life-cycle management of all assets includes exercising due diligence in the disposal of assets owned by the Shire. The policy provides staff, in particular Executive Officers and Asset Custodians, with the protocols for correct disposal of assets which no longer belong to, or are required by the Shire.

POLICY

Policy Statement

The following principles apply to the disposal of property (assets) activity.

- (a) Asset disposal decisions, including reasons for such action are to be recorded in the Shire's asset registers and associated accounting records.
- (b) The financial treatment of the disposal of fixed assets such as land, property, plant, equipment, furniture and fittings is to be determined by market demand.

- (c) Disposal of assets by private treaty must demonstrate that the most advantageous price was achieved.
- (d) Assets that are approved to be written off will be disposed of from the asset register at their written down value as of the date of write off.
- (e) Environmental considerations are paramount when considering disposal of assets to landfill sites, therefore the *Environmental Protection Act 1986* and the Department of Environment Guidelines for “*Landfill Waste Classification and Waste Definitions 1996 (as amended 2018)*” are to be complied with.

Content

Section 3.58 of the *Local Government (Functions and General) Regulations 1996* establish the methodologies by which local governments may dispose of property (assets) and are applicable to any asset disposal contemplated by the Shire. The following disposal approaches are to be followed by Executive Mangers in accordance this policy.

- (a) Vehicles shall be either traded in against the replacement vehicle as part of a public tender process or disposed of by public auction. Executive Manager Engineering Services is responsible for vehicle disposals in accordance with this policy.
- (b) Heavy Plant shall be either traded in against the replacement piece of plant through a public tender process or sold by public auction. The Executive Manager Engineering Services is responsible for heavy plant disposals in accordance with this policy.
- (c) Minor Plant items are the responsibility of the Executive Manager Engineering Services for disposal in accordance with this policy.
- (d) Land is the responsibility of the Chief Executive Officer.
- (h) Buildings are to be disposed of in accordance with this policy and are the responsibility of the Executive Manager Engineering Services.
- (i) Furniture and Equipment located in buildings are to be disposed of in accordance with this policy and are the responsibility of the departments Executive Manager.
- (j) Infrastructure assets are to be disposed of in accordance with this policy and are the responsibility of the Executive Manager Engineering Services
- (k) Information technology assets are to be disposed of in accordance with this policy and are the responsibility of the Executive Manager Corporate Services.

- (l) Artwork assets within the Shire of Northam are the responsibility of Council.

Authority to Dispose of Property

Assets to be disposed of shall be included in the annual budget, adopted by Council or be a value of less than \$5,000 and recorded in the delegated authority register

Reasons for disposal

- (a) Has reached its pre-determined economic life in order to maximise the realisable market value;
- (b) Is no longer required due to a change in functionality or usage patterns;
- (c) Has reached the end of its expected useful life and has been confirmed by an appropriate condition assessment as to be disposed and/or replaced;
- (d) No longer complies with workplace health and safety standards or is determined as environmentally unviable, subject to risk assessment;
- (e) Is beyond repair and no longer in operable condition;
- (f) Is no longer able to provide an acceptable level of service to the community;
- (g) Is stolen, lost or damaged (to be written off, asset register).

Methods of Disposal

The disposal method chosen must comply with the requirements of section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature, quantity and location of the goods, and where applicable promote fair and effective competition to the greatest extent possible. The disposal methods available are:

- (a) Trade-in – as part of a public tender process and only where it is part of the asset replacement program.
- (b) Public Tender – advertising in the local newspapers circulated in Western Australia
- (c) Auction – advertisement in the local newspapers circulated in Western Australia and be a licenced auctioneer.
- (d) Destruction or landfill – this applies where items are of no commercial value and no longer required by Shire.
- (e) Contribution or donation as approved by Council
- (f) Other means as resolved by Council.

Roles and Responsibilities

Chief Executive Officer

- (a) The CEO is the chief custodian of assets and has limited delegated authority to authorise dispose of property as detailed in the Shire's Delegated Authority Register
- (b) The CEO is responsible for ensuring that Executive Managers comply with legislation and implement this policy when undertaking the disposal of assets.

Executive Managers

- (c) Executive Managers have limited delegated authority from the CEO to authorise the disposal of property as detailed in the Shire's Delegated Authority Register.
- (d) Executive Managers are responsible for ensuring that Managers and Officers of the Shire comply with the legislation and this policy when undertaking the disposal of assets.

A8.3 RECORDS MANAGEMENT

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	17/08/2016
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	State records Act 2000

OBJECTIVE

To define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.

The Policy and its associated Plans and Procedures establish a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

SCOPE

This policy applies to all government records created or received by a Shire of Northam employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Northam, regardless of their physical format, storage location or date of creation.

POLICY

Custodianship of Records

The Shire of Northam recognises its records as a government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Northam.

Roles and Responsibilities

- (a) **Elected Members:** All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Northam in a manner commensurate with legislation and the Shire's policies and

procedures for record keeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Northam. Party political and personal records of Elected Members are exempt.

- (b) **Chief Executive Officer:** The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- (c) **Managers:** All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.
- (d) **All Staff:** All staff (including contractors) are to create, collect and retain records relating to Shire of Northam business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

Creation of Records

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and Control of Records

All records created and received in the course of Shire of Northam business are to be captured at the point of creation, regardless of format, with required metadata (naming conventions as per the Document Control in Promapp), into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention & Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia in 1999.

G 2.0 PUBLIC INTEREST DISCLOSURE POLICY

<i>Responsible Department</i>	Governance
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	Not Yet Adopted
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	Shire of Northam Code of Conduct
<i>Related Legislation</i>	Local Government Act 1995 Public Interest Disclosure Act 2003 Corruption Crime and Misconduct Act 2003 Standing Orders Local Law 2018 Public Sector Commission Code of Conduct Australian Standard for Whistle blower Protection (AS8004:2003)

OBJECTIVE

The Shire of Northam will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003

SCOPE

This policy applies to:

1. all staff; and
2. elected members, who may need to lodge a Public Interest Disclosure (PID).

POLICY

The Shire of Northam does not tolerate corrupt or other improper conduct including mismanagement of public resources in the exercise of the public functions of the Shire of Northam and its elected members, officers, employees and contractors.

The Shire of Northam is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The Shire recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a proper authority, the Shire of Northam is responsible for:

- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting.

The Shire of Northam will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Northam does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the *PID Code of conduct and integrity* in performing their duties.

The Shire of Northam is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as Public Interest Disclosure (PID) Officer and will be kept on Promapp.

<https://au.promapp.com/shireofnortham/Process/Minimode/Permalink/E2JXaSCO V5POvhrJ 7hAJfS>

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

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

13.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 MARCH 2019

Receipt of Minutes:

RECOMMENDATION

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

RECOMMENDATION

That Council move out from behind closed doors.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE