



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**20 November 2019**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**20 November 2019**

President and Councillors

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

A Forum meeting was held in the Council Chambers on 13 November 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.

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

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

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

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

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

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## 1. DECLARATION OF OPENING

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

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

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
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

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

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

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

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates	12.1.5	Mr J B Whiteaker	Impartiality	He is the current CEO at the Shire of Northam and the draft standards and guidelines apply to this position.
Appointment of Acting Chief Executive Officer – December / January 2019	13.2	Mr J B Whiteaker	Impartiality	Both employees are known to him.
		Mr C D Kleynhans	Financial	He is one of the Officers nominated to act in the CEO role. The extent of the interest is the financial reimbursement for this task.
		Mr C B Hunt	Financial	He has been recommended to be Acting CEO during December 2019. The extent of the interest is financial, potentially increased salary during this period.

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

<b><u>Visitations and Consultations</u></b>	
19/10/19	Local Government Election – Northam Shire
20/10/19	Emergency Services Family Fun Day - Northam
21/10/19	Induction of Newly Elected Northam Shire Councillors
21/10/19	Northam Senior High School Year 12 Graduation Ceremony
23/10/19	Presentation – Community Scorecard and Survey - Northam
24/10/19	Citizenship Ceremony - Northam
25/10/19	Tidy Town Sustainable Community Awards Ceremony - Perth
29/10/19	MMM Fortnightly Radio Interview
28/10/19	Freshstart Client Graduation - Northam
01/11/19	MMM Radio Interview regarding Watsonia Spraying
01/11/19	Volunteer Employer Recognition Awards - Perth
02/11/19	Avonago Fun Run and Official Opening - Northam
02/11/19	Official Opening of Underpass – Mill Street Bridge - Northam
02/11/19	Lions Community Markets – Northam
02/11/19	Quellington Hall Barbeque
05/11/19	Melbourne Cup Day
06/11/19	Meeting with Principal _ Northam Senior High School
06/11/19	S. Hatherley Retirement Function - Northam
07/11/19	WA Police Assistant Commissioner Meeting - Northam
07/11/19	Northam Chamber of Commerce Business after Hours
08/11/19	Council Training - Northam
09/11/19	WA Tourism Awards - Burswood
10/11/19	Grass Valley Family Movie Afternoon
11/11/19	MMM Fortnightly Radio Interview
11/11/19	Remembrance Day
12/11/19	Forget Me Not Café event - Northam
14/11/19	International Day of Disability Official Opening – Northam
14/11/19	Patient Evaluation of Health Services Survey - Northam
14/11/19	Local Emergency Management Committee Meeting - Northam
15/11/19	New Councillor Training Seminar - Perth
16/11/19	McHappy Day 28 <sup>th</sup> Anniversary event - Northam
<b><u>Upcoming Events</u></b>	
22/11/19	Avon-Midland Country Zone Meeting - Dalwallinu
25/11/19	MMM Fortnightly Radio Interview



25/11/19	Avon Community Development Foundation Speech - Northam
28/11/19	Regional Capitals Alliance Meeting - Perth
02/12/19	AROC Meeting - Toodyay
02/12/19	Regional Innovation Showcase – Perth Town Hall
03/12/19	President's end of year Cocktail event - Perth
04/12/19	St Joseph's School 2019 Annual Presentation Night
05/12/19	International Volunteer Day 2019 event - Northam
05/12/19	Northam Chamber of Commerce Business After Hours
06/12/19	MMM 25 Hour Straight Fundraiser Radio Show
07/12/19	Lions Community Markets
07/12/19	Northam RSL Sub-Branch Christmas Function
09/12/19	MMM Fortnightly Radio Interview
10/12/19	Forget me not café event - Northam
12/12/19	West Northam Primary School Presentation and Awards Night
13/12/19	Christmas on Fitzgerald's event
14/12/19	Grass Valley Christmas Tree
16/12/19	Voice of the Avon Radio Interview - York
17/12/19	Avonvale Primary School - Year 6 Graduation Ceremony
18/12/19	WALGA Executive Visit - Northam

### **Operational Matters:**

#### Local Government Elections

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

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

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

### **Strategic Matters:**

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

**5. PUBLIC QUESTION TIME**

**5.1 PUBLIC QUESTIONS**

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

Nil.

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

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

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

**7.3 DEPUTATIONS**

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019**

**RECOMMENDATION**

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

## **9.2 SPECIAL COUNCIL MEETING HELD 21 OCTOBER 2019**

### **RECOMMENDATION**

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

## **9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 NOVEMBER 2019**

### **RECOMMENDATION**

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

**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**20 November 2019**



Council Forum Meeting Notes  
20 November 2019



### DISCLAIMER

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

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Council Forum Meeting Notes  
20 November 2019



**Preface**

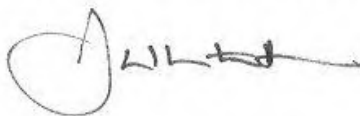
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**

These notes were approved for distribution on 15 November 2019.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 20 November 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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## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
J E G Williams  
M P Ryan  
D Galloway  
R W Tinetti  
S B Pollard  
A J Menshelyi  
T M Little arrived at 5:43pm  
M I Girak

### Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
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

### Gallery:

Public	Heather Meiklem
Avon Valley Advocate	Eliza Wynn

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

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

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

The Chief Executive Officer left the meeting at 5:32pm.

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20 November 2019



**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates	12.1.5	Mr J B Whiteaker	Impartiality	He is the current CEO at the Shire of Northam and the draft standards and guidelines apply to this position.
Appointment of Acting Chief Executive Officer – December / January 2019	13.2	Mr J B Whiteaker	Impartiality	Both employees are known to him.
		Mr C D Kleynhans	Financial	He is one of the Officers nominated to act in the CEO role. The extent of the interest is the financial reimbursement for this task.
		Mr C B Hunt	Financial	He has been recommended to be Acting CEO during December 2019. The extent of the interest is financial, potentially increased salary during this period.

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

There were no questions raised in relation to this item.

**5. PUBLIC QUESTION TIME**

**5.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

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**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

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

The Chief Executive Officer returned to the meeting at 5:33pm.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019**

There were no questions raised in relation to this item.

**9.2 SPECIAL COUNCIL MEETING HELD 21 OCTOBER 2019**

There were no questions raised in relation to this item.

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

There were no questions raised in relation to this item.

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

No agenda items were brought forward.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 AUDIT COMMITTEE MEETING HELD ON 9 OCTOBER 2019**

Clarification was sought in relation to the following:

- There are no risk implications for the progress reports, is this correct? The Chief Executive Officer advised that at the time of writing the report there were no risk implications. The risk assessment would have been undertaken initially when the report was first prepared. It was raised whether this should be maintained from when this was originally

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assessed. The Chief Executive Officer advised that this can be maintained however the format of the assessments has changed. Clarification was provided for how the risk assessment is used, which is in accordance with the recently adopted risk management policy / framework of Council.

- Page 75 of the Audit Committee Minutes, section B.3 references the Australian Standard, is this the correct iteration referenced? The Chief Executive Officer took the question on notice.

Response to Question Taken on Notice:

Since the Council Forum, the Chief Executive Officer has confirmed that the correct reference is AS ISO 31000:2018. The Audit Committee minutes have been updated accordingly.

- The reference to per capita on page 114 of the Audit Committee Minutes, is this interpreted as per person? The Chief Executive Officer confirmed that per capita is understood to be per person. It was raised that the consultant references per capita as per 1,000 persons.

Cr Little entered the meeting at 5:43pm.

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Shire of Northam Committees of Council

Clarification was sought in relation to the following:

- Whether all committees are still relevant. The Chief Executive Officer advised that staff have previously raised the relevance of the Art Collection Committee.
- Whether the Audit and Risk Committee Terms of Reference can be changed to require a quorum which consists of half, plus one of the voting members. The Chief Executive Officer advised that the Terms of Reference will be updated in the Ordinary Council Meeting agenda.
- It was raised that some Committees struggle to achieve a quorum, such as the CEO Review Committee and it was queried whether the numbers should be adjusted. The Chief Executive Officer raised that it would be more appropriate to attempt to schedule meetings at times that suit all elected members where possible.

The Chief Executive Officer advised that if Councillors are interested in sitting on some committees, it would be useful to have this information in advance, as it would assist next week's meeting running efficiently.

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### 12.1.2 Delegates or Representatives to Community Based Committees / Groups

Clarification was sought in relation to the following:

- Whether Councillors should have more involvement with these groups, i.e. be on the board/committee. The Chief Executive Officer advised that Council generally nominates someone to these groups as the groups have requested a Council representative be a member.
- Attendance at the meeting and what if nominated Elected Members are not being invited. The Chief Executive Officer advised it is up to the individual elected member to report to Council on matters relating to the committee/group. As they are appointed by Council in the event they are not being invited this should be firstly raised with the group and secondly raised through Council.
- What is the purpose of serving on the group, (e.g. does the group believe that it will impact them favourably), should other community groups be included? The Chief Executive Officer advised that Council has made significant financial contributions to some of the groups and therefore Council may wish to be involved in the decision making these events (e.g. Chamber of Commerce and Northam Flying Fifty). It is up to the Council to make a decision on whether it is warranted to have a representative and establish whether it sees value from a Council perspective. In relation to other groups where Council sees no benefit in having formal representation, it is encouraged that these groups approach individual Elected Members to become members in their own right.

### 12.1.3 Dress Code for Citizenship Ceremonies

Clarification was sought in relation to defining what is not considered appropriate. The Chief Executive Officer advised that the policy parameters / dress standard details, was formulated by staff and is recommended, however Council can make a determination on what it wishes to adopt as its dress code which is a requirement of the Department of Home Affairs. It was raised that this could be listed as formal or smart casual clothing only. The Chief Executive Officer advised that the Dress Code will be updated in the Ordinary Council meeting agenda to this effect in response to the feedback received.

The Coordinator Governance / Administration left the meeting at 6:04pm and returned at 6:07pm.

### 12.1.4 Council Meeting Dates 2020

Clarification was sought in relation to the following:

- Whether the September meeting could be changed to Southern Brook, the possibility of holding a meeting at Clackline was also raised. The

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20 November 2019



- Chief Executive Officer advised that the September meeting location will be updated in the recommendation of the Ordinary Council meeting agenda.
- Whether the intent is to attend the location one hour earlier for the meeting in Southern Brook, should this be endorsed. The Chief Executive Officer advised that the intent is only for Bakers Hill, Grass Valley and Wundowie, it was also noted that staff see no value in doing this.
  - Whether the January Forum should be on the Monday in the week of the Ordinary Council meeting or on the same day prior to the Ordinary Council meeting, if this occurred would it allow sufficient time to respond to queries that cannot be answered at the meeting? The Chief Executive Officer advised that holding the Forum on the same day as the Ordinary Council meeting would not allow Officers sufficient time to respond to queries and Council would be better off simply holding the one meeting and allowing more questions at the meeting. The Monday in the week of the Ordinary meeting should allow sufficient time however it depends on the nature of the queries.
  - Whether there is a large turnout at meetings held at external locations. The Shire President advised that there is generally high attendance, however the meeting held at Quellington Hall did have less attendees.

*Mr J B Whiteaker declared an "Impartiality" interest in item 12.1.5 - Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates as he is the current CEO at the Shire of Northam and the draft standards and guidelines apply to this position.*

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

Clarification was sought in relation to the following:

- Whether there is a survey that can be completed. The Chief Executive Officer advised that there is a survey which individuals can complete, it is believed that this survey is still open.
- Whether a survey was completed for WALGA. The Chief Executive Officer advised that he completed a survey for WALGA relating to this matter.
- Whether the reference to an individual observer is for a member of the public or staff member. The Chief Executive Officer advised that it is not specific, it can simply be someone independent, however the CEO queried the value this would provide, unless it was specified that the independent person should or must have some relevant skills or experience that would add value to the process.

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- The Chief Executive Officer tenure being restricted to 10 years. The Chief Executive Officer advised he could see no value in this requirement, given CEO contracts are set for specific terms in any case and at the end of these terms Council has the option of going to the open market if it chooses.
- Whether points not covered by WALGA can be raised. The Chief Executive Officer advised that this can be raised tonight or Elected Members can contact him directly for clarification or assistance prior to the next meeting.

Ms Eliza Wynn left the meeting at 6:19pm and returned at 6:20pm.

## 12.2 ENGINEERING SERVICES

### 12.2.1 Road Closure – Gordon Place, Northam

Clarification was sought in relation to the following:

- Why is this set until 7am Monday morning? The Executive Manager Engineering Services advised that the owner of the Wine Bar does have a key however this allows staff to take the barrier down if this does not occur Sunday night, e.g. if it runs late.
- Were there feedback from the previous closure implemented under delegated authority? The Chief Executive Officer advised that no feedback has been received.
- The commencement date and the date for submissions closing. The Chief Executive Officer advised that this recommendation will need to be amended to incorporate the period for submissions being 1 week and also to allow the road closure to be implemented if there are no negative submissions received.

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Proposed Amendment – CBD & Heritage Assistance Grant

Clarification was sought in relation to the following:

- Whether rear fencing is an eligible project. The Executive Manager Development Services advised that the guidelines reference front fencing however this will be updated to be listed as prominent fencing.
- The reason for removing properties that are listed on the Municipal Heritage Inventory. The Executive Manager Development Services advised that this has been removed to try and encourage redevelopment in the CBD, in addition there have been no applications for heritage properties. It was raised that this may be due to people not being aware of the fund.
- Whether this should have a Shire focus, not just Northam. The Chief Executive Officer advised that the reasoning behind this being for the

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Northam CBD is because Council has a strategy in place for the CBD and its activation. In relation to other communities within the Shire, they have their own specific focuses and aspiration (shop front or CBD enhancements were not in any of their community plans). Each community has different focusses and it is preferred to focus on their specific needs and aspirations rather than take a generic approach across the Shire which would result in all communities have the same programs and initiatives.

**12.3.2 Mid-West Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP) - Local Government Nominations**

Clarification was sought in relation to the following:

- What determines if an application is considered by the DAP. The Executive Manager Development Services advised that anything over \$10 million is considered by the DAP and anything between \$2 million and \$10 million is optional (i.e. can be considered by Council or the DAP and is up to the proponent).
- Whether there is any upcoming training. The Executive Manager Development Services advised that there is likely to be training scheduled shortly as all Councils will be going through the process of appointing its DAP representatives.
- How often are DAP meetings held. The Executive Manager Development Services advised that these are not frequent, it is believed the last application was for the solar farm.
- Whether there is a risk for not having trained DAP representatives. Cr Williams advised that Elected Members are appointed as community representatives, not Council. If there were no Council representatives trained they can request another representative from another Council to attend the meeting.

**12.3.3 Proposed Local Planning Policy No. 26 – Container Deposit Infrastructure**

Clarification was sought in relation to the following:

- Whether there were any submissions. The Executive Manager Development Services advised that there were no submissions received and no changes since the policy was last presented to Council.
- Whether item 2 of the recommendation references the incorrect policy. The Chief Executive Officer confirmed that it did and advised that this was amended and Council advised via email.

**12.4 CORPORATE SERVICES**



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**12.4.1 Accounts & Statements of Accounts – October 2019**

The Chief Executive Officer advised that Cr Galloway does not need to declare a financial interest in this item as there is an exemption for this matter, he will provide information to Cr Galloway for this.

Clarification was sought in relation to whether the Staff Reimbursements category can be removed from the chart. It was raised that this may be more useful if it included all staff expenses. The Chief Executive Officer advised that this category can be removed from the chart.

Reference	\$	Details Reference	Question	Query By	Answer
2062	8400.00	Shire of Northam, transfer standpipe fees	What's it for?	Cr Williams	As was reported in the June OMC as part of the fees and charges agenda Staff changed the treatment of the standpipe bonds to a refundable fee, as such the funds we transferred from trust to Council general funding by means of cheque.
EFT34419	495.00	Mayberry Hammond & Co	Lease Clackline post office, wasn't this done last year	Cr Williams	Yes lease was completed last year, however invoice not received until the 4/10/2019
EFT34436	500.00	Northam senior High School	Community grant, was this for a specific purpose	Cr Williams	Part of the annual allocation to local schools for Educational Prizes and Donations. For year 12 awards.
EFT34488	63019.00	Juicebox	Is this part of the ready set go budget	Cr Williams	Yes
EFT34639	2607.44	Sawdust n Sand	Planter boxes, where are this for	Cr Williams	These will be installed in front of businesses in the CBD part of outdoor dining strategy
EFT34663	6397.90	Getting Hectic Australia	Glamping Charge, what is this for	Cr Williams	Please see response below.
34478	11013.00	WALGA	Can details of 3 blank invoices please be added?	Cr Pollard	Cr Proud WALGA Convention \$845, Cr Antonio WALGA convention \$1,703, Cr Ryan WALGA

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Reference	\$	Details Reference	Question	Query By	Answer
					convention \$1,978 Will ensure they are added
34488	63019.00	Juicebox	More details on Experiential Influences Outreach amounts - Getting Hectic - please	Cr Pollard	Forms part of the targeted marketing campaign. The focus is on two elements, social media and social and print media influencers. The social media has been focusing on a series of Facebook and other social media platforms (targeted to specific audience in the metropolitan area). The influencers focus was arranged by Getting Hectic and involved a group of 12 identified social and print media people/groups who were provided a two day experience in Northam (around hot air ballooning, BKB etc) was a partnership between local businesses and the Shire. In terms of the costs of the 'influencer' two days they were as follows;
34526	12062.33	Jason Signmakers	"..stickers" More info please	Cr Pollard	It was for installation of signage and decals on Fire Units that were transferred around as part of the Risk to Resource document.
34663	6397.90	Getting Hectic Aust	See Juicebox above	Cr Pollard	As above
Various	6000.00	Various amounts re "Influencers" show - Ballooning, meals etc.	What is the arrangement here please?	Cr Pollard	As Above
Credit Card	-	CEO credit card	Were there any transactions for the month?	Cr Williams	The CEO had no transaction for the month.

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**12.4.2 Financial Statement for the period ending 31 October 2019**

Reference	\$	Details Reference	Question	Query By	Answer
<b>INCOME:</b>					
Note 1	42525.00	Unbudgeted Road Maint contribution	Why unbudgeted?	Cr Pollard	This contribution was paid for road maintenance relating to Spencers Brook road by the operators of the local quarry, it was overlooked during the budget process, as such the budget will be amended during the budget review process.
<b>EXPENSES:</b>					
Note 5	76740.00	Over budget depreciation expense	Why?	Cr Pollard	Depreciation increased greater than expected due to the gifting of the Newcastle road bridge from Main Roads 12.8m

**12.4.3 Repeal of Policy A8.1 Policy on Harvest, Vehicle Movement and/or Hot Works Bans**

The Chief Executive Officer clarified that this is covered by the Bush Fire Manual and therefore it is recommending to repeal the policy.

**12.4.4 Adoption of Pest Plant Local Law 2019**

Clarification was sought in relation to the following:

- Item 2 of the recommendation lists 5-7 however 7 is not listed in the report. The Chief Executive Officer advised that this will be included.
- The reference to 'permitted species in the BAM Act' in Attachment 2. The Chief Executive Officer advised that this means they are permitted to be listed in the local law.

The Executive Manager Development Services advised that listing caltrop will be challenging to manage. It was advised that resources will need to be allocated in order to do this.

**12.5 COMMUNITY SERVICES**

**12.5.1 Redesign of Layout of Northam Library**

Clarification was sought in relation to the following:

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- The plan in Attachment 1. The Executive Manager Community Services advised that this details the ground floor of the Library, Create298 building and a proposed new building.
- Whether there is work currently being undertaken at the Library. The Executive Manager Community Services confirmed that there is work being completed for the installation of disabled toilets, the consultant has taken this work into consideration.
- Whether the colours indicate anything on the plan in Attachment 1. The Chief Executive Officer advised that he believes this relates to items which are disability accessible however will be confirmed. Since the Council Forum Meeting, the Architect has confirmed that the red/orange/yellow shading on the drawings was intended to show new furniture and built in cabinetwork.
- Whether the new building would be of the same style as the Northam Library. The Chief Executive Officer advised that this would need to come back to Council to be determined.
- Whether making internal adjustments is practical. The Chief Executive Officer advised that if Council wants to reduce the service level then Council could resolve option 2. There are not believed to be any practical small adjustments that would resolve the issue at hand and if Council wants to resolve the issue in the longer term to make the building fully accessible, it is a significant undertaking. It was raised that the Council needs to understand the financial exposure and determine if allocating such a significant amount of money is in the best interest of the community. Acknowledgement was made to the Disability Access and Inclusion Plan and the disability legislation which requires you to consider and assess, which Council has done.

The Executive Manager Corporate Services left the meeting at 7:17pm.

### 13. MATTERS BEHIND CLOSED DOORS

The Gallery left the meeting at 7:18pm.

The Coordinator Governance / Administration left the meeting at 7:18pm.

The Executive Manager Corporate Services returned to the meeting at 7:19pm.

The Coordinator Governance / Administration returned to the meeting at 7:21pm.

The Executive Manager Development Services left the meeting at 7:34pm and returned at 7:36pm.

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**13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT**

Refer to the confidential addendum.

Cr Williams left the meeting at 8:05pm and returned at 8:07pm

*Mr J B Whiteaker declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as both employees are known to him.*

*Mr C D Kleynhans declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as he is one of the Officers nominated to act in the CEO role. The extent of the interest is the financial reimbursement for this task.*

*Mr C B Hunt declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as he has been recommended to be Acting CEO during December 2019. The extent of the interest is financial, potentially increased salary during this period.*

**13.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – DECEMBER / JANUARY 2019**

Refer to the confidential addendum.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 8:17pm.

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

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 AUDIT COMMITTEE MEETING HELD ON 9 OCTOBER 2019**

**Receipt of Minutes:**

**RECOMMENDATION**

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

**Adoption of Recommendations:**

**RECOMMENDATION**

**That Council:**

1. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.
2. Receive the Customer Service Audit update as provided in Attachment 1 acknowledging that all action items have been completed;
3. Not require the customer service audit progress report to be provided in the future.
4. Receives the update toward the Procurement Process review as provided in Attachment 1.
5. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan.
6. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
7. Receive the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.
8. Receive September 2019 Shire of Northam Risk Register update.
9. Receive the update as provided in the monthly Compliance Calendar Report.
10. Receive the Open Space Review and Business Improvement audit report as presented.
11. Receives the Australasian LG Performance Excellence Program FY18; and

- 12. Requests that the CEO arrange a workshop to discuss the outstanding rate debt.**
- 13. Request the CEO to present a policy to Council to manage employee annual and long service leave.**
- 14. Receive the Financial Management Systems Review report for 2018/19 and require the progress of the recommended actions to be reported to the audit committee until all items are complete.**
- 15. Receive the 2018/19 Interim Audit finding.**

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit Committee Meeting**

**9 October 2019**

UNCONFIRMED



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

**2. ATTENDANCE**

**Committee:**

Shire President  
Councillors

Cr C R Antonio  
Cr A J Mencshelyi

**Staff:**

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

C Kleynhans  
C Young  
A McCall  
C Greenough

**2.1 APOLOGIES**

Councillor

Cr J Proud

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 7 MARCH 2019**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.122

Moved: Cr Antonio

Seconded: Cr Mencshelyi

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

**CARRIED 2/0**

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## 5. COMMITTEE REPORTS

### 5.1 PROGRESS TOWARD BETTER PRACTICE REVIEW REPORT

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

#### BRIEF

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

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

#### ATTACHMENTS

Attachment 1: BPR Action Plan.

#### A. BACKGROUND / DETAILS

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

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

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

**B. CONSIDERATIONS**

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

Theme 6: Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

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**C. OFFICER'S COMMENT**

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

Key to table

**Completed**

**No Action**

**Underway**

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

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.123

**Moved:** Cr Antonio

**Seconded:** Cr Mencshelyi

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

**CARRIED 2/0**

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

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

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Attachment 1

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

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



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

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Operating Surplus Ratio was 0.12, in 2017 this increased to 0.16. The target for this ratio is greater than 0.15.
	23. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  In 2014 the Asset Sustainability Ratio was 0.68, in 2017 this increased to 1.10. The target for this ratio is greater than 1.10.
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
<b>Workforce Planning and HR Management</b>				
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Workforce Plan draft finalised will be presented to Council November 2019.

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

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## 5.2 PROGRESS TOWARDS CUSTOMER SERVICE AUDIT

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

### BRIEF

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

### ATTACHMENTS

Attachment 1: Customer Service Audit Plan.

### A. BACKGROUND / DETAILS

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

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

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

### B. CONSIDERATIONS

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

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Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety			
Reputation	Ratepayers and / or customers not satisfied with Council service	Moderate (9)	Implement recommendations of this report
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

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

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

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

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

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

Key to table

Completed

No Action

Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.124

Moved: Cr Antonio

Seconded: Cr Mencshelyi

That Council;

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

**CARRIED 2/0**

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Attachment 1

Commitment		2.5	17/6	Responsible Officer	Comments
3.1	Does the organisation have a customer service Code of Conduct? (WSM)	2	Customer Service Charter supplied is an uncontrolled word document. This is written as addressing the community but there is no indication of how it is communicated to them.	GOV Officer	Completed. A TV with rolling information in the Admin area has been installed.
3.2	Have you determined the external and internal issues that are relevant to your organisation's purpose and the achievement of customer satisfaction in the organisation's strategic direction? (ISO 10001 6.2)	2	Charter identifies major stakeholders and attempts to provide them with workable solutions. The main areas missing are stakeholder closeout and reporting to elected members. The elected member monthly report for October 2017 appears to be flawed closeout numbers. It shows approximately 30% of year to date requests are still not closed, but does not seem to trigger any alarm. It is also suspected that significant numbers of complaints have been closed out on the ICS system, without being actually closed. Examples of this include where a letter has been sent by Shire staff requesting action and then closed on the system, but no follow up visit to ensure that the action has been completed.	Executive Managers	Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning.  Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complain/ICS.  This reporting is ongoing and the total number of ICS's/complaints received will be monitored.
3.4	Has input been gained to identify and assess the needs of customers in the development of the Code and	2	There are no document control records for the process to indicate community consultation in the development.	GOV Officer	Completed. The process has been placed in Promapp

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	procedures? (ISO10001 6.3)				
3.5	Is the Code clear, concise and written in simple language? (ISO10001 6.4)	3.5	The customer service charter is well written and copies have been made available in the main reception area (at times), however the majority of customer responses indicated that it has not been publicized as well as it could have been. It is recommended that a shortened version be produced and displayed in a similar manner to the City of Cockburn example shown in section 11.	Gov Officer	Completed. A rolling TV selection is being considered. Copies of the document are also available in the Admin area.
<b>Capacity</b>	<b>2</b>		<b>8/4</b>		
3.8	Have the objectives been established at relevant departmental and individual levels with the business?	1.5	No Key Performance Indicators (KPI's) have been set to monitor the number of requests/complaints or their close out times. This should be completed as a priority after the next round of staff training.	Executive Managers	<p>KPI's have been established in the ICS Process on Promapp.</p> <p>KPI's are listed within the complaints process as follows:</p> <ul style="list-style-type: none"> <li>Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul> <p>KPI's are listed within the ICS process as follows:</p> <ul style="list-style-type: none"> <li>ICS Closure - 90% of ICS's closed within 20 working days.</li> <li>ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.</li> </ul>
3.10	Is customer service included in the business plan? (WSM) If so, what elements of customer service do	2	While there is a customer service charter and reports are compiled for elected members and as part of the quarterly report card, there was no evidence available to suggest	Gov Officer	<p>Completed</p> <p>The Corporate Business Plan outlines the following actions:</p>




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	you regularly monitor? (WSM)		that customer service forms part of a formal business plan. Customer service requests and closeouts are reported monthly and quarterly, but no KPI appears to exist on this data.		<ul style="list-style-type: none"> <li>Manage customer services through use and maintenance of appropriate systems and processes.</li> <li>Implement Shire of Northam Customer Services Charter.</li> <li>Implement an organisational wide process for dealing with/responding to customer requests/complaints.</li> </ul>
<b>Visibility</b>	<b>2</b>		<b>7/3</b>		
3.13	Is it relevant and responsive to customer needs? (ISO 10001 4.6)	2	These issues are difficult to assess given that over 90% of customer survey respondents claimed that they had not seen it.	Gov Officer	Completed
<b>Monitoring</b>	<b>2</b>		<b>8/4</b>		
3.25	Are KPI results and/or other statistical measures used to review the performance of the organisation's customer service? (ISO 10001 6.5 & 8.2)	2.5	An elected member monthly report and quarterly report card are produced which both include basic ICS statistics. These do not however offer any insight into long term open items or provide a performance target. As discussed previously, it was considered that a number of requests had been closed out without verification and that the statistics may not therefore show the true picture.	Executive Managers	<p><b>Ongoing.</b></p> <p>A report is provided to Councillors on a monthly basis providing the following information:</p> <ul style="list-style-type: none"> <li>How many received</li> <li>How many have been closed</li> <li>The number outstanding</li> </ul> <p>KPI's are listed within the complaints process as follows:</p> <ul style="list-style-type: none"> <li>Complaint Resolution - 90% of Complaints closed and determination provided within 20 working days;</li> <li>Complaint Acknowledgement - 100% of Complaints acknowledged within 5 working days.</li> </ul> <p>KPI's are listed within the ICS process as follows:</p> <ul style="list-style-type: none"> <li>ICS Closure - 90% of ICS's closed within 20 working days.</li> <li>ICS Acknowledgement - 100% of ICS's are acknowledged within 72 hours from receiving the ICS.</li> </ul>

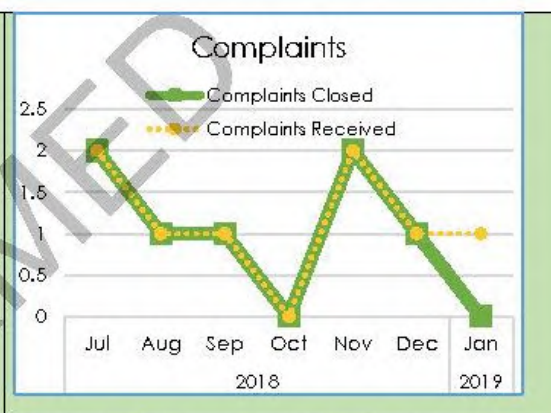
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					Community Satisfaction Survey was delivered on 1/7/19																																
<b>Procedures</b>	<b>2.5</b>		<b>32/12</b>																																		
4.14	Are complaints closed out and recorded once agreed actions are complete? (ISO 10002 7.9)	2.5	As previously noted, at least some complaints appear to be closed out prematurely and without verification of work orders being completed.	Executive Managers	<p><b>Ongoing.</b> Weekly reporting is occurring for complaints and ICS's received. Complaints outstanding and completed over the period are monitored to ensure that complaints are not closed without actioning. Changes have been made to the Customer Requests process so that these are only allocated to one officer to ensure ownership of the complaint/ICS. This reporting is ongoing and the total number of ICS's/complaints received is being monitored, see below chart used to track ICS's and complaints:</p>  <table border="1"> <caption>Customer Requests Data (Estimated from Chart)</caption> <thead> <tr> <th>Month</th> <th>Customer Requests Closed</th> <th>Customer Requests Outstanding</th> <th>Customer Requests Received</th> </tr> </thead> <tbody> <tr> <td>Jul 2018</td> <td>140</td> <td>50</td> <td>300</td> </tr> <tr> <td>Aug 2018</td> <td>170</td> <td>50</td> <td>340</td> </tr> <tr> <td>Sep 2018</td> <td>150</td> <td>50</td> <td>320</td> </tr> <tr> <td>Oct 2018</td> <td>160</td> <td>80</td> <td>380</td> </tr> <tr> <td>Nov 2018</td> <td>160</td> <td>80</td> <td>180</td> </tr> <tr> <td>Dec 2018</td> <td>130</td> <td>80</td> <td>130</td> </tr> <tr> <td>Jan 2019</td> <td>280</td> <td>200</td> <td>340</td> </tr> </tbody> </table>	Month	Customer Requests Closed	Customer Requests Outstanding	Customer Requests Received	Jul 2018	140	50	300	Aug 2018	170	50	340	Sep 2018	150	50	320	Oct 2018	160	80	380	Nov 2018	160	80	180	Dec 2018	130	80	130	Jan 2019	280	200	340
Month	Customer Requests Closed	Customer Requests Outstanding	Customer Requests Received																																		
Jul 2018	140	50	300																																		
Aug 2018	170	50	340																																		
Sep 2018	150	50	320																																		
Oct 2018	160	80	380																																		
Nov 2018	160	80	180																																		
Dec 2018	130	80	130																																		
Jan 2019	280	200	340																																		

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

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4.23	Are details of reviews and actions taken to improve services published to staff and the public? (ISO10002 8.6.3)	2	The quarterly report card is circulated widely and includes ICS statistics for customer service requests (including complaints), but does not look at individual cases or outcomes. Further it does not differentiate between complaints and work requests.	Executive Managers	Process mapping system is available to all staff to ensure they are following the process for managing ICS's and complaints. Weekly reporting is now occurring to monitor the requests and complaints received. Suggested changes are to be implemented into quarterly reporting (i.e. differentiate between complaints and requests)
4.26	Does the complaints manager or coordinator compile reports for senior management based on the analysis of the data, which include recommendations for: • complaint reduction strategies, or • improvements to business processes	2.5	Reports are compiled monthly (for elected members) and quarterly (for the report card), however these are both basis numerical reports and do not provide any level of detail that would support continuous improvement in this area.	Executive Manager Corporate Services	Executive Assistant – CEO is now generating weekly reports for ICS's and complaints.  Process improvements for managing complaints and ICS's are managed through Council's process mapping system which allows all staff to suggest improvements in relation to the process for managing ICS's and complaints.

UNCONFIRMED

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### 5.3 PROGRESS TOWARD PROCUREMENT PROCESS REVIEW REPORT

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

#### BRIEF

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

#### ATTACHMENTS

Attachment 1: Outcomes from the Procurement Process Review Report.

#### A. BACKGROUND / DETAILS

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

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

#### B. CONSIDERATIONS

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

##### Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

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**B.2 Financial / Resource Implications**

No current implications as this is an update.

**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

N/A.

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

Based on

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

1. Engagement Overview;
2. Executive Summary;
3. Summary Controls Table;
4. Review Findings and Recommendations;

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5. Improvement Opportunities;
6. Procurement Processes – Tenders and Contracts Management;
7. Other Matters;

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

Key to table

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.125**

**Moved: Cr Antonio**  
**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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

Attachment 1

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



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IMPROVEMENT OPPORTUNITIES				
ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>It was noted during the audit that the Shire currently does not operate any formal panels of pre-qualified suppliers. Rather, through the years, it has maintained an informal list of suppliers which it has consistently used for recurring needs such as electrical services, painting, etc. Use of an informal list may present the following limitations:</p> <ul style="list-style-type: none"> <li>precludes consideration of other suitable service providers which are new market entrants;</li> <li>rates quoted by known suppliers are often not market tested; and</li> <li>pre-qualified panel provides greater transparency in the selection process and if implemented follows a prescribed set of rules governing how the panel will operate to manage risks and to ensure a more efficient procurement process.</li> </ul>	<p>The following contractors were used multiple times for the period 1 July 2017 to 31 January 2018. Examples:</p> <p><u>Plumbing Services</u></p> <ul style="list-style-type: none"> <li>Andy's Plumbing [43 POs; spend @ \$14,000]</li> <li>Blackwell Plumbing [17 POs; spend @ \$15,500]</li> </ul> <p><u>Electrical Services</u></p> <ul style="list-style-type: none"> <li>Grafton Electrics [46 POs; \$22,000]</li> <li>Verlindens Electrical [4 POs; \$11,600]</li> </ul>	<p>It is recommended that goods and services which are:</p> <ul style="list-style-type: none"> <li>recurring,</li> <li>purchased frequently throughout the year; and</li> <li>deemed to be low or medium procurement risk, be considered for establishment as a pre-qualified panel under Division 3 of Regulations.</li> </ul> <p>Determination of these services could be based on spend data by service category for the past 2 or 3 years. Any services which are likely to reach \$150,000 however, must undergo a public tender process as per Section 11.</p>	<p>Staff will investigate and establish pre-qualified panels where appropriate.</p>	<p>Limited Progress staff investigating No changes – Have budgeted for vendor panel software, 3/10/2019.</p>

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

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#### 5.4 PROGRESS TOWARDS THE SAFETY & RISK MANAGEMENT PLAN

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

#### BRIEF

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

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

#### ATTACHMENTS

Attachment 1: Safety & Risk Management Plan.

#### A. BACKGROUND / DETAILS

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

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

#### B. CONSIDERATIONS

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

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

As with all system based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The implementation of the recommendations contained in audit report have

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assisted the Shire of Northam to improve its current occupational health and safety performance.

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

Key to table

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.126**

**Moved: Cr Antonio**

**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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Attachment 1

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

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

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



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

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

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

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

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

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

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## 5.5 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

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

### BRIEF

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

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

### ATTACHMENTS

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

### A. BACKGROUND / DETAILS

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

### B. CONSIDERATIONS

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

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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



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

Key to table

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.127**

**Moved: Cr Antonio**  
**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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

Attachment 1

APPENDIX A  
SHIRE OF NORTHAM  
RISK MANAGEMENT

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

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

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

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

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

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

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



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

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

**APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS**

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

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

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

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

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					to indicate the review has been completed. This has been corrected. It is also noted that all credit card payments are itemised and presented to Council monthly for review.		
10	We note that the Vehicle Management Policy was currently under review at the time of our on-site visit.	Low	Risk of inappropriate usage of the Shire's fuel cards.	We recommend that the Vehicle Management Policy is finalised and approved by Council. This policy should detail limits and permissible usage. Once endorsed, the policy should be communicated to all staff, implemented and monitored on a regular basis including testing fuel card usage is in accordance with the policy.	Policy expected to be adopted early 2019 following the completion of an independent Fleet Management Practice Review	Exec Manager Engineering Services	The Policy will be presented to Council October 2019
11	Our testing identified instances where the purchase order was raised post receiving the invoice. This finding was raised previously when the Financial Management System Review was performed (report issued in June 2016) and we acknowledge that there have been no unexplainable instances of this occurring	Low	Risk of non-compliance with policies and procedures. Risk of fraud or error not being identified in a timely manner.	We recommend purchase orders are raised and approved prior to the goods/services being incurred by the Shire.	Noted.	Various	Process in place and random audits undertaken by purchasing staff

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



**APPENDIX C  
SHIRE OF NORTHAM  
LEGISLATIVE COMPLIANCE**

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

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

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

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**5.6 IT AUDIT SERVICE REPORT**

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: IT Audit Review

**A. BACKGROUND / DETAILS**

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

1. Review the Current IT Environment
  - a. Physically inspect certain core IT areas
  - b. Electronically inspect certain core IT areas
  - c. Document current configurations
2. Compare to Industry Best Standards
  - a. Generate a Technology Scorecard
  - b. Generate a priority Timeframes
  - c. Highlight the differences
3. Make Recommendations for the Future
  - a. Rate core IT areas based on risk
  - b. Document areas of concern

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c. Suggest the implications

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

The core areas audited and documented where:

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

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

**B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership

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

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

**B.2 Financial / Resource Implications**

N/A

**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

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

**C. OFFICER'S COMMENT**

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

**Level 1 Monitoring and Maintenance**

Examples include but are not limited to:

- Monitoring Server Uptime;
- Being made aware if Server goes offline;
- Monitoring and maintain Backups;
- Monitoring and managing Hard Disk Utilisation;
- Monitoring, notifying and instigating repair of Hardware faults; and
- Checking Windows updates that are required.

**Level 2 Support Packs**

Such as auditing and review services which include:

- Backup and Disaster Recovery Assessment;
- Network Performance Assessments;
- Virus and Security Assessments;
- Network Hardware Review; and
- Communications Review (ie. ADSL connections)

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

Key to table

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Completed

No Action

Underway

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.128

Moved: Cr Antonio

Seconded: Cr Mencshelyi

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

**CARRIED 2/0**

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

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

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Attachment 1

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	HIGH Score 1.5	<p>Two backup technologies are used</p> <p>The backup runs daily Monday to Friday and are stored on a share on the NSC-HYPERV physical server. A retention period for NSC-DATABASE could not be documented.</p> <p>A backup exists on the NSC-FILE virtual server and NSC-TS physical server. This backup runs daily Monday to Sunday at 9PM. A retention period of 7 days exists for NSC-TS and 28 days for NSC-DATABASE. These are stored onsite in a fire proof safe right next to the server room. Once a week the hard drives are taken offsite by staff. Notifications are emailed to the ICT shared mailbox.</p> <p>Focus Networks could not confirm failures for the past month.</p>	<p>An onsite and offsite backup and recovery solution should be kept as simple as possible and include the following.</p> <ul style="list-style-type: none"> <li>Onsite and offsite retention of backups</li> <li>Minimum hourly snapshots</li> <li>Hourly dailey, weekly, monthly and annual retention periods</li> <li>Regular recovery testing</li> <li>Daly backup notifications</li> </ul> <p>It is important to do regular scheduled Disaster recovery testing to ensure all is working as intended.</p>	Executive Manager Corporate Services	Now utilising Acronis, taking multiple daily snapshots as well as offsite backups.
2	Internet Gateway	HIGH Score 1.5	<p>Current firewall offers protection for less than 1% of these vulnerabilities.</p> <p>A Juniper device managed by Telstra is a basic router that offers no security services for Website Content Filtering, Gateway Anti-Virus or Gateway Anti-Spyware (also referred to as Deep Packet Inspection). These security services are supposed to be the first line of defence for incoming Internet traffic.</p>	<p>It is imperative that a deep packet scanning corporate firewall be utilised at all sites for both unencrypted and encrypted traffic providing protection from Internet attacks and misbehaving users. As of today, known virus, intrusion and spyware vulnerabilities are numbered at over 31,000.</p>	Executive Manager Corporate Services	Hardware based deep packet scanning corporate firewall has been implemented via a Fortigate router. This has also allowed us to better manage and monitor our network and circumvent the complications and delays brought about by



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

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

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

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

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

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

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

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No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						it has since been decommissioned.

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## 5.7 RISK REGISTER

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

### BRIEF

To provide Council with information pertaining to the organisational risk register

### ATTACHMENTS

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

### A. BACKGROUND / DETAILS

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

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

### B. CONSIDERATIONS

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

Theme Area6: Governance & Leadership.

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

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

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

AS ISO 31000:2018.

**B.4 Policy Implications**

Council has recently endorsed policy G1.11 – Risk Management

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

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1. % of high or extreme risks without mitigation / treatment strategies in place;  
Currently all high or extreme risks have mitigation/treatment strategies
2. % of risk mitigation / treatment strategies over due  
Currently have 82 risk mitigation/treatment strategies, of which 4 are overdue (which equates to 4.8%)

**2.1 TREATMENT MC00042**

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

**Progress**

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

**2.2 TREATMENT MC00046**

OHS Policy Framework in place and reviewed

**Progress**

Currently finalising formal framework

**2.3 TREATMENT MC00048**

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

**Progress**

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

**2.4 TREATMENT MC00005**

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

**Progress**

Review completed, waiting to present plan to new Council

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

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.129**

**Moved: Cr Antonio**  
**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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

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Overdue / Non-Compliant Risks

Attachment 1



Filter: Overdue / Non-compliant

RESIDUAL  
**4.8**  
MODERATE

INHERENT  
**16.0**

R00622

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate safety and security practices**

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

OWNER Jason Whiteaker

CREATED 01/07/2019 06:46:30

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake OHS Audit

SIGNOFF(S):

Bev Jones

DUE DATE:

01 Sep 2021

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00042

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

**NON-COMPLIANT**

SIGNOFF(S):

Bev Jones

DUE DATE:

30 Sep 2019

FREQUENCY:

The last Day of every 4 months

TREATMENT MC00043

OHS Committee Meeting Regularly

SIGNOFF(S):

Bev Jones

DUE DATE:

31 Dec 2019

FREQUENCY:

The last Day of every 3 months

TREATMENT MC00044

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

SIGNOFF(S):

Clinton Kleynhans

DUE DATE:

31 Oct 2019

FREQUENCY:

The last Day of every month

TREATMENT MC00045

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

SIGNOFF(S):

Jason Whiteaker

DUE DATE:

30 Sep 2019

FREQUENCY:

The last Day of every 6 months

TREATMENT MC00046

OHS Policy Framework in place and reviewed

**NON-COMPLIANT**

SIGNOFF(S):

Bev Jones

DUE DATE:

30 Aug 2019

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00053

Project management framework in place, providing parameters for staff to operate within

SIGNOFF(S):

Jason Whiteaker

DUE DATE:

31 Jul 2020

FREQUENCY:

The last Day of every 12 months

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<p><b>RESIDUAL</b> 3.6 LOW</p> <p><b>INHERENT</b> 12.0</p> <p>R00027</p>	<p>MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL, HEALTH &amp; SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY</p> <p><b>Ineffective Project Management</b> Project not managed effectively</p> <p>OWNER Jason Whiteaker CREATED 01/07/2019 08:29:57</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00054 Major Project status reporting to Council (through monthly elected member report)</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 07 Oct 2019 FREQUENCY: 7th day of every month</p>
	<p>TREATMENT MC00064 Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once</p>	
	<p>TREATMENT MC00067 Construction project progress reports to be provided</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 05 Oct 2019 FREQUENCY: 5th day of every month</p>	
	<p>TREATMENT MC00068 Project Superintendent (Dohovan Payne) reports to be provided monthly</p> <p><b>OVERDUE</b> SIGNOFF(S): Jason Whiteaker DUE DATE: 19 Sep 2019 FREQUENCY: 19th day of every month</p>	
	<p>TREATMENT MC00069 Financial variations to be signed off by Project Manager</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 05 Oct 2019 FREQUENCY: 5th day of every month</p>	
	<p>TREATMENT MC00070 All request for information and clarification to be signed off / cited by Council Project Manager</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 05 Oct 2019 FREQUENCY: 5th day of every month</p>	
	<p>TREATMENT MC00071 Project assessment / evaluation to be undertaken at completion and reported to audit committee</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 16 Feb 2020 FREQUENCY: Once</p>	
	<p>TREATMENT MC00074 Project time delays to be signed off in accordance with contract</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 05 Oct 2019 FREQUENCY: 5th day of every month</p>	

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<b>RESIDUAL</b> 3.6 LOW <hr/> <b>INHERENT</b> 12.0 R00002	CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL <b>Inappropriate Organisational Structure</b> Unable to achieve organisational objectives as the Organisation is not structured appropriately	TREATMENT MC00003 Review Strategic Community Plan every two years (desktop) and four years (major). Reviews to coincide with new Council being elected	SIGNOFF(S): Jason Whiteaker DUE DATE: 18 Dec 2019 FREQUENCY: The last Day of every 24 months
	OWNER Jason Whiteaker CREATED 09/04/2019 03:32:51 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT MC00004 Review Corporate Business Plan annually to ensure reflects strategic community plan	SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Jun 2020 FREQUENCY: The last Day of every 12 months
		TREATMENT MC00005 Review Human Resource Plan to ensure it is reflective of strategic community plan	<b>NON-COMPLIANT</b> SIGNOFF(S): Bev Jones DUE DATE: 15 May 2019 FREQUENCY: The last Day of every 12 months
		TREATMENT MC00006 Corporate Business Plan clearly articulates how organisational objectives will be achieved	SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Jun 2020 FREQUENCY: The last Day of every 12 months

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Top 10 Risk Scores

Attachment 2



Filter: Top 10 Risk Scores

RESIDUAL  
**9.6**  
 HIGH  
 INHERENT  
**12.0**

R00023

CORPORATE SERVICES, SERVICE INTERRUPTION

**Failure of IT &/or Communications Systems and Infrastructure**

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

OWNER Colin Young  
 CREATED 01/07/2019 06:58:09

LIKELIHOOD Possible  
 SEVERITY Major  
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00047

Data Back-up Systems in place and documented

SIGNOFF(S): Colin Young  
 DUE DATE: 30 Sep 2019  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00048

Disaster Recovery Plan in place

SIGNOFF(S): Colin Young  
 DUE DATE: 30 Sep 2019  
 FREQUENCY: The first Day of every 12 months

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<b>RESIDUAL</b> <b>9.6</b> HIGH	AMP - BUILDINGS, SERVICE INTERRUPTION	TREATMENT MC00019	SIGNOFF(S):	Clinton Kleynhans Colin Young
	<b>AM Service Levels not met</b> Asset Management Plan identifies need to establish and monitor a range of service levels to ensure Council and community expectations are met	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2021
<b>INHERENT</b> <b>12.0</b>	OWNER Shane Moorhead		FREQUENCY:	The first Day of every 24 months
R00040	CREATED 19/07/2019 03:24:02			
	LIKELIHOOD Likely			
	SEVERITY Medium			
	CONTROL EFFECTIVENESS Adequate			

<b>RESIDUAL</b> <b>7.5</b> MODERATE	CORPORATE SERVICES, STRATEGIC - ORGANISATIONAL	TREATMENT SPC00051	SIGNOFF(S):	Colin Young
	<b>Inadequate Insurance</b> Organisation is exposed to financial loss due to failure to renew public indemnity insurance or renew it with adequate cover	Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off	DUE DATE:	01 Jul 2020
<b>INHERENT</b> <b>25.0</b>	OWNER Colin Young	TREATMENT MC00062	SIGNOFF(S):	Colin Young
R00004	CREATED 06/05/2019 05:42:09	Insurance coverage assessed independently for adequacy	DUE DATE:	31 May 2020
	LIKELIHOOD Almost Certain		FREQUENCY:	The first Day of every 48 months
	SEVERITY Extreme			
	CONTROL EFFECTIVENESS Strong			

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<p>RESIDUAL 7.5 MODERATE</p> <p>INHERENT 25.0</p> <p>R00011</p>	<p>CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL</p> <p><b>Inadequate procurement / tender process</b> Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.</p> <p>OWNER Executive Manager Corporate Services (Portfolio Manager) CREATED 07/05/2019 02:29:20</p> <p>LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00008 Manage Purchasing - Request approval Establish and comply with a purchasing policy.</p> <p>TREATMENT MC00009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>TREATMENT MC00010 Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.</p>	<p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: 01 May 2021 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Oct 2019 FREQUENCY: 14th day of every month</p> <p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Oct 2019 FREQUENCY: 14th day of every month</p>
	<p>CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION</p> <p><b>Records Management</b> Important information unable to be found and legislative requirements not met as a result of inadequate records management plans and practices</p> <p>OWNER Colin Young CREATED 24/05/2019 06:58:42</p> <p>LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT MC00023 Manage Records - File record Process which explains how to register all records incoming and outgoing</p> <p>TREATMENT MC00024 Current Records Management Plan in place</p> <p>TREATMENT MC00025 Manage Document Control - Identify Document Need Have an effective document control system in place</p>	<p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: Once FREQUENCY: Once</p> <p>SIGNOFF(S): Marlene Plews Colin Young DUE DATE: 21 May 2020 FREQUENCY: The first Day of every 48 months</p> <p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: 29 May 2020 FREQUENCY: The first Day of every 12 months</p>

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<p>RESIDUAL 7.2 MODERATE</p> <p>INHERENT 9.0</p> <p>R00018</p>	<p>CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY</p> <p><b>Inadequate engagement with Community / Stakeholders / Elected Members</b></p> <p>Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.</p> <p>OWNER Jason Whiteaker CREATED 19/06/2019 01:07:22</p> <p>LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT MC00032</p> <p>Current Community Engagement Plan in Place</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Sep 2019 FREQUENCY: The first Day of every 112 months</p>	
	<p>TREATMENT MC00033</p> <p>Biennial Customer Satisfaction &amp; Community Needs Survey</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p>		
<p>RESIDUAL 7.2 MODERATE</p> <p>INHERENT 9.0</p> <p>R00019</p>	<p>DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL</p> <p><b>Inadequate environmental management</b></p> <p>nadequate prevention, identification, enforcement and management of environmental issues. The scope includes;</p> <ul style="list-style-type: none"> <li>Contaminated sites. / Coastal issues</li> <li>Waste facilities (landfill / transfer stations). / Groundwater</li> <li>Weed control. / Water Quality</li> <li>Illegal dumping.</li> <li>Illegal clearing / land use.</li> </ul> <p>OWNER Carmen Sadleir CREATED 01/07/2019 06:28:54</p> <p>LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate</p>	<p>TREATMENT MC00061</p> <p>Up to Date and endorsed Strategic Waster Management Plan</p> <p>SIGNOFF(S): Carmen Sadleir Chadd Hunt DUE DATE: 31 Aug 2020 FREQUENCY: The last Day of every 12 months</p>	
	<p>TREATMENT MC00082</p> <p>Have climate change policy in place</p> <p>SIGNOFF(S): Jenny Abbott Chadd Hunt DUE DATE: 31 Mar 2020 FREQUENCY: The first Day of every 24 months</p>		

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RESIDUAL  
6.0  
MODERATE  
INHERENT  
20.0  
R00021

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

**Inadequate Financial, Accounting or Business Acumen**

Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include:

- Poor credit management (short or long term borrowing restricting capacity or flexibility).
- Ineffective market analysis (over or under estimating).
- Ineffective Business Planning (poor scope / competition analysis).
- Ineffective financial modelling, forecasting and projection techniques / processes.

OWNER Colin Young  
CREATED 01/07/2019 06:34:50  
LIKELIHOOD Likely  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00034  
Long Term Financial Plan in Place

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jul 2020  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00035  
Annual Budget adopted and aligned with long term financial plan

SIGNOFF(S): Colin Young  
DUE DATE: 31 Jul 2020  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00036  
Investment strategy / policy in place

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jul 2020  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00037  
Manage Debtors - Identify Debtor Process to manage general debtors

SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 01 Jul 2020  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00038  
Arrange payment plans for Rates - Setup payment arrangements with Rate payer Process which ensures rate debts are collected / managed effectively

SIGNOFF(S): Codrey Redmond  
Vicki Schwidden  
Colin Young  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00039  
Develop Annual Budgets - Send Email Ensure budget process is managed effectively

SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 31 Jul 2020  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00040  
Manage Rate Recovery - Confirm rates outstanding Manage recovery of rated

SIGNOFF(S): Codrey Redmond  
Vicki Schwidden  
DUE DATE: 01 Jul 2020  
FREQUENCY: The first Day of every 12 months

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<b>RESIDUAL</b> 6.0 MODERATE  <b>INHERENT</b> 20.0  R00001	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE		TREATMENT MC00002	SIGNOFF(S): Cheryl Greenough
	<b>Failure to fulfil statutory, regulatory or compliance requirements</b>		Local Government is responsible for complying with a wide range of legislative requirements, to mitigate this risk a compliance calendar has been developed and will be audited monthly by the Governance officer. Failure to comply with legislative requirements could result in a range of outcomes including a Department of Local Government Inquiry	DUE DATE: 14 Oct 2019
	Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements		TREATMENT MC00007	FREQUENCY: 14th day of every month
	OWNER: Colin Young	LIKELIHOOD: Almost Certain	Manage Inductions - Conduct New Employee Induction	<b>CHANGES PENDING</b>
	CREATED: 08/04/2019 06:46:49	SEVERITY: Major	All new employees are provided with adequate inductions	SIGNOFF(S): Bev Jones Helen Zahra
	CONTROL EFFECTIVENESS: Strong		TREATMENT MC00009	DUE DATE: Fri every week
		Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	SIGNOFF(S): Cheryl Greenough	
		TREATMENT MC00058	DUE DATE: 14 Oct 2019	
		Organisational Compliance Calendar in place and reviewed by Executive Management Group	FREQUENCY: 14th day of every month	
		TREATMENT MC00059	SIGNOFF(S): Cheryl Greenough	
		Induction & Training provided to elected members	DUE DATE: 31 Mar 2020	
		TREATMENT MC00060	FREQUENCY: The first Day of every 12 months	
		Complete Annual Compliance Return (Dept Local Government)	SIGNOFF(S): Alysha McCall	
			DUE DATE: 30 Nov 2019	
			FREQUENCY: The last Day of every 24 months	
			SIGNOFF(S): Cheryl Greenough	
			DUE DATE: 29 Feb 2020	
			FREQUENCY: The last Day of every 12 months	

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<b>RESIDUAL</b> 6.0 MODERATE  <b>INHERENT</b> 20.0 R00032	DEVELOPMENT SERVICES, HEALTH & SAFETY <b>Inadequate Organisation and Community Emergency Management</b> Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes: <ul style="list-style-type: none"> <li>- Lack of (or inadequate) emergency response plans.</li> <li>- Lack of training to specific individuals or availability of appropriate emergency response.</li> <li>- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.</li> <li>- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.</li> </ul> (References: AS 3745; AS 1851; AIMS 4 Management Principles)	TREATMENT MC00077 Functioning Local Emergency Management Committee, which meets quarterly	SIGNOFF(S): Brendon Rutter Chadd Hunt DUE DATE: 31 Oct 2019 FREQUENCY: The last Day of every 3 months
	OWNERS: Chadd Hunt CREATED: 02/07/2019 05:42:30 LIKELIHOOD: Likely SEVERITY: Extreme CONTROL EFFECTIVENESS: Strong	TREATMENT MC00078 Conduct at least 1 Emergency Management training exercise per year	SIGNOFF(S): Brendon Rutter Chadd Hunt DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 12 months
	(References: AS 3745; AS 1851; AIMS 4 Management Principles)	TREATMENT MC00079 Conduct Inductions for Bush Fire Brigade Volunteer Members Annually	SIGNOFF(S): Brendon Rutter Chadd Hunt DUE DATE: 01 Oct 2019 FREQUENCY: The first Day of every 11 months
	OWNERS: Chadd Hunt CREATED: 02/07/2019 05:42:30 LIKELIHOOD: Likely SEVERITY: Extreme CONTROL EFFECTIVENESS: Strong	TREATMENT MC00080 Review Risk to Resources Document	SIGNOFF(S): Brendon Rutter Chadd Hunt DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 24 months
<b>RESIDUAL</b> 4.8 MODERATE  <b>INHERENT</b> 16.0 R00036	AMP - TRANSPORT, HEALTH & SAFETY <b>Transport Assets not routinely inspected</b> No formal safety & maintenance inspection procedures exist	TREATMENT MC00088 Safety and maintenance inspection procedures developed	SIGNOFF(S): Paul Kher DUE DATE: 31 Oct 2019 FREQUENCY: The first Day of every 112 months
	OWNERS: Paul Kher CREATED: 15/07/2019 08:35:25 LIKELIHOOD: Likely SEVERITY: Major CONTROL EFFECTIVENESS: Strong		

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RESIDUAL <b>4.8</b> MODERATE	AMP - TRANSPORT, ENVIRONMENTAL - BUILT <b>Lack of capital project evaluation procedure</b> Shire does not have a capital project evaluation procedure aligned to the Community Strategic Plan	TREATMENT MC00089 Project evaluation procedure in place and utilised	SIGNOFF(S): Jason Whiteaker DUE DATE: 29 Nov 2019 FREQUENCY: The first Day of every 24 months
INHERENT <b>16.0</b>	OWNER Jason Whiteaker CREATED 15/07/2019 08:54:13 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong		

RESIDUAL <b>4.8</b> MODERATE	AMP - BUILDINGS, FINANCIAL - STRATEGIC <b>Capital projects can not be prioritised against the strategic community plan</b> Council is unable to assess projects and make determinations around priorities, based on any framework or decision criteria.	TREATMENT MC00089 Project evaluation procedure in place and utilised	SIGNOFF(S): Jason Whiteaker DUE DATE: 29 Nov 2019 FREQUENCY: The first Day of every 24 months
INHERENT <b>16.0</b>	OWNER Jason Whiteaker CREATED 16/07/2019 03:33:15 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong		

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<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00008</p>	<p>CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY</p> <p><b>Not meeting community expectations</b> Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.</p> <p>OWNER Jason Whiteaker CREATED 06/05/2019 05:56:25</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00004</p> <p>Review Corporate Business Plan annually to ensure reflects strategic community plan</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Jun 2020 FREQUENCY: The last Day of every 12 months</p>
	<p>TREATMENT MC00012</p> <p>Undertake community surveying every two years focusing on community perception of service delivery</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Aug 2021 FREQUENCY: The last Day of every 24 months</p>	<p>TREATMENT MC00013</p> <p>Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services</p> <p>SIGNOFF(S): Jason Whiteaker Alysha McCall DUE DATE: Once FREQUENCY: Once</p>
	<p>TREATMENT MC00018</p> <p>Up to date and accurate transport management plan in place</p> <p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 16 Feb 2021 FREQUENCY: The first Day of every 24 months</p>	<p>TREATMENT MC00019</p> <p>Up to date and accurate building asset management plan in place</p> <p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months</p>
<p>RESIDUAL 4.8 MODERATE</p> <p>INHERENT 16.0</p> <p>R00013</p>	<p>CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILT, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION</p> <p><b>Inadequate Asset Management Practices</b> Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas included in the scope are:  <ul style="list-style-type: none"> <li>• Inadequate design (not fit for purpose).</li> <li>• Ineffective usage (down time)</li> <li>• Outputs not meeting expectations</li> <li>• Inadequate maintenance activities.</li> <li>• Inadequate or unsafe modifications.</li> </ul>                     It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</p> <p>OWNER Clinton Kleynhans CREATED 24/05/2019 06:29:02</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00020</p> <p>Up to date and accurate parks &amp; reserves asset management plan in place</p> <p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p>
	<p>TREATMENT MC00021</p> <p>Long Term Financial Plan aligned to asset management plans</p> <p>SIGNOFF(S): Colin Young DUE DATE: 26 Dec 2019 FREQUENCY: The first Day of every 12 months</p>	



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<p><b>RESIDUAL</b> 4.8 MODERATE</p> <p><b>INHERENT</b> 16.0</p> <p>R00022</p>	<p>CHIEF EXECUTIVES OFFICE, HEALTH &amp; SAFETY - OCCUPATIONAL</p> <p><b>Inadequate safety and security practices</b> Non-compliance with the Occupation Safety &amp; Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:</p> <ul style="list-style-type: none"> <li>Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.</li> <li>Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).</li> <li>Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).</li> <li>Public Liability Claims, due to negligence or personal injury.</li> <li>Employee Liability Claims due to negligence or personal injury.</li> <li>Inadequate or unsafe modifications to plant &amp; equipment</li> </ul> <p>OWNER Jason Whiteaker CREATED 01/07/2019 06:46:30</p> <p>LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00041 Undertake OHS Audit</p> <p>SIGNOFF(S): Bev Jones DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p>
	<p>TREATMENT MC00042 Implement recommendations from OHS Audit &amp; Report to Audit &amp; Risk Committee</p> <p><b>NON-COMPLIANT</b> SIGNOFF(S): Bev Jones DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 4 months</p>	
	<p>TREATMENT MC00043 OHS Committee Meeting Regularly</p> <p>SIGNOFF(S): Bev Jones DUE DATE: 31 Dec 2019 FREQUENCY: The last Day of every 3 months</p>	
	<p>TREATMENT MC00044 Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)</p> <p>SIGNOFF(S): Clinton Kleynhans DUE DATE: 31 Oct 2019 FREQUENCY: The last Day of every month</p>	
	<p>TREATMENT MC00045 Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 6 months</p>	
	<p>TREATMENT MC00046 OHS Policy Framework in place and reviewed</p> <p><b>NON-COMPLIANT</b> SIGNOFF(S): Bev Jones DUE DATE: 30 Aug 2019 FREQUENCY: The last Day of every 12 months</p>	

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**RESIDUAL: 4.8**  
MODERATE

**INHERENT 16.0**

R00020

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

**External Theft & Fraud (inc. Cyber Crime)**  
Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

OWNER: Colin Young  
CREATED: 01/07/2019 06:32:52  
LIKELIHOOD: Likely  
SEVERITY: Major  
CONTROL EFFECTIVENESS: Strong

**RESIDUAL: 4.5**  
MODERATE

**INHERENT 15.0**

R00017

DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC

**Inadequate Organisation and Community Emergency Management**  
Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER: Chadd Hunt  
CREATED: 19/06/2019 00:51:12  
LIKELIHOOD: Possible  
SEVERITY: Extreme  
CONTROL EFFECTIVENESS: Strong

TREATMENT MC00027	SIGNOFF(S):	Brendon Rutter
Establishment of a "functional" Local Emergency Management Committee, which meets six monthly	DUE DATE:	30 Sep 2019
	FREQUENCY:	The last Day of every 6 months
TREATMENT MC00028	SIGNOFF(S):	Brendon Rutter Chadd Hunt
Current Local Emergency Management Arrangements & Recovery Plan	DUE DATE:	30 Nov 2020
	FREQUENCY:	The first Day of every 24 months
TREATMENT MC00029	SIGNOFF(S):	Brendon Rutter Chadd Hunt
Run annual emergency management exercise	DUE DATE:	29 Nov 2019
	FREQUENCY:	The first Day of every 12 months
TREATMENT MC00030	SIGNOFF(S):	Brendon Rutter Chadd Hunt
Bush fire Risk Management Plan in Place	DUE DATE:	30 Sep 2019
	FREQUENCY:	The first Day of every 12 months
TREATMENT MC00031	SIGNOFF(S):	Brendon Rutter Chadd Hunt
Fuel Loads risk register in place	DUE DATE:	30 Sep 2019
	FREQUENCY:	The last Day of every 12 months

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

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TREATMENT MC00068	<b>OVERDUE</b>	
Project Superintendent (Donovan Payne) reports to be provided monthly	SIGNOFF(S): Jason Whiteaker	
	DUE DATE: 19 Sep 2019	
	FREQUENCY: 19th day of every month	
TREATMENT MC00069		
Financial variations to be signed off by Project Manager	SIGNOFF(S): Jason Whiteaker	
	DUE DATE: 05 Oct 2019	
	FREQUENCY: 5th day of every month	
TREATMENT MC00070		
All request for information and clarification to be signed off / cited by Council Project Manager	SIGNOFF(S): Jason Whiteaker	
	DUE DATE: 05 Oct 2019	
	FREQUENCY: 5th day of every month	
TREATMENT MC00071		
Project assessment / evaluation to be undertaken at completion and reported to audit committee	SIGNOFF(S): Jason Whiteaker	
	DUE DATE: 16 Feb 2020	
	FREQUENCY: Once	
TREATMENT MC00074		
Project time delays to be signed off in accordance with contract	SIGNOFF(S): Jason Whiteaker	
	DUE DATE: 05 Oct 2019	
	FREQUENCY: 5th day of every month	
<b>RESIDUAL</b> 3.6 LOW	MAJOR PROJECT - AQUATIC FACILITY, HEALTH & SAFETY - OCCUPATIONAL	TREATMENT MC00065
<b>INHERENT</b> 12.0	<b>Insufficient OHS in place for project</b> Contractor has insufficient systems, processes and practices in place to manage site OHS effectively	OHS report required from contractor, including details of site their own OHS site inspections
R00028	OWNER Jason Whiteaker CREATED 01/07/2019 08:33:46 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	SIGNOFF(S): Jason Whiteaker DUE DATE: 05 Oct 2019 FREQUENCY: 5th day of every month

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<b>RESIDUAL</b> 3.6 LOW	MAJOR PROJECT - AQUATIC FACILITY, COMPLIANCE - LEGISLATIVE <b>Inadequate Construction Contract</b> Construction contract not adequate which exposes Council to contract risk through the construction phase	TREATMENT MC00066 Contract in place, signed and vetted by Legal Firm	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
	<b>INHERENT</b> 12.0 R00029	OWNER Jason Whiteaker CREATED 01/07/2019 08:37:46 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	

<b>RESIDUAL</b> 3.6 LOW	MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL <b>Grant partners milestones not met</b> Funding organisations require regular reporting, failure to do so may result in withdrawal of funds	TREATMENT MC00072 Department of Sport & Recreation milestone reports provided	SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Dec 2019 FREQUENCY: The last Day of every 5 months
	<b>INHERENT</b> 12.0 R00030	OWNER Jason Whiteaker CREATED 01/07/2019 08:46:18 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00073 Federal Building Better Regions Fund milestone reporting

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<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00031	<b>GENERAL, REPUTATION - COMMUNITY</b>  <b>Providing inaccurate advice / information to stakeholders</b> Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.  Examples include: • incorrect planning, development or building advice, • incorrect health or environmental advice • inconsistent messages or responses from Customer Service Staff • any advice that is not consistent with legislative requirements, local laws or policies.  OWNER Jason Whiteaker CREATED 02/07/2019 05:27:54  LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	<b>TREATMENT MC00007</b> Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions  <b>TREATMENT MC00013</b> Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services  <b>TREATMENT MC00051</b> Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Bev Jones Helen Zahra  DUE DATE:  FREQUENCY: Fri every week  SIGNOFF(S): Jason Whiteaker Alysha McCall  DUE DATE:  FREQUENCY: Once  <b>CHANGE(S) PENDING</b> SIGNOFF(S): Bev Jones  DUE DATE: 31 Oct 2019  FREQUENCY: The last Day of every 12 months
	<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00044	<b>AMP - BUILDINGS, FINANCIAL - OPERATIONAL</b>  <b>Maintenance not planned</b> Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration  OWNER Shane Moorhead CREATED 16/07/2019 03:36:36  LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	<b>TREATMENT MC00019</b> Up to date and accurate building asset management plan in place  <b>TREATMENT MC00035</b> Annual Budget adopted and aligned with long term financial plan

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<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00045	AMP - BUILDINGS, FINANCIAL - STRATEGIC  <b>Financial performance indicators not met</b> The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability	TREATMENT MC00019 Up to date and accurate building asset management plan in place	SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months
	OWNER Clinton Kleynhans CREATED 16/07/2019 03:38:59 LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans	SIGNOFF(S): Colin Young DUE DATE: 26 Dec 2019 FREQUENCY: The first Day of every 12 months
		TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)	SIGNOFF(S): Colin Young DUE DATE: 04 Oct 2021 FREQUENCY: The first Day of every 60 months
		TREATMENT MC00091 Revaluations of Council Transport Infrastructure Assets (Fair Value)	SIGNOFF(S): Colin Young DUE DATE: 03 Oct 2022 FREQUENCY: The first Day of every 60 months
<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00046	MAJOR PROJECT - SALE OF 239 YILGARN AVENUE, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC  <b>Contract Requirements not satisfied</b> Sale of land does not proceed as a result of non compliance with contract requirements	TREATMENT MC00094 The Buyer shall submit a Development Application within six calendar months of the contract date	SIGNOFF(S): Jason Whiteaker DUE DATE: FREQUENCY: Once
	OWNER Jason Whiteaker CREATED 29/08/2019 08:50:17 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong		

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<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00041	AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY  <b>Condition of buildings is unknown</b> Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns	TREATMENT MC00019 Up to date and accurate building asset management plan in place	SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months
	OWNER Shane Moorhead CREATED 16/07/2019 03:26:43 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)	SIGNOFF(S): Colin Young DUE DATE: 04 Oct 2021 FREQUENCY: The first Day of every 60 months
		TREATMENT MC00093 Develop and maintain medium term building maintenance program to ensure future costs are understood	SIGNOFF(S): Shane Moorhead DUE DATE: 22 Nov 2019 FREQUENCY: The first Day of every 12 months

<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00042	AMP - BUILDINGS, FINANCIAL - OPERATIONAL  <b>Future financial requirements for buildings unknown</b> Council fails to understand and plan for future building maintenance / expansion requirements	TREATMENT MC00019 Up to date and accurate building asset management plan in place	SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months
	OWNER Clinton Kleynhans CREATED 16/07/2019 03:28:36 LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans	SIGNOFF(S): Colin Young DUE DATE: 26 Dec 2019 FREQUENCY: The first Day of every 12 months
		TREATMENT MC00034 Long Term Financial Plan in Place	SIGNOFF(S): Colin Young DUE DATE: 01 Jul 2020 FREQUENCY: The first Day of every 12 months
		TREATMENT MC00035 Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S): Colin Young DUE DATE: 31 Jul 2020 FREQUENCY: The last Day of every 12 months



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<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00037</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p><b>Asset Inventories inaccurate</b> Asset inventories are not up to date and therefore inaccurate resulting in poor decision making</p> <p>OWNER Paul Kher CREATED 15/07/2019 08:40:29</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00018 Up to date and accurate transport management plan in place</p>	<p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 16 Feb 2021 FREQUENCY: The first Day of every 24 months</p>
	<p>TREATMENT MC00019 Up to date and accurate building asset management plan in place</p>	<p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months</p>	
	<p>TREATMENT MC00020 Up to date and accurate parks &amp; reserves asset management plan in place</p>	<p>SIGNOFF(S): Clinton Kleynhans Colin Young DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p>	
<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00038</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p><b>Inaccurate Asset Valuations</b> Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios</p> <p>OWNER Colin Young CREATED 15/07/2019 08:47:14</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 04 Oct 2021 FREQUENCY: The first Day of every 60 months</p>
	<p>TREATMENT MC00091 Revaluations of Council Transport Infrastructure Assets (Fair Value)</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 03 Oct 2022 FREQUENCY: The first Day of every 60 months</p>	
	<p>TREATMENT MC00092 Revaluation of Council Plant &amp; Equipment</p>	<p>SIGNOFF(S): Colin Young DUE DATE: 05 Oct 2020 FREQUENCY: The first Day of every 60 months</p>	

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RESIDUAL  
3.6  
LOW  
INHERENT  
12.0  
R00033

GENERAL REPUTATION - COMMUNITY

**Errors, Omissions & Delays**

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of:

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include:

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

OWNER Jason Whiteaker  
CREATED 02/07/2019 05:56:01  
LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Local Government is responsible for complying with a wide range of legislative requirements, to mitigate this risk a compliance calendar has been developed and will be audited monthly by the Governance officer. Failure to comply with legislative requirements could result in a range of outcomes including a Department of Local Government Inquiry

SIGNOFF(S): Cheryl Greenough  
DUE DATE: 14 Oct 2019  
FREQUENCY: 14th day of every month

TREATMENT MC00007

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

CHANGES PENDING  
SIGNOFF(S): Bev Jones  
Helen Zahra  
DUE DATE:  
FREQUENCY: Fri every week

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S): Cheryl Greenough  
DUE DATE: 14 Oct 2019  
FREQUENCY: 14th day of every month

TREATMENT MC00083

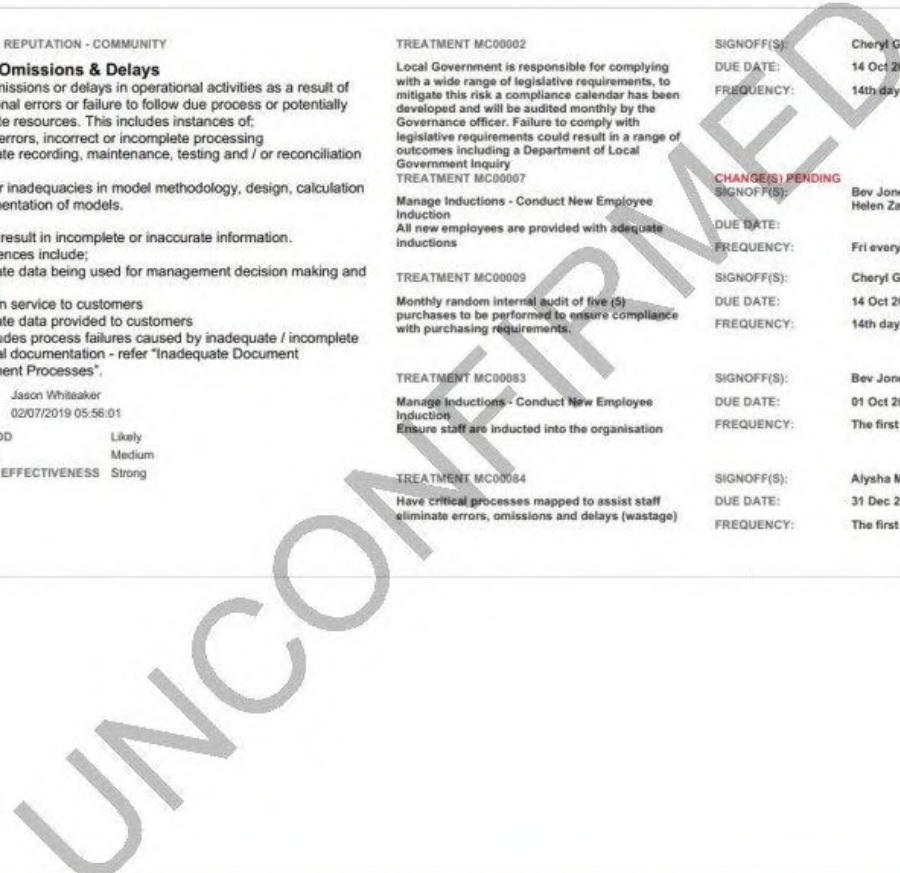
Manage Inductions - Conduct New Employee Induction  
Ensure staff are inducted into the organisation

SIGNOFF(S): Bev Jones  
DUE DATE: 01 Oct 2020  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00004

Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)

SIGNOFF(S): Alysha McCall  
DUE DATE: 31 Dec 2019  
FREQUENCY: The first Day of every 12 months



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<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00034</p>	<p>COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY</p> <p><b>Ineffective Management of Facilities / Venues / Events</b> Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes:</p> <ul style="list-style-type: none"> <li>• Inadequate procedures in place to manage the quality or availability.</li> <li>• Ineffective signage</li> <li>• Booking issues</li> <li>• Financial interactions with hirers / users</li> <li>• Oversight / provision of peripheral services (eg. cleaning / maintenance)</li> </ul> <p>OWNER Ross Rayson CREATED 02/07/2019 06:05:05</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00085</p> <p>Manage Facilities &amp; Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication</p>	<p>SIGNOFF(S): Jack Little DUE DATE: 30 Sep 2019 FREQUENCY: The first Day of every 12 months</p>
<p>RESIDUAL 3.6 LOW</p> <p>INHERENT 12.0</p> <p>R00035</p>	<p>CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY</p> <p><b>Misconduct</b> Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:</p> <ul style="list-style-type: none"> <li>• Relevant authorisations not obtained.</li> <li>• Distributing confidential information.</li> <li>• Accessing systems and / or applications without correct authority to do so.</li> <li>• Misrepresenting data in reports.</li> <li>• Theft by an employee</li> <li>• Collusion between Internal &amp; External parties</li> </ul> <p>This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.</p> <p>OWNER Jason Whiteaker CREATED 02/07/2019 06:09:25</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00007</p> <p>Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p>	<p>CHANGE(S) PENDING</p> <p>SIGNOFF(S): Bev Jones Helen Zahra DUE DATE: FREQUENCY: Fri every week</p>
		<p>TREATMENT MC00659</p> <p>Induction &amp; Training provided to elected members</p>	<p>SIGNOFF(S): Alysha McCall DUE DATE: 30 Nov 2019 FREQUENCY: The last Day of every 24 months</p>
		<p>TREATMENT MC00086</p> <p>Manage Inductions - Conduct New Employee Induction Induction of new employees into the organisation assists in creating an expectation in terms of what is required</p>	<p>SIGNOFF(S): Bev Jones DUE DATE: 01 Sep 2020 FREQUENCY: The first Day of every 12 months</p>
		<p>TREATMENT MC00087</p> <p>Manage Purchasing - Request approval Process minimises opportunity for misconduct</p>	<p>SIGNOFF(S): Colin Young Kristy Hopkins DUE DATE: 31 Oct 2019 FREQUENCY: The first Day of every 12 months</p>

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RESIDUAL  
2.7  
LOW  
INHERENT  
9.0  
R00024

CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate Project Management**  
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.

OWNER Jason Whiteaker  
CREATED 01/07/2019 07:20:45

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00053  
Project management framework in place, providing parameters for staff to operate within

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 31 Jul 2020  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00054  
Major Project status reporting to Council (through monthly elected member report)

SIGNOFF(S): Alysha McCall  
DUE DATE: 07 Oct 2019  
FREQUENCY: 7th day of every month

TREATMENT MC00055  
Internal audit of project and major project (as defined by corporate business plan) management framework compliance.

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 31 May 2020  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00056  
identification of project classification in accordance with corporate business plan. Each Executive Manager to review their budget and identify which submit list of projects and their classification (not required for anything identified as works in accordance with corporate business plan)

SIGNOFF(S): Jason Whiteaker  
Chadd Hunt  
Colin Young  
Ross Rayson  
Clinton Kleynhans  
DUE DATE: 31 Aug 2020  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00057  
Manage Major Projects - Project Implementation Provides process for managing projects

SIGNOFF(S): Clinton Kleynhans  
Sue Connell  
DUE DATE: 30 Sep 2020  
FREQUENCY: The last Day of every 12 months

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RESIDUAL 2.7 LOW	CHIEF EXECUTIVES OFFICE, COMMUNITY SERVICES, CORPORATE SERVICES, DEVELOPMENT SERVICES, ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL, SERVICE INTERRUPTION
INHERENT 9.0	<b>Inadequate Supplier / Contract Management</b> Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes: <ul style="list-style-type: none"><li>• Concentration issues</li><li>• Vendor sustainability</li></ul> It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".
R00025	OWNER Sue Connell CREATED 01/07/2019 07:54:58 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong

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<p><b>RESIDUAL</b> 2.7 LOW</p> <p><b>INHERENT</b> 9.0</p> <p>R00003</p>	<p>CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL</p> <p><b>Ineffective People Management / Employment Practices</b></p> <p>Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are:</p> <ul style="list-style-type: none"> <li>Breaching employee regulations (excluding OH&amp;S).</li> <li>Discrimination, Harassment &amp; Bullying in the workplace.</li> <li>Poor employee wellbeing (causing stress)</li> <li>Key person dependencies without effective succession planning in place.</li> <li>Induction issues.</li> <li>Terminations (including any tribunal issues).</li> <li>Industrial activity.</li> </ul> <p>Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.</p> <p>OWNER Jason Whiteaker CREATED 06/05/2019 05:23:01 LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00007</p> <p>Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p>TREATMENT MC00049</p> <p>100% of annual performance reviews undertaken</p> <p>TREATMENT MC00050</p> <p>Manage Employee Termination - Receive notification Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action.</p> <p>TREATMENT MC00051</p> <p>Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met</p> <p>TREATMENT MC00052</p> <p>Managing Staff Misconduct and Discipline - Identify Misconduct or Breach of Discipline Ensure any / all staff misconduct is managed effectively and consistently</p>	<p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Bev Jones Helen Zahra</p> <p>DUE DATE:</p> <p>FREQUENCY: Pri every week</p> <p>SIGNOFF(S): Bev Jones</p> <p>DUE DATE: 31 Dec 2019</p> <p>FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Bev Jones</p> <p>DUE DATE: 01 Jan 2020</p> <p>FREQUENCY: The first Day of every 3 months</p> <p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Bev Jones</p> <p>DUE DATE: 31 Oct 2019</p> <p>FREQUENCY: The last Day of every 12 months</p> <p>SIGNOFF(S): Bev Jones</p> <p>DUE DATE: 31 Jan 2020</p> <p>FREQUENCY: The first Day of every 3 months</p>
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<b>RESIDUAL</b> 2.4 LOW	<b>GENERAL, SERVICE INTERRUPTION</b> <b>Business Interruption</b> A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. This does not include disruptions due to: • IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure". • Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management". • People issues should be captured under "Inappropriate People Management".	<b>TREATMENT MC00022</b> Business Continuity Plan in place and up to date	<b>SIGNOFF(S)</b> Alysha McCall Jason Whiteaker <b>DUE DATE:</b> 30 Nov 2020 <b>FREQUENCY:</b> The first Day of every 48 months
<b>INHERENT</b> 8.0 R00014	<b>OWNER</b> Jason Whiteaker (Portfolio Manager) <b>CREATED</b> 24/05/2019 06:43:56 <b>LIKELIHOOD</b> Unlikely <b>SEVERITY</b> Major <b>CONTROL EFFECTIVENESS</b> Strong		

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## 5.8 COMPLIANCE REPORT

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

### BRIEF

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

### ATTACHMENTS

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

### A. BACKGROUND / DETAILS

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

### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

#### B.2 Financial / Resource Implications

N/A.



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**B.3 Legislative Compliance**

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

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

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

**March 2019 –**

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

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

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

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

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

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

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

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

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

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.130**

**Moved: Cr Antonio**

**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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Attachment 1

AUGUST COMPLIANCE CALENDAR							
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	53.58 - Commercial Enterprises	CEO	Have SOH entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	Not for the month of August	CB
Local Government Act 1995	55.16	CEO	Is the delegations register current (is not more than 12 months old)		Annually - June	Current for the month of August	CB
Local Government Act 1995	55.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	No financial interest disclosures were made	CB
Local Government Act 1995	55.65 & 55.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	To the best of our knowledge	CB
Local Government Act 1995	55.73 & 5103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes all impartialities declared were recorded in the Minutes	CB
Local Government Act 1995	55.75	CEO	Have primary returns been lodged within 3 months of elected member start		Bi-annually	N/A	CB
Local Government Act 1995	55.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months		Monthly	No new designated employees	CB
Local Government Act 1995	55.76 & 55.77	CEO	Have all Elected Member Annual Returns been lodged and acknowledged in writing		Annually - August	Yes all have been provided as per the Act	CB
Local Government Act 1995	55.76 & 55.77	CEO	Have all Designated Staff Annual Returns been lodged and acknowledged in writing		Annually - August	Yes all have been acknowledged in accordance with the Act	CB
Local Government Act 1995	55.88	CEO	Is the register of financial interests up to date		Monthly	The hard copy is up to date but not up to date on the website	CB
Local Government Act 1995	55.89	CEO	Have all resigned members and staff returns been removed from the financial register		Monthly	yes they have	CB
Local Government Act 1995	5103	CEO	Is the gift register up to date on the Council website		Monthly	There are no new entries for August	CB
Local Government Act 1995	53.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was 53.58 complied with		Monthly	Yes lots 470 and 471 Gr Eastern Highway in accordance with the Act. Advertised 14/8/19	CB
Local Government Act 1995	56.16	EMCS	Has a report to Council been done for a review of fees and charges		Annually	Yes, initially adopted in May then went up with the Budget 21 August 2019	CB
Local Government Act 1995	55.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date		Monthly	No complaints for August	CB
Local Government Act 1995	53.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$150k		Monthly	No tenders for August 1x RFQ for fire trucks	CB
Local Government Act 1995	53.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	No tenders were opened in August	CB
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Done	CB
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 24A0 (2)	EMCS	Statewide Public Notice of the Invitation to apply to join a pre-qualified panel		Monthly	N/A	CB
Local Government Act 1995	F/G Reg 24A0 (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	N/A	CB
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Declare if the election is to be postal		Bi-annually	Completed by 31/7/19	CB
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Give Local Public notice of close of enrolments		Bi-annually	Completed 10/8/19	CB
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Prepare Owner Occupier Roll		Bi-annually	Completed by 20/8/19	CB
Local Government Act 1995	LG (Elections) Regulations 1997	Governance	Roll closes 30/8/19		Bi-annually	Closed Roll 10/8/19	CB
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?		Monthly	N/A	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles		Monthly	Road Closure for the Avon Descent was advertised in 31 July edition of the Avon Valley Advocate. Gordon Place road closures were advertised 7/8/19 in Advocate	CB
	Delegation - E04	EMES	Crossover Approvals		Monthly		
	Delegation - F02	EMCS	Disposal of Council property		Monthly	Lot 470 and 471 Great Eastern Highway	CB

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	Delegation - F05	EMCS	Inviting Tenders	Monthly	N/A	
		EMCS	Interim Audit	Annually	Completed April this year	
		EMCS	Accounts presented to Council	Monthly	June Accounts were presented at the 10 July 19 meeting	
		EMCS	Financial Report to Council	Monthly	June report was presented at the 10 July 19 meeting	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Yes and given for payment	
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Yes and given for payment	

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Attachement 2 August Creditors

EFT #	Creditor	Order #	Invoice Amount	Order Amount	Purchase Order Written	Signing Officer Name	Supporting Invoice Attached	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
34031	Applied Industrial Technologies	54979	152	150	19/07/2019	Parks & Gardens works manager	yes	yes	same
34037	Avon Valley Contractors	55316	330	413	16/08/2019		yes	yes	yes
34151	Ampac Debt Recovery	Payment Request	19,930	19,930	31/08/2019	EMCS	yes		
34160	Avon Demolition & Earthmoving	54968	1,568	26,268	18/07/2019	EMDS	yes	yes	yes
34169	CDA Air & Solar	55216	925	990	7/08/2019	Building Manager	yes	yes	yes
34178	Executive Media	55311	1,995	1,995	15/08/2019	Tourism	yes	No	No
34184	IW Projects	541881	7,499	8,602	10/07/2019	EMDS	yes	yes	yes
33919	Access Protocol	54994	792	792	22/07/2019	Killara manager	yes	No	yes
33932	Avon Paper Shred	54817	65	60	3/07/2019	EMCS	yes	No	yes
33946	Commercial Systems Australia	54439	10414.8	10414.8	29/05/2019	EMES	yes	yes	yes

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### 5.9 PARKS AND GARDENS AUDIT

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

#### BRIEF

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

#### ATTACHMENTS

Attachment 1: Northam Parks and Gardens Service Review.

#### A. BACKGROUND / DETAILS

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

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

XYST were engaged to perform the following scope of works:

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

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

**B. CONSIDERATIONS**

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

Theme Area 2: Community Wellbeing

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

Objectives:

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

XYST Australia who conducted the Audit

**B.6 Risk Implications**

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



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

**C. OFFICER'S COMMENT**

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

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

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

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

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.131**

**Moved: Cr Antonio**

**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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

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

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

UNCONFIRMED

Attachment 1



# Shire of Northam Parks and Gardens Service Review



FINAL: AUGUST 2019

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## Executive summary

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

This review identified the following key points:

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

## 1.0 Introduction

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

The methodology included:

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

## 2.0 Current performance

### 2.1 Operation and maintenance

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

The overall result was an average score of 90%.

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

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

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

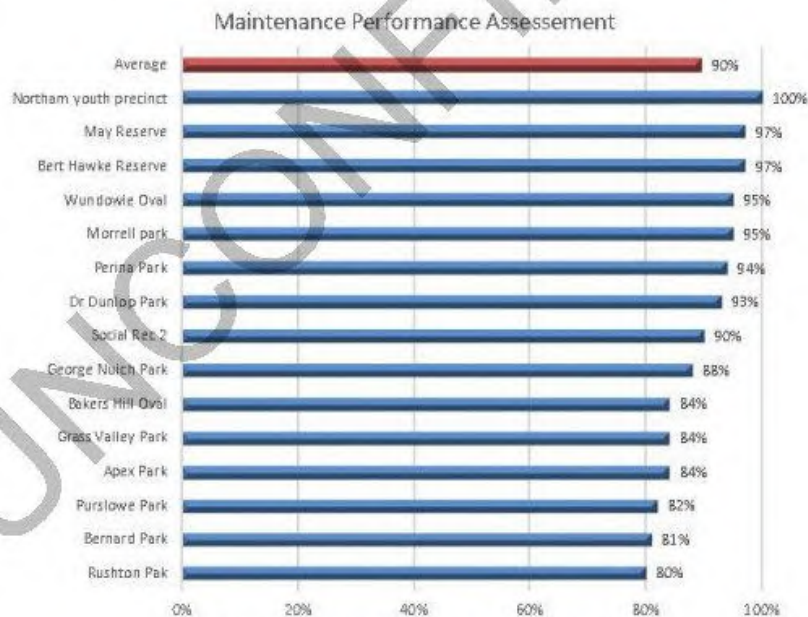


Figure 1.1 Maintenance standards performance assessment results

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

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

## 2.2 Asset provision

### 2.2.1 Introduction

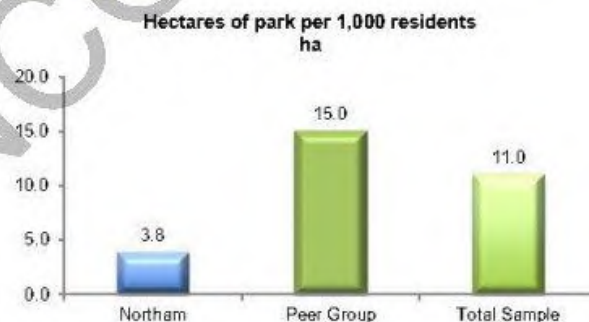
As part of the service review, Northam participated in the IPWEA Yardstick Benchmark program. This program annually collects a range of information from participating organisations relating to parks land and asset provision, financial information and management practices to produce a wide range of performance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

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

Organisation	Population
Shire of Northam (WA)	11,230
Town of Port Hedland (WA)	14,469
Port Pirie Regional Council (SA)	17,718
Whyalla City Council (SA)	21,828
City of Karratha (WA)	22,195
Richmond Valley Council (NSW)	23,317
Singleton Council (NSW)	23,482

Table 2.1 Yardstick Peer Group

### 2.2.2 Total park land

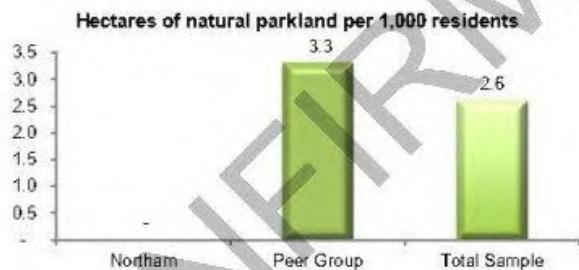


The provision of parkland includes both actively maintained and natural parks. Overall provision is significantly lower than both the peer group and total sample, indicating a relatively low level of park provision overall. (However, no Natural park land has been included in Northam's response, see 2.2.3)

**2.2.3 Actively maintained and natural areas**

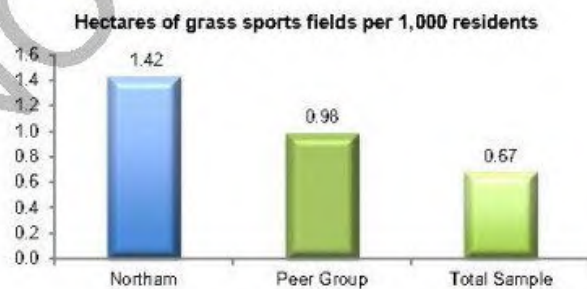


Maintained parkland per 1,000 residents is lower than both the peer and total sample median.



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

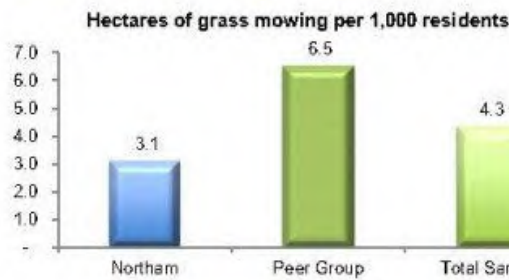
**2.2.4 Grass sports fields**



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

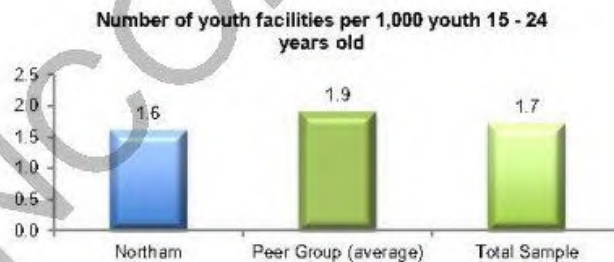


### 2.2.5 Grass mowing area (parks and verges)



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

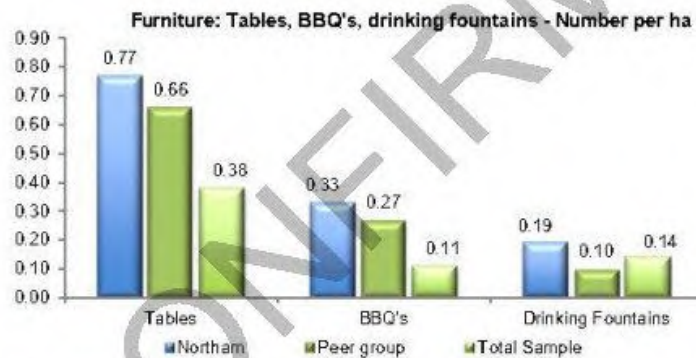
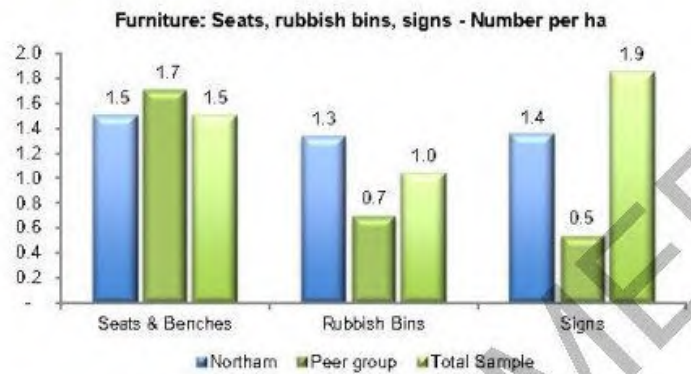
### 2.2.6 Playgrounds and Youth Facilities



Provision of playgrounds is 70% higher than both the peer group and total sample (and is the highest in Australia).

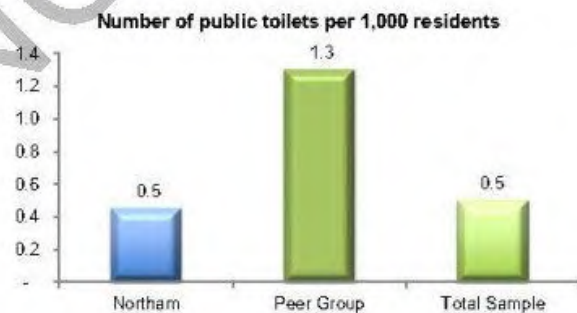
Provision of youth facilities is slightly lower but consistent with both the peer group and total sample.

**2.2.7 Park furniture**



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

**2.2.8 Public toilets**



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

**2.2.9 Unreported**

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

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

**2.3 Financial performance – operations and maintenance**

**2.3.1 Total operation and maintenance cost**



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

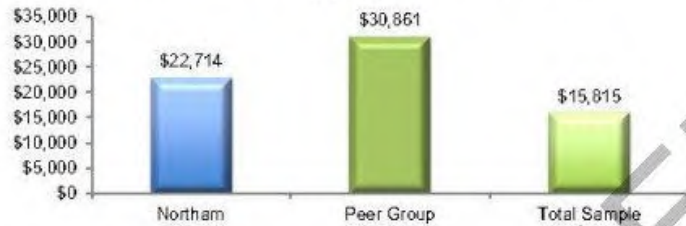
**2.3.2 Actively maintained park operation and maintenance cost**



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

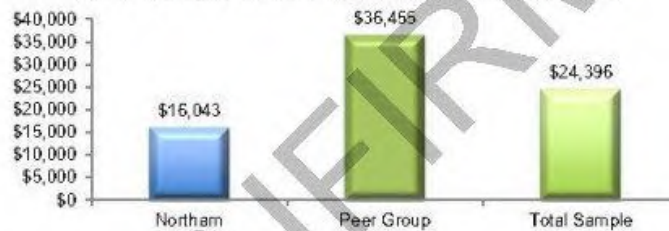
**2.3.3 Sports parks**

**Grass sportsfields maintenance expenditure per 1,000 residents**



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

**Grass sportsfields maintenance expenditure budget per ha**

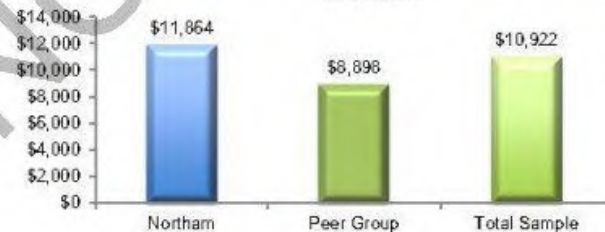


Expenditure on grass sportsfields maintenance per hectare is lower than both the peer group and the total sample (average of 45%).

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

**2.3.4 Trees**

**Street tree maintenance expenditure budget per 1000 residents**



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

2.3.5 Youth facilities

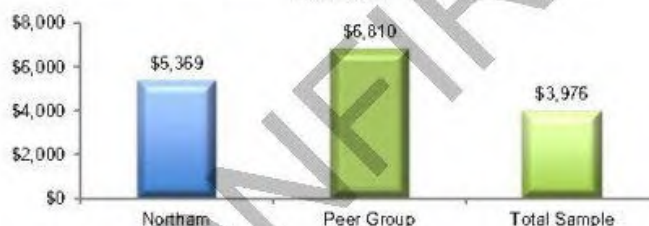


Youth facility expenditure is somewhat higher than the total sample both on per capita and per facility analysis, however this should be seen as a positive, reflecting of good level of service.

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

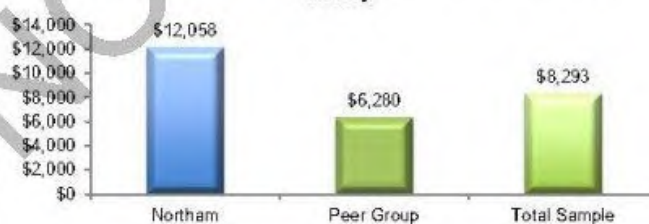
2.3.6 Public Toilets

**Public toilets operations and maintenance cost per 1,000 residents**



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

**Public toilets operations and maintenance cost per facility**



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

### 2.3.7 Unreported

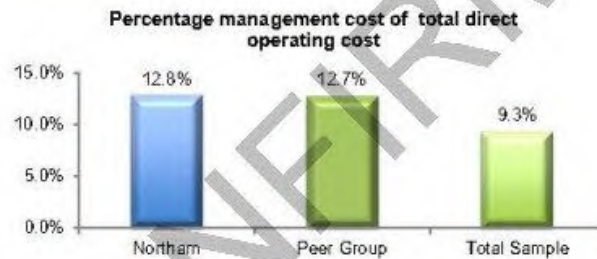
The cost for the following activities were not able to be calculated due to lack of financial data being separately captured at the activity level:

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

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

## 2.4 Management

### 2.4.1 Financial comparison



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

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



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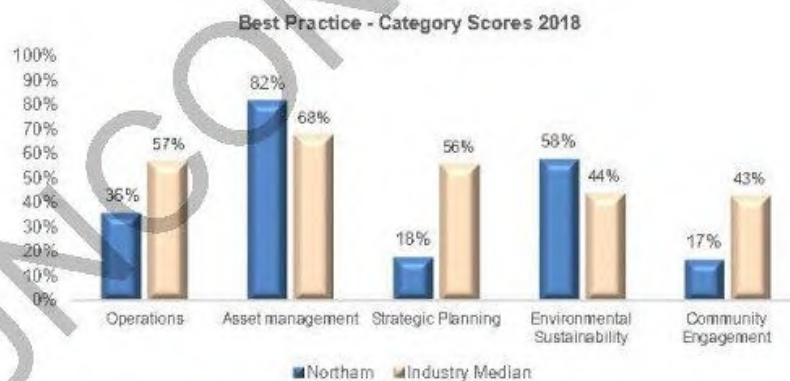
**2.4.2 Best practice comparison**

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

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

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

A copy of the individual results are included in Appendix 1.



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

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

## 3.0 Structure and resources

### 3.1 Structure

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

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

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

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

#### 3.3.2 Operations Resourcing and Approach

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

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

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

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

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

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

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

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



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

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



Figure 3.1 Parks and Gardens staff structure

### 3.3.3 Options for improvement

#### Staff development

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

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

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

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

#### Management staff development

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

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

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**Change organisational approach**

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

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

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

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

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

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

**3.4 Other issues**

**3.3.1 Tools and equipment**

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

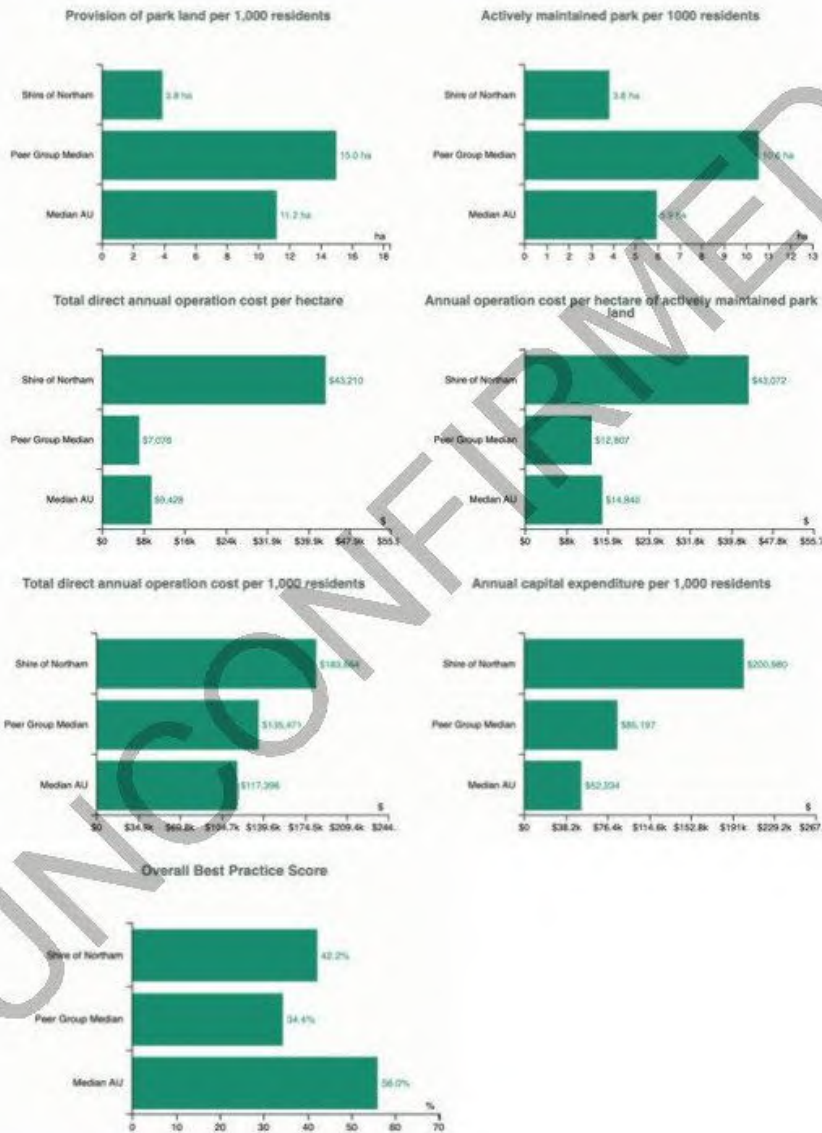
**3.3.2 Succession planning**

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

## APPENDICES

UNCONFIRMED

**Appendix One – Yardstick individual summary report**



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**Best Practice Standards**

Meets best practice Improving Not achieved Not applicable

Search:

Achieved Score Standard

**Operational Excellence 36.11%**

●	1.0	<b>Market Testing of Parks Services</b> Systems in place for reporting costs for all activities, and use of a mixture of outsourcing and benchmarking to market test internal service delivery operation.
●	1.5	<b>Documented Service Standards</b> Documented service standards in place for all parks maintenance activities to a detailed level, using a formal, prescriptive and performance terminology to describe the required inputs and outputs.
●	1.0	<b>Service Delivery Quality Control – Sports Fields</b> A formal system for monitoring and documenting the standard of service delivered and maintenance of sports fields, for both outsourced and internal service delivery. Should be based on documented service standards, use a weighted scoring system, and be undertaken in a repeatable, regular and systematic way.
✘	0.0	<b>Service Delivery Quality Control Method – Planted Beds</b> A formal system for monitoring and documenting the standard of service delivered and maintenance of garden beds, for both outsourced and internal service delivery. Should be based on documented service standards, use a weighted scoring system, and be undertaken in a repeatable, regular and systematic way.
✓	3.0	<b>Service Delivery Quality Control Method – Toilets</b> A formal system for monitoring and documenting the standard of service delivered and maintenance of toilets, for both outsourced and internal service delivery. Should be based on documented service standards, use a weighted scoring system, and be undertaken in a repeatable, systematic way.
✓	2.0	<b>Street Tree Maintenance Programming</b> A planned, regular and systematic approach to cyclical street tree maintenance, usually over a 5-10 year period. Trees are classified into categories, usually based on a street tree inventory and assessment of location/risk. High profile/risk trees are maintained more regularly than low profile/risk trees.
✘	0.0	<b>Service Delivery Quality Control – Grass maintenance</b> A formal system for monitoring and documenting the standard of service delivered and maintenance of grass, for both outsourced and internal service delivery. Should be based on documented service standards, be compliant with national/international standards, use a weighted scoring system, and be undertaken in a repeatable, regular and systematic way.
✘	0.0	<b>Ability to cost level of service</b> Costs for maintenance and service delivery are recorded and reported at a level of detail that matches the asset hierarchy and key operational activities, so that operational costs can be accurately and reliably identified at the activity level. This information can then be used to cost current levels of service, as well as modeling changing levels of service costs.

Infrastructure Management		82.29%
●	<b>2.0 Infrastructure Asset Management Plan</b>	Documented plan completed to the International Infrastructure Management Manual standard, including a 10+ year long term financial plan, and updated regularly (at least 3 yearly). Basic components will include an inventory summary, asset condition information, levels of service, up to date valuation figures, an asset renewal plan, and an improvement plan.
●	<b>2.5 Asset Inventory Completion</b>	Documented condition information collection and maintenance methodology. Complete collection of parks asset condition data to component level, including estimates of remaining useful life. Information will be updated regularly (at least 3 yearly).
✓	<b>3.0 Asset Condition Information</b>	Documented data collection and maintenance methodology. Complete collection of parks asset condition data to component level, including estimates of remaining useful life. Information will be updated regularly (at least 3 yearly).
✓	<b>3.0 Asset Valuation</b>	Documented asset useful lives and replacement values, and undertake a valuation of all parks assets to component level. Information will be updated regularly (annually for growth areas and at least 3 yearly for other areas).
✓	<b>3.0 Asset Renewal Plan in Place</b>	Use asset condition information and replacement values to determine a 10-year capital renewal program for most parks assets.
●	<b>1.0 Development Levels of Service</b>	Documented statements for each park category which define the level of provision and quality of different assets provided. This should be at sufficient detail to assist with documenting development guidelines for developers, for arriving at a standard cost per hectare for development and maintenance of park land (for each park category), and for determining asset renewal, new asset development, or asset decommissioning programmes.
✓	<b>3.0 Use of Full Life Cycle Costing</b>	At the time of project approval, all costs associated with a project are reported, including establishment, construction/installation, annual maintenance, whole of life maintenance, renewal and decommissioning costs. Approval of increased ongoing maintenance budget is linked to approval of capital project budget.

Strategic Planning		17.54%
✘	0.0	<p><b>Parks Strategy</b></p> <p>Categorised parks network, establish provision and development levels of service for each park category, assess current and future provision requirements, and document in a 10 year strategic plan for parks, including a disposal/acquisition implementation plan.</p>
✘	0.0	<p><b>Use of Provision Levels of Service Measure</b></p> <p>An overall park land provision target will be identified for parks, as well as individual park land provision targets for each park category. This may be further broken down into catchment areas. Targets will be expressed as area per capita, and will be referenced to reliable statistical information such as provided by Yarostick.</p>
✘	0.0	<p><b>Use of Distribution Levels of Service Measure</b></p> <p>Each park category will have measures relating to distribution, based on linear or walking distance from residential properties, or similar. Quality statements will further define distribution, such as references required to topography, location, and site characteristics.</p>
✘	0.0	<p><b>Playground Strategy</b></p> <p>Categorise playgrounds and identify suitable catchments, establish provision and development levels of service for each playground category, assess current and future provision requirements, and document in a 10-year strategic plan for all playgrounds, including a costed, prioritised capital implementation plan.</p>
✘	0.0	<p><b>Public Toilet Strategy</b></p> <p>Categorise toilets and identify suitable catchments, establish provision and development levels of service for each toilet category, assess current and future provision requirements, and document in a 10 year strategic plan for all toilets, including a costed, prioritised capital implementation plan.</p>
✘	0.0	<p><b>Cemetery Strategy</b></p> <p>Categorise cemetery networks and identify suitable catchments, establish provision and development levels of service for each cemetery category, assess current and future provision requirements taking into account birth, migration and mortality statistics, and the presence of any crematoria. Document in a 10-year+ strategic plan for all cemeteries. Include operating policies and procedures, and criteria for future cemetery land assessment.</p>
✘	0.0	<p><b>Recreation Strategy</b></p> <p>Identify all recreation user groups, recreation and demographic trends, and establish a recreation classification based on user experience/motivation. Undertake comprehensive customer/user research to identify needs. Assess current provision of facilities and services against recreation/demographic trends, and results of customer research. Document in a 10-year strategic plan for all activities, including a costed, prioritised capital implementation plan.</p>
✔	2.5	<p><b>Street Tree Strategy</b></p> <p>Identify and document catchment areas and street tree categories based on location and/or risk, and establish provision, development and operating levels of service for each catchment/category, including suitable species. Document policies and procedures to manage tree requests, complaints, and removal requests.</p>
✔	2.5	<p><b>Trails/Walkway Strategy</b></p> <p>Identify trails and assess attributes, classify against walking and cycling standards and suitability for user groups. Established use monitoring plan. Identify gaps in provision and opportunities to improve connections (linked to parks strategy). Maintenance and structural inspections aligned to visitor group and usage. Costed 10 year development plan.</p>
---		<p><b>Natural Areas Strategy</b></p> <p>Identify natural areas and classify into different use or other category. Implement attribute/health assessment system. Establish biodiversity monitoring and management objectives and strategies. Identify threats and challenges. Establish pest and risk management strategies. Costed 10 year Improvement Plan.</p>

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Environmental Sustainability		58.33%
✓	3.0	<b>Implementation of biodiversity actions</b> A range of biodiversity actions are being implemented including: Endangered or threatened species identified and monitored; Measures/actions in place to protect environments of endangered/threatened species; Planting of green spaces using locally eco-sourced plants to restore or enhance biodiversity values; Public education programmes to improve knowledge on the value of protecting/enhancing biodiversity.
●	2.0	<b>Water Management Plan</b> Review water asset inventory, assess current water use and requirements, identify water targets and water conservation measures, document and monitor in water management plan.
✗	0.0	<b>Chemical usage management</b> A policy or documented operations procedures to limit, reduce or mitigate any potential public health and environmental harm from the use of pesticides, herbicides and fertilisers.
Social Outcomes		16.67%
✗	0.0	<b>Use of Park User Surveys</b> Undertake intercept surveys of actual park users on at least a 2 yearly basis, or more frequently if affordable, to determine satisfaction and service level gaps with a range of services and facilities provided, and the demographic and use profile of the park user community. Ideally the customer research should be benchmarked against other organisations.
✗	0.0	<b>Activity Programmes Run on Parks</b> Ongoing resourcing and delivering a range of activity programmes on parks with the intent of increasing community participation and park usage throughout the year.
✗	0.0	<b>Parks Volunteer Programmes</b> An identified resource is provided focused on coordinating and supporting volunteer programs in parks, with an appropriate budget to support the activity. Includes maintaining a register of volunteer participants.
✓	2.5	<b>Monitoring of Sports Field Usage</b> Implement booking systems that are capable of reporting participant numbers and hours of use for each sports fields. Analyse data on a regular basis to monitor over/under use of sports fields and to assist with determining future field allocation and maintenance regimes.



**Appendix Two – Maintenance quality performance  
questionnaire report example**

Parks Maintenance Assessment

**Conducted for Shire of Northam**

**Completed on**

09 May 2019 02:29 PM

**Park Name**

Bernard Park

**Category**

Social Rec 1

**Conducted on**

09 May 2019 02:03 PM

**Prepared by**

Brian Milne




**Location**

Bernard Park  
Northam WA 6401



**Score**

36/44 - 81%

**Operations and Maintenance - 36/44 - 81%**

Question	Response	Details
Does the quality and standard of maintenance of amenity grass areas and edges contribute to the attractiveness and appeal of the site?	2 Good	
		
Does the quality and standard of maintenance of garden areas contribute to the attractiveness and appeal of the site?	4 Poor	
		
Are playgrounds/ fitness equipment and under surfacing functional, safe and well-maintained (eg paint surfaces intact)	2 Good	
		
Is the area free of loose litter and bins not overflowing?	1 Very Good	
Does the standard of maintenance of furniture and structures contribute to	2 Good	

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

the attractiveness and appeal of the site?	
 <p>Appendix 12      Appendix 13</p>	
Is the furniture and structures free of graffiti?	1 Very Good
Are the trees maintained appropriately with minimal dead wood, good structure and clearance	2 Good
Is the park free of fallen branches?	1 Very Good
Are paths trails and hard surface areas well maintained - even and level, free of pot holes, weeds, subsidence and trip hazards	1 Very Good
Are irrigation systems operating effectively, with even coverage result in healthy uniform(green) growth	1 Very Good
Does the park appear generally well cared for?	2 Good
Photos	
 <p>Appendix 14      Appendix 15</p>	

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

25

### Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4

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

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Appendix 5



Appendix 6



Appendix 7



Appendix 8

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

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Appendix 9



Appendix 10



Appendix 11



Appendix 12



Appendix 13



Appendix 14

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

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#### 5.10 AUSTRALASIAN LG PERFORMANCE EXCELLENCE PROGRAM FY18

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

#### BRIEF

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

The areas of focus are:

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

#### ATTACHMENTS

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

#### A. BACKGROUND / DETAILS

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

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The areas of focus are:

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

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

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

**MOTION / COMMITTEE DECISION**

Minute No: AU.103

Moved: Cr Proud

Seconded: Cr Mencshelyi

That Council:

1. Receives the Australasian LG Performance Excellence Program FY17; and
2. Includes in the draft 18/19 budget the following areas to be assessed in more detail as part of the internal audit function and reported back to a future Audit Committee Meeting in 2018:
  - a. Information Technology resourcing; and
  - b. Parks, Gardens & Sporting Grounds resourcing.
3. Request the Chief Executive Officer to prepare a brief and obtain quotes to undertake an internal audit on outstanding rates and present this to the next scheduled Audit Committee meeting.

**CARRIED 3/0**

**B. CONSIDERATIONS**

**B1 Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership

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

**B2 Financial / Resource Implications**

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



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

**B3 Legislative Compliance**

N/A.

**B4 Policy Implications**

N/A.

**B.5 Stakeholder Engagement / Consultation**

N/A.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

1. Workforce

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

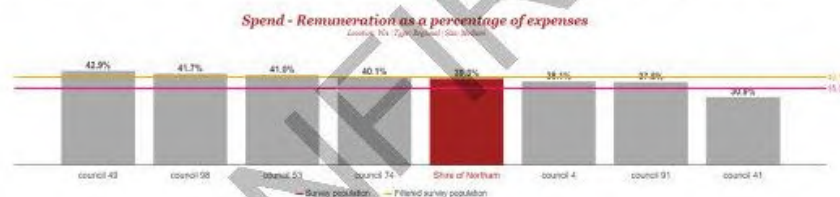


The other relevant factor associated with these numbers is the Council playing a role in the Killara Respite Centre, BKB, Licensing and Visitor Centres. These three areas are not 'usual' local government functions and may further skew the Shire of Northam figures. To put this into context Killara employs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

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

a. Remuneration as a % of operating expenses

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



b. Staff Turnover

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



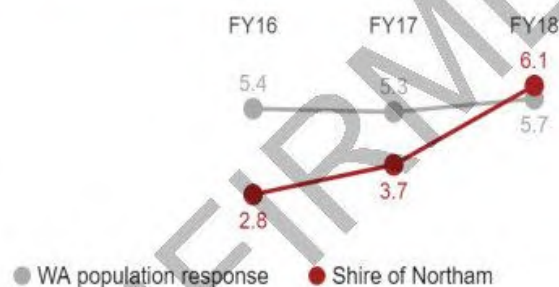
The turnover of employees in the first year of service represents an area to watch to ensure are employment processes are sound,

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

c. Median sick leave days

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

**Leave - Sick leave days taken (median)**



d. Lost Time Injuries

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

2. Finance

a. Cost of finance as a % of revenue

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

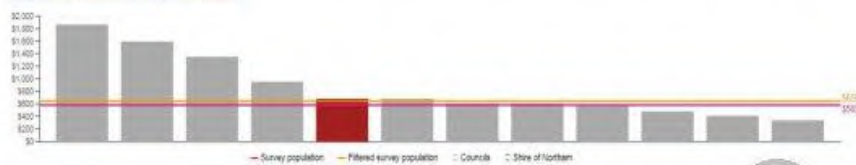
b. Capital Expenditure Per Resident

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

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compares favourably to the WA survey population average expenditure of \$660, and \$760 for WA Small to medium Councils.

Capital expenditure (\$) per resident



3. Operations

a. Corporate Services staff per 100 employees

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

b. Customer Service staff per 100 employees

Per above comment Councils level is 6.5 compared with the WA average of 3.7 and the Rural WA cohort of 3.5.

c. I/T staff per 100 employees

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

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

IT staff per 100 employees

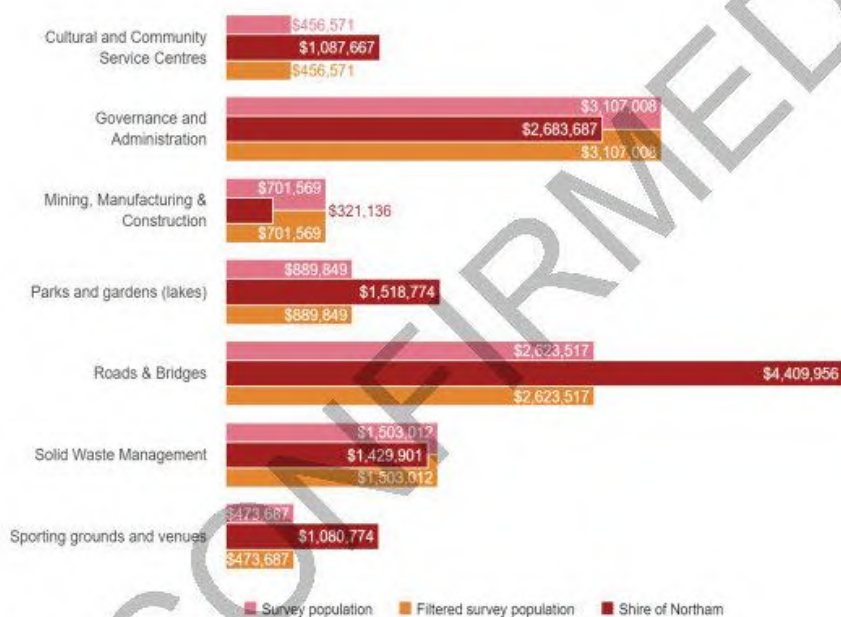


4. Service Delivery

a. Service delivery operating costs and FTE breakdown

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

**Operating costs per 10,000 residents**



- b. Organizational design by span of control  
 This highlights the relatively flat structure of the Shire of Northam, which is a positive. Our organisation performs well when compared with others in the context of the number of employees per supervisor/manager.
- c. Solid Waste Management  
 Council cost of \$137 per resident slightly higher than the average \$136 with the W.A population, indicating our current contract is around market rate.
- d. Roads & Bridges  
 A breakdown of our roads & bridges cost per kilometre of road indicates Council is either very efficient, or underspending. This more detailed assessment needs to be undertaken in the context of the Council's endorsed asset management plan, which would indicate that our current spend is sufficient to maintain existing service standards. However a more detailed analysis may be advisable. It may

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

**Roads and Bridges - Breakdown of annual operating costs per kilometre**



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

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

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

- e. Parks, Gardens and Sporting Grounds

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

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



5. Risk Management

a. Internal Audit

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

b. Risk Management

At the time of reporting Council did not have a risk policy in place, however a risk policy was recently endorsed by Council to guide staff and report the risks to council.

6. Corporate Leadership

No specific areas requiring comment or focus

7. Asset Management

No specific areas requiring comment or focus

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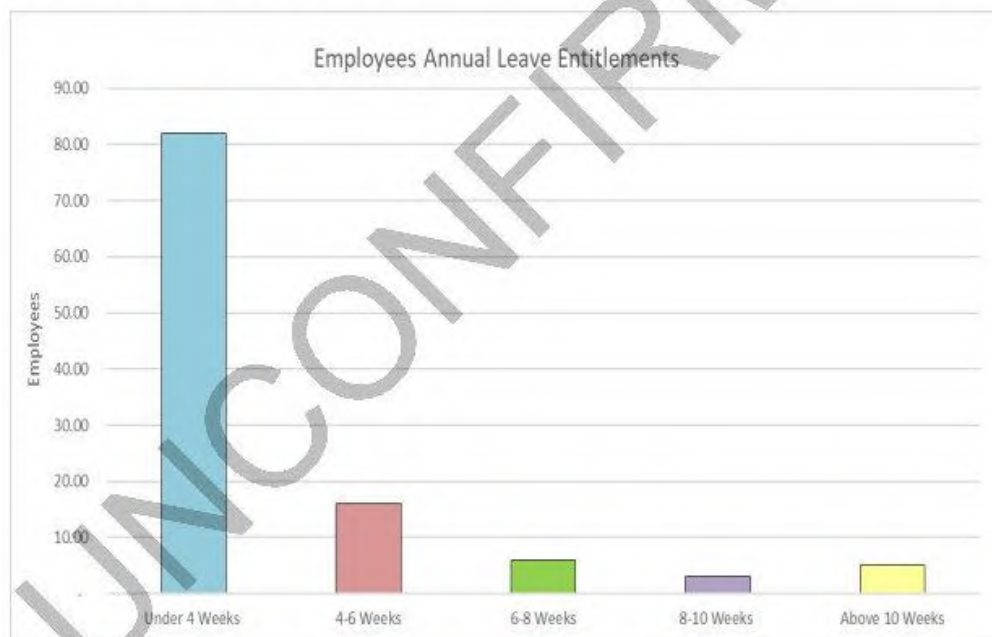


Council recommended on the 1 June 2018 that more detailed assessments would be carried out on the following areas of which both were carried out during 2018/19;

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

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

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



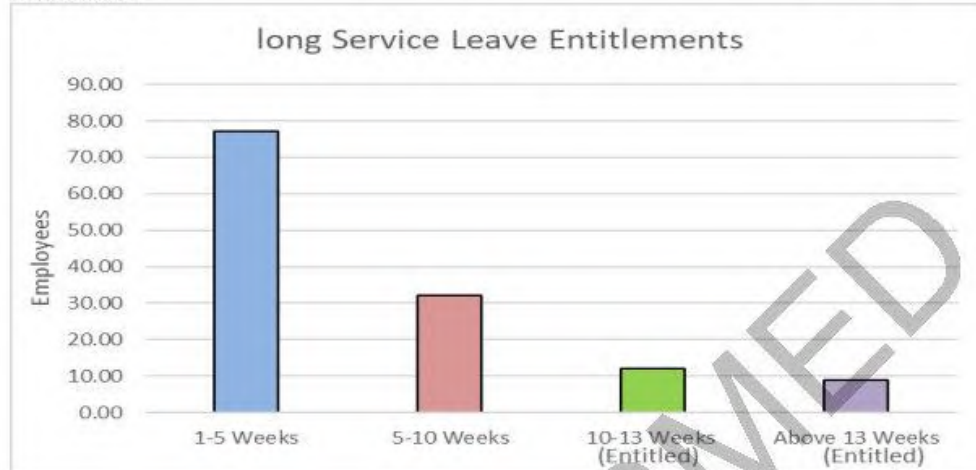
Total Outstanding leave is \$605K, with the majority of Council staff having under 4 weeks, staff with greater than 8 weeks due are currently encouraged to use their leave.



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



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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.132

Moved: Cr Antonio  
Seconded: Cr Mencshelyi

That Council:

1. Receives the Australasian LG Performance Excellence Program FY18; and
2. Requests that the CEO arrange a workshop to discuss the outstanding rate debt.
3. Request the CEO to present a policy to Council to manage employee annual and long service leave.

**CARRIED 2/0**

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

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

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

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

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

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

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## 5.11 FINANCIAL MANAGEMENT REVIEW

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

### BRIEF

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

### ATTACHMENTS

Attachment: 2019 FMSR Report Shire of Northam.

### A. BACKGROUND / DETAILS

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

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

### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

Objective:

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

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- Maintain a high standard of corporate governance.

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

N/A.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

**1. Collection of money**

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

**Recommendation**

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

**Management comment**

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

**2. Custody and security of money**

**Physical security of cash**

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

**Recommendation**

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

**Management comment**

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

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

**Petty cash reconciliations**

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

**Recommendation**

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

**Management comment**

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

**3. Maintenance and security of financial records**

**4. Business Continuity Plan**

The Shire does not have a Business Continuity Plan.

**Recommendation**

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

**Management comment**

The Formal documentation of Disaster Recovery Actions will be undertaken.

**Interim rates**

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

**Recommendation**

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

**Management comment**

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

**Terminated employee access**

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

**Recommendation**

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

**Management comment**

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

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

**5. Authorisation for incurring liabilities and making payments**

**Tenders, purchases and payments**

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

**Recommendation**

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

**Management comment**

Noted, procedures will be reviewed.

**Store and fuel cards**

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

**Recommendation**

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

**Management comment**

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

**Credit card usage agreement**

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

'policy acknowledgement' document'.

**Recommendation:**

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

**Management comment**

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

**6. Maintenance of payroll, stock control and costing**

**Fuel usage analysis**

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

**Recommendation**

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

**Management comment**

Noted, will review current procedures.

**Payroll exceptions**

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

**Recommendation**

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

**Management comment**

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



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- done. However previously not signed.
- All terminations are signed as checked by the Accountant. Termination Form to be developed
- The process for deductions has been changed to file all amendments in personnel files as per the recommendation.

**Excessive leave balances**

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

**Recommendation**

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

**Management comment**

Noted, leave balances will continue to be monitored

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

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

**Recommendation**

The Shire review and update the Risk Management Policy accordingly.

**Management comment**

Policy will be updated.

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

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.133**

**Moved: Cr Antonio**

**Seconded: Cr Mencshelyi**

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

**CARRIED 2/0**

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



## 2019 Financial Management System Review

Shire of Northam

June 2019



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28 June 2019

Mr J Whittaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Dear Jason

**2019 FINANCIAL MANAGEMENT SYSTEMS REVIEW**

We are pleased to present the findings and recommendations resulting from the Shire of Northam (the "Shire") Local Government (Financial Management) Regulation 1996, Financial Management System Review.

This report relates only to procedures and items specified within the 2019 Financial Management System Review Services Proposal and does not extend to any financial report of the Shire.

We would like to thank Colin, Zoe and the finance team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact Deon Marcus or myself.

Yours sincerely  
AMD Chartered Accountants



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**Inherent limitations**

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, Shire of Northam management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the Shire of Northam. The review findings expressed in this report have been formed on the above basis.

**Third party reliance**

This report was prepared solely for the purpose set out in this report and for the internal use of the management of the Shire of Northam. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for the Shire of Northam's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of Shire of Northam's Chief Executive Officer or its delegate in connection with our engagement to perform the review as detailed in the 2019 Financial Management System Review Services Proposal. Other than our responsibility to the Council and management of the Shire of Northam, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party, including but not limited to the Shire of Northam external auditors, on this review report. Any reliance placed is that party's sole responsibility.

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## 1. Executive Summary

### 1.1. Background and Objectives

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

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

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

### 1.2. Summary of Findings

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

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

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

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

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

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

For details on the review rating criteria, please refer to Section 9.

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Ref	Issue	Risk Rating
<b>2. Collection of money</b>		
	<b>Daily banking reconciliations and cash handling/receipting</b>	
2.2.1	The daily banking sheet prepared each morning as part of the banking process is not signed by the preparer nor is there evidence of independent review.	Moderate
<b>3. Custody and security of money</b>		
	<b>Physical Security of Cash</b>	
3.2.1	Suggestions for enhancements to improve security of cash takings across various Shire controlled sites.	Moderate
	<b>Petty Cash Reconciliation</b>	
3.2.2	Minor variances identified when completing petty cash counts at cash collection sites operated by the Shire.	Low
<b>4. Maintenance and security of financial records</b>		
	<b>Business Continuity Plan</b>	
4.2.1	The Shire does not currently have a Business Continuity Plan.	Moderate
	<b>Interim Rates</b>	
4.2.2	Interim rate notices not issued throughout the year on a timely basis by the Shire when Landgate updates the property valuation.	Low
	<b>Terminated Employees Network Access</b>	
4.2.3	There is no formal procedure in place to ensure network access is disabled for terminated employees.	Low
<b>5. Accounting for municipal or trust transactions</b>		
We have no findings to raise in respect to accounting for municipal or trust transactions.		
<b>6. Authorisation for incurring liabilities and making payments</b>		
	<b>Tenders, Purchases and Payments</b>	
6.2.1	Our testing identified exceptions where tender and payment procedures had not been complied with.	Moderate
	<b>Store and Fuel Cards</b>	
6.2.2	There is no documented "Terms of Use Agreement" in place with Shire employee's allocated store and / or fuel cards.	Moderate
	<b>Credit Card Usage Agreement</b>	
6.2.3	Credit card holders are not required to sign a 'user agreement' or 'policy acknowledgement' document.	Moderate
<b>7. Maintenance of payroll, stock control and costing records</b>		
	<b>Fuel Usage Analysis</b>	
7.2.1	Further enhancement of the Shire's fuel usage analysis is recommended.	Moderate
	<b>Payroll Exceptions</b>	
7.2.2	Our testing identified exceptions where payroll procedures had not been complied with.	Moderate
	<b>Excessive Leave Balances</b>	
7.2.3	Review of annual leave accrual indicated instances where employees had excessive leave balances.	Low
<b>8. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations</b>		
	<b>Risk Management Policy</b>	
8.2.1	Review of current Risk Management Policy to ensure compliance with current risk standard.	Low



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## 2. Collection of money

### 2.1. Scope and approach

For the following locations operated by the Shire including:

- Northam Administration Office;
- Northam Recreation Centre;
- Northam Public Library;
- Northam Visitor Centre;
- Killara Adult Day Care and Respite Centre;
- Bilya Koort Boodja Centre;
- Old Quarry Waste Facility; and

We:

- Documented internal controls, procedures and reconciliations in relation to all sources of income;
- Counted petty cash and float on hand ensuring materially correct;
- Reviewed fees and charges schedule and ensure adequate internal controls in place over receipting;
- Tested collection, receipting, invoicing and posting procedures over cash receipts on a sample basis; and
- Reviewed credit control procedures in respect to sundry debtors and rate debtors.

### 2.2. Detailed findings and recommendations

#### 2.2.1. Daily banking reconciliations and cash handling/receipting

Finding Rating: Moderate

##### Finding

Section 7.3 of the Western Australian Local Government Accounting Manual Edition 3 issued by the Department Local Government in September 2012 outlines the minimum level of monitoring and control activities for key risk areas. Paragraph 4(h) states "Reconciliation of daily deposit total to receivable posting and cash sales is prepared and reviewed."

During our daily banking testing, we identified the daily banking sheet prepared each morning as part of the banking process is not signed by the preparer nor is there evidence of independent review.

##### Implication / Risks

If the daily banking reconciliation is not independently reviewed, there is an increased risk of errors and omissions remaining undetected, which in turn could lead to misstatements in the Shire's financial reporting.

##### Recommendation

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

##### Management Comment

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

Responsible Officer: Senior Finance Officer

Completion Date: 31.07.2019



### 3. Custody and security of money

#### 3.1. Scope and approach

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

#### 3.2. Detailed findings and recommendations

##### 3.2.1. Physical Security of Cash

*Finding Rating: Moderate*

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

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

#### Implications / Risks

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

#### Recommendation

We recommend:

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

#### Management Comment

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

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- Where banking is brought to the Administration Building for receipting, the staff member bringing the money is to sign the paperwork that accompanies the money and the staff member counting it will also sign and date it.

Responsible Officer: Senior Finance Officer

Completion Date: 31.07.2019

**3.2.2. Petty Cash Reconciliation**  
*Finding Rating: Low*

We completed a count of cash on hand and petty cash at each location we visited and noted the following variances:

Location	Cash Counted (\$)	Purchase (\$)	Total (\$)	Petty Cash Float (\$)	Variance (\$)
Northam Visitor Centre	128.65	67.80	196.45	200	3.55 under
Bilya Koort Boodja Centre	61.40	91.10	152.50	150	2.50 over
Northam Recreation Centre	132.40	90.20	202.60	200	2.60 over

**Implications / Risks**

Risk of misstatement or omission.

**Recommendation**

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

**Management Comment**

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

Responsible Officer: Accountant

Completion Date: 07.07.2019



#### 4. Maintenance and security of the financial records

##### 4.1. Scope and approach

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

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

##### 4.2. Detailed findings and recommendations

###### 4.2.1. IT Disaster Recovery Plan

**Finding Rating: Moderate**

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

###### Implications / Risks

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

###### Recommendation

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

###### Management Comment

The Formal documentation of Disaster Recovery Actions will be undertaken.

Responsible Officer: EMCS

Completion Date: 30.11.2019

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**4.2.2. Interim Rates**  
**Finding Rating: Low**

While conducting rates testing, we identified instances where interim rate notices were not issued throughout the year by the Shire on a timely basis when Landgate updates the property valuation. For example, review of the interim rates notice register indicated interim rate notice G2019/2 had been processed before interim rates notices G2018/6 and G2018/7.

**Implication / Risk**

Where interim rates are not issued on a timely basis there is risk of either not recording/collecting all revenue during the financial period or potentially overcharging the rate payer which could impact on the Shire reputation amongst the community.

**Recommendation**

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

**Management Comment**

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

**Responsible Officer:** Rates Officer **Completion Date:** 30.06.2019

**4.2.3. Terminated Employees Network Access**  
**Finding Rating: Low**

Our inquiries identified there is no formal procedure in place to ensure network access is disabled for terminated employees.

**Implication / Risk**

Risk of unauthorised access to the Shire's network.

**Recommendation**

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

**Management Comment**

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

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

**Responsible Officer:** Human Resources Manager **Completion Date:** 31.07.2019



## 5. Accounting for municipal or trust transactions

### 5.1. Scope and approach

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

### 5.2. Detailed findings and recommendations

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

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



## 6. Authorisation for incurring liabilities and making payments

### 6.1. Scope and approach

- Reviewed controls and procedures over the authorisation of purchase orders and making of payments;
- Tested sample of payments to ensure compliance with stated procedures;
- Reviewed credit card processes and procedures, and testing transactions on a sample basis;
- Reviewed petty cash processes and procedures, and testing transactions on a sample basis;
- Completed sample testing of asset additions and asset disposals;
- Reviewed asset capitalisation and depreciation policy and ensure compliance with stated policies; and
- Reviewed new loans received ensuring budgeted for or public notice provided.

### 6.2. Detailed findings and recommendations

#### 6.2.1. Tenders, Purchases and Payments

*Finding Rating: Moderate*

Our testing of a sample of purchases and tenders identified the following:

##### Tender 5 of 2018

- The Shire's tender checklist had not been completed;
- The tender register did not indicate the date of the Council decision;
- The tender register did not indicate the names of unsuccessful tenders; and
- The tender register did not indicate the details of the successful tenderer.

##### EFT payments batch 10 May 2019

- The Synergy report 'Creditors to be Paid' had been reviewed, however there was no signature evidence to indicate the independent review had occurred;
- The Bankwest 'Payment File Upload' report did not indicate any evidence of independence review or approval by payment authorities; and
- The Bankwest 'Payment Receipt' report had not been signed by the second payment authority.

##### **Implications / Risks**

- Risk of non-compliance with the Shire's Purchasing Policy.
- Risk the Shire is unable to demonstrate compliance with the Local Government Regulations.

##### **Recommendation**

We recommend:

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

##### **Management Comment**

Noted, procedures will be reviewed

**Responsible Officer: Accountant**

**Completion Date: 31.07.2019**

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**6.2.2. Store and Fuel Cards**  
**Finding Rating: Moderate**

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

**Implications / Risks**

Increased risk that Terms of Use have not been understood and complied with.

**Recommendation**

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

**Management Comment**

To be covered in the induction and termination document as detailed above 4.2.3

**Responsible Officer:** Human Resources Manager      **Completion Date:** 31.07.2019

**6.2.3. Credit Card Usage Agreement**  
**Rating: Moderate**

**Finding:**

Credit card holders are not required to sign a 'user agreement' or 'policy acknowledgement' document'.

**Implication:**

Increased risk of fraud and non-compliance with Council policy HR 2.7 Credit Card Use and Local Government Operational Guideline Number 11 – Use of Corporate Credit Cards.

**Recommendation:**

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

**Management Comment:**

To be covered in the new starter induction and termination document as detailed above 4.2.3

**Responsible Person:** Human Resources Manager      **Completion Date:** 31.07.2019





## 7. Maintenance of payroll, stock control and costing

### 7.1. Scope and approach

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

### 7.2. Detailed findings and recommendations

#### 7.2.1. Fuel Usage Analysis

*Finding Rating: Moderate*

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

#### Implications / Risks

Risk of fuel misappropriation.

#### Recommendation

We recommend the following:

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

#### Management Comment

Noted, will review current procedures.

Responsible Officer: Accountant

Completion Date: 30.11.2019

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**7.2.2. Payroll Exceptions**  
**Finding Rating: Moderate**

During our payroll testing, we noted the following exceptions pertaining to our audit sample:

- The Synergy Variance Reports 'Compare Gross Pays to Last Time Paid' for 21 August 2018, 11 December 2018 and 5 March 2019 were annotated, however there was no sign of to evidence review;
- The 'Payslip Reports' for 21 August 2018, 11 December 2018 and 5 March indicated evidence of checks being completed, however the reviewer had not signed the reports;
- The BankWest 'Payroll File Upload' listing payments made to each employee had not been retained for 21 August 2018, 11 December 2018 and 5 March 2019;
- There was no termination checklist completed for employee 2453; and
- We were unable to verify deductions from the following employee wages:
  - Employee number 2089 – social club deduction;
  - Employee number 1176 – rates deduction;
  - Employee number 2227 – WA super salary sacrifice deduction; and
  - Employee number 2003 – ASU and social club deduction.

**Implications / Risks**

- The absence of review and approval of payroll reports could result in invalid transactions and incorrect amounts being paid to employees.
- There is an increased risk of loss to the Shire if all termination procedures are not carried out prior to an employee ceasing.
- The Shire is deducting amounts from the employee wages that has not been appropriately authorised by the employee.

**Recommendation**

We recommend the following:

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

**Management Comment**

- All payroll reports are now signed. The checks and balances are all done. However previously not signed.
- All terminations are signed as checked by the Accountant. Termination Form to be developed
- The process for deductions has been changed to file all amendments in personnel files as per the recommendation.

Responsible Officer: Accountant

Completion Date: 26.06.2019

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**7.2.3. Excessive Leave Balances**

**Finding Rating: Minor**

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

**Implication**

The cost to Shire of Northam is greater if annual leave is not paid out on a regular basis due to:

- The cumulative effect of salary increases over a period of time;
- Recreational leave enhances employee performance; and
- It is a fundamental principle of good internal control that all employees take regular leave.

**Recommendation**

We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

**Management Comment**

Noted, leave balances will continue to be monitored

Responsible Officer: EMCS

Completion Date: 26.06.2019

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

### 8.1. Scope and approach

- Reviewed policy and procedure manual;
- Reviewed the procedures for preparation of the monthly financial statements, annual financial statements and annual Budget, including assessment of accounting policy, notes and applicable reporting requirements and efficiency of the process;
- Reviewed monthly financial statements ensuring presented to Council within two months and information contained within monthly financial statements in accordance with Regulation 34 of Local Government (Financial Management) Regulations 1996;
- Reviewed the mid-year budget review to ensure compliance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 and assessment of budgetary expenditure controls in place;
- Ensured prior year audit report and management letter have been presented to audit committee and Council; and
- Reviewed compliance with Part 6 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

### 8.2. Detailed findings and recommendations

#### 8.2.1 Risk Management Policy

*Finding Rating: Low*

We noted the Shire's Risk Management Policy was due for review in 2017 and still references the former AS/NZS 31000:2009 standard as opposed to the updated version AS/ISO 31000:2018.

#### Implications / Risks

Risk that the Shire's Risk Management Policy is out of date.

#### Recommendation

We recommend that Shire review and update the Risk Management Policy accordingly.

#### Management Comment

Policy will be updated

Responsible Officer: CEO

Completion Date: 30.11.2019



**9. Guidance on Risk Assessment**

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

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

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

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

**Measure of Likelihood of Risk**

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

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

*\*Above Extracted from the Shire’s Risk Management Framework.*

**Measure of Consequence of Risk**

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

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

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

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**Risk Analysis Matrix – Level of Risk**

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

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost Certain	Moderate	High	High	Extreme	Extreme
	Likely	Low	Moderate	High	High	Extreme
	Possible	Low	Moderate	Moderate	High	High
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Low	Low	Moderate

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

**Finding / Risk Acceptance Rating**

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

Finding / Risk Rank	Definition
Low	<ul style="list-style-type: none"> <li>Attention required in medium term, preferably within 12 months.</li> <li>Isolated cases of procedural non-compliance.</li> <li>Small transactional errors with nil to small financial loss or exposure to the Shire.</li> <li>Isolated administrative matters.</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>Attention required in medium term, preferably within 6 months.</li> <li>Absence or breakdowns in controls or procedures that lead to moderate exposures to the Shire.</li> <li>Isolated breaches of legal requirements and/or regulations with no further action likely to be taken by a regulator.</li> <li>Moderate individual transactional errors or several smaller transactional errors.</li> <li>Administrative matters, which due to their frequency may indicate procedural or training problems.</li> </ul>
High	<ul style="list-style-type: none"> <li>Attention required in short term, preferably within 3 months.</li> <li>Absence or breakdowns in controls or procedures that lead to high exposures.</li> <li>A breach of legal requirements and/or regulations resulting in material compensation and/or financial payouts, however no further action is likely to be taken by a regulator.</li> <li>Large individual transactional errors or a larger number of smaller transactional errors.</li> <li>Administrative matters, which due to their frequency may indicate procedural or training problems.</li> <li>Issues arising from inadequate training.</li> </ul>
Extreme	<ul style="list-style-type: none"> <li>Urgent and immediate action required.</li> <li>Cases of actual or potential fraud.</li> <li>Absence or breakdowns in critical controls or procedures that lead to very significant exposures to the Shire (i.e. financial loss impacting capital or significant disruption to business services, loss of life, severe reputation risk).</li> <li>Serious breach of legal requirements and/or regulations resulting in material compensation and/or financial payouts and action likely to be undertaken by regulators.</li> <li>Multiple large transactional errors that could lead to serious legal impact and/or severe adverse effect on the Shire's reputation.</li> <li>Issues arising from no or severely inadequate training.</li> </ul>

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## 5.12 INTERIM AUDIT REPORT

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

### BRIEF

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

### ATTACHMENTS

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

### A. BACKGROUND / DETAILS

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

### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

Objective:

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



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- Maintain a high standard of corporate governance.

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

Local Government Act (1995) Section 7.12A.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

**1. IT Disaster Recovery Plan.**

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

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

**2. Fixed Assets below \$5,000**

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

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

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

**3. Employment Pay Rate Letters**

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

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.134

Moved: Cr Antonio

Seconded: Cr Mencshelyi

That Council receive the 2018/19 Interim Audit finding.

**CARRIED 2/0**

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

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**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

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

**8. DECLARATION OF CLOSURE**

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

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

\_\_\_\_\_ President

\_\_\_\_\_ Date

## 11.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 12 NOVEMBER 2019

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 12 November 2019.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Note the Community Emergency Services Manager Report as provided.
2. Endorse the proposed location of the new Bakers Hill Fire Brigade Shed on a portion of Reserve 4200 as provided in Attachment 2 of this report.
3. Appoint Mr Chris Marris as Chief Bush Fire Control Officer for the 2019/20 Bush Fire Season.
4. Endorse that the mobilisation risk matrix be circulated for consultation with the Shire of Northam Bush Fire Brigades and VFRS for further consideration at the March 2020 BFAC meeting.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Bush Fire Advisory Committee**

**12 November 2019**

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### 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 T M Little declared the meeting open at 5:35pm.

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam	Terry Little
Deputy Bush Fire Control Officer	Mathew Macqueen
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Bakers Hill Bush Fire Brigade	Steve Gray
Grass Valley Bush Fire Brigade	Sam Moss arrived at 5:37pm
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Brett Smith
Northam Central Bush Fire Brigade	Murray McGregor
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts
Northam Volunteer Fire and Rescue Service	Greg Montgomery

### Non Voting

District Officer Northam	Darrel Krammer
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals

### Staff:

Executive Manager Development Services	Chadd Hunt
Community Emergency Service Manager	Brendon Rutter
Executive Assistant - CEO	Alysha McCall

### Gallery:

Grass Valley Bush Fire Brigade	Chris Marris
Clackline Muresk Bush Fire Brigade	Mathew Letch
Clackline Muresk Bush Fire Brigade	Joe Marasco
Clackline Muresk Bush Fire Brigade	Bob Stockman
Inkpen Bush Fire Brigade	Ben Dewar
Public	One unknown

### 2.1 APOLOGIES

Department of Parks and Wildlife (Perth Hills)	Michael Pasotti
Deputy Bush Fire Control Officer	Simon Peters



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**2.2 APPROVED LEAVE OF ABSENCE**

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

**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

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

**4.1 COMMITTEE MEETING HELD 10 SEPTEMBER 2019**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.236**

**Moved: Mr Nic Dewar**

**Seconded: Mr Murray McGregor**

**That the minutes of the Bush Fire Advisory meeting held 10 September 2019 be confirmed as a true and correct record of that meeting.**

**CARRIED 11/0**

Clarification was sought in relation to the decision in the minutes relating to contacting the Rural Fire Division (RFD) to request an update on progress of the RFD implementation, advice on how the RFD will be structured and where the Bush Fire Brigades will sit in that structure, a timeframe of when this is likely to occur and a response by 31st October 2019 to enable the response to be tabled at the November pre-season BFAC. The Community Emergency Services Manager advised that staff have not yet received a response and will follow this up.

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5. COMMITTEE REPORTS

5.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: Open BFAC Decisions.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

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**B.4 Policy Implications**

Nil.

**B.5 Stake Holder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

**2019/2020 Bush Fire Season**

The season is upon us and although it is a relatively calm restricted period, we are 4-5 weeks ahead of the 5yr average in regards to the curing rates, and fuel loads.

The experts are predicting a longer season with higher rates of extreme fire weather which we are already seeing out in the Eastern Goldfields with multiple school closures in the past few weeks due to the forecast 'Catastrophic' FDR.

**R2R Reallocation**

The first stage of the outcomes generated through the R2R process have been completed. All appliances that formed part of the re-allocation have now been completed, with all signage, and radio programming completed and ready for the coming season.

Officers appreciate the assistance given from the brigades throughout this process, it was a big undertaking and one which was being watched by surrounding areas as they are to embark on a similar process.

Thank you to all brigades' members & in particular the Captains for your assistance whilst the project was finalised.

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**Annual Servicing**

The contract for the annual servicing has been awarded, and the annual servicing of the truck (Cab Chassis only) is almost complete, all operational systems including PTO's have been serviced by Frontline Fire & Rescue services which included the annual test and tagging of all lay flats hoses.

Each brigade had hoses that had failed the test and as such any remedial work has been completed so all systems are now certified to manufacturer specifications.

This process highlighted a significant amount of systems & equipment that were not up to standard and as a result a further \$25,000 has been spent on the fleet to ensure that all systems are operating as required, including the rebuilding of 15 hose reel branches, pump panel repairs and the professional recalibration of all tank vision gauges to prevent appliances from suffering from airlock and losing prime due to inaccurate water level gauges.

**Bakers Hill Fire Station**

The Bakers Hill Fire Station location has been decided, and an agreement has been reached with the Bakers Hill Golf Club for the apportionment of a small section of the reserve with access onto Tames Rd to allow this critically important facility to be constructed,

The tender documents are now being prepared and a report will be prepared for Council to award the tender contract in due course. Expected completion at this stage is mid 2020.

**Inaugural Bush Fire Forum**

The Bush Fire Forum is being held this year at the Recreation Centre on the 29th November 2019. I'm hoping to have a presentation via the State Operations Centre Meteorologist (SOCMET) to give a brief overview of the seasonal forecast for the predicted fire weather, that is contextualised to this area.

There will also be a presentation from the DFES Wellness Branch to ensure all members are aware of what services are available to all registered members and their families.

I've invited the WA Police Arson Squad along also to give a brief talk about how to identify the point of origin (POO) of a fire and how to identify and protect the area of ignition, to preserve any potential evidence that may be onsite. I'll confirm closer to the date as the availability of the Arson Squad detectives will depend on operational requirements.

**Recruitment**

DFES have launched the recruitment campaign for all volunteer emergency services. Research has shown that the frontline volunteering is relatively stable

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for the past 10 years, however the bush fire service is declining in outer regions as there is a shift of the population base moving closer to the outer metro regions such as the Avon Arc, this means that the pool of potential volunteers is slowly increasing however more work needs to be done on recruiting these people to all services.

Staff have been involved in multiple conversations regarding a social media presence specifically for volunteer emergency services within the Shire of Northam, however a focus on a collaborative, coordinated & centralised approach seems to be the preferred model, rather than encouraging each brigade to run their own social media presence.

Feedback will be sought from tonight's meeting to develop a strategy to raise the social media presence of all volunteer services however specifically the Volunteer Bush Fire Service within the Shire of Northam.

Additional to this, DFES has produced some printed material such as business cards that can be placed in each appliance that can be handed out to prospective members with the local contact details written on it.

#### **Automatic Electronic Defibrillator**

At the 2019 WAFES conference the DFES Commissioner made the announcement that after campaigning by WALGA and the AVBFB, AED devices are now an eligible item to be supplied and supported through the LGGs funding scheme. DFES will be going out to the open market and once an approved type has been chosen, the purchase of the AED's will be coordinated by DFES who will then supply to each LGGs supported appliance with a device through the regional office. Any additional training required for members is also supplied at the time of delivery as required.

Staff are aware of brigades that have purchased their own devices over the years through fundraising activities. These will be replaced by the approved type on each appliance as they become available.

Brigades will then make a decision on what they would like to do with their old AED's, staff encourage brigades to discuss at a brigade meeting to determine the next step, such as disposal to another deserving community group etc.

There is a process for the disposal of any brigade equipment, staff are happy to provide a disposal form to the brigade that needs to be authorised by the CEO prior to the disposal being finalised.

#### **PPC**

All outstanding PPC will arrive in the coming weeks and will be distributed to brigades in due course. Staff have approved the supply of the navy proban cargo pants to replace the orange over pants, as well as the supply of

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embroidered polo shirts as part of the standard uniform issue. Please note that these are official uniforms and cannot be altered or personalised, this is to ensure consistency and provide for a uniformed appearance at public events etc.

Staff are still negotiating with the LGS committee for the provision of the blue dress shirt to be included as part of the standard issue uniform, details will be provided as this discussion progresses.

**Volunteer Hub**

DFES has completely revamped the Volunteer Portal and with its name change to Volunteer Hub comes with it an entirely new look & feel for the hub, with ease of access to information about training, incident attendance activity, DFES circulars and has resulted in information being easier to obtain.

Staff encourage all members to log in and review to see the completely new user experience that has been developed as a direct result of extensive collaboration with end users, the volunteers.

**E-academy 2.0**

As part of the changes to the volunteer suite, E-academy is also undergoing an extensive transformation, again as a direct result of extensive consultation with volunteers from all services.

The new look and feel is built more like a website, and provided ease of access to important information such as training records, including archived/superseded training competencies.

Each member will be able to edit and update personal information such as medical and dietary requirements which is important information for the IMT to have access to on the fire ground, once this information is brought into the DFES Incident Resource Management System, things like catering to dietary requirements will be made a lot easier.

The official launch of E-academy 2.0 is yet to be confirmed, but a tentative release date is 1<sup>st</sup> January 2020, staff will keep members informed of progress as information comes to hand.

**Bush Fire Service Training Program**

The 2019 WAFES Conference also seen the launch of the new Bush Fire Service Training Program, this has been extensively workshopped with representatives from the Association of Volunteer Bush Fire Brigades (AVBFB) and has resulted in a streamlined approach to training, with a clearly defined path to the various positions filled by our frontline firefighters. A workshop was held in October with all training officers to go over the program, so please speak to

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your training officer for more information. A copy of the program will be sent with this agenda.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.237**

**Moved: Mr Murray McGregor**  
**Seconded: Mr Mathew Macqueen**

**That Council:**

- 1. Note the Community Emergency Services Manager Report as provided.**
- 2. Endorse the proposed location of the new Bakers Hill Fire Brigade Shed on a portion of Reserve 4200 as provided in Attachment 2 of this report.**

**CARRIED 11/0**

Clarification was sought in relation to the disposal of brigade equipment and why the Shire would be involved if this was purchased by the brigade. The Executive Manager Development Services advised that if it is not the property of the Shire of Northam this disposal process referenced in the report does not apply.

Discussion was held around social media for the Shire of Northam Bush Fire Brigades. Some comments were made in relation to this being a useful tool however there would need to be clear guidelines on what can be placed on this. Discussion was around having one social media account for Shire Bush Fire Brigades as opposed to an individual account for all brigades.

Clarification was sought in relation to whether the Bush Fire Forum is proceeding. The Community Emergency Services Manager advised that invited will be sent out by the end of the week.

Discussion was held around the new fire shed location for Bakers Hill Bush Fire Brigade. Mr Steve Gray advised that the size of the site allocated limits the brigade to expand in the future and the brigade wished to have their concerns noted. The Community Emergency Services Manager advised that there is a clearing process to go through process which can be undertaken when and if this is required. It was also raised that there is no parking on the road and there is limited parking on the site. The Community Emergency Services Manager advised that he will raise the concerns with the Shire's Engineering Services department. Clarification was sought in relation to the size difference with the current site. The Community Emergency Services Manager advised that the site is smaller than the current site however the structure is larger.

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Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
17-Jul-19	C.3713	11.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 9 JULY 2019	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note the Chief Bushfire Control Officer Report as provided.</li> <li>Note the Community Emergency Services Manager Report as provided.</li> <li>Endorse the Resource to Risk document and approve the delivery of the following action items to deliver on the proposed outcomes:</li> <li>Endorse the reallocation of current appliances across brigades as follows and identified in Section 5 of this document, commencing in the 2019/2020 bush fire season:</li> </ol> <p>Brigade Inkpen BFB LT - Formerly Irishtown LT/2 2.4R Wundowie BFB LT Formerly Irishtown LT/1 Bakers Hill BFB LT 2.4U Clackline BFB LT 2.4R Northam Central BFB New Brigade 2.4R Formerly Irishtown 2.4R Irishtown BFB 1.4B Formerly Inkpen 1.4B Southern Brook BFB 1.4B Grass Valley BFB 1.4B Formerly Clackline 1.4B 4.4B</p>	CESM	<p>Update 06/09/2019</p> <ol style="list-style-type: none"> <li>No action required.</li> <li>No action required.</li> <li>No action required.</li> <li>Reallocation underway with training being offered for the re-allocated appliances.</li> <li>To be determined/finalised.</li> <li>Not yet complete.</li> <li>No action required.</li> <li>Complete.</li> <li>Complete.</li> <li>Complete. To be undertaken periodically as required.</li> <li>Complete. To be undertaken periodically as required.</li> <li>Discussion to be held at September BFAC in relation to the positions.</li> <li>No action required. Meetings to be scheduled as determined.</li> </ol>	Open



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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
				<p>5. Endorse the creation of the Northam Central BFB to be housed in a location as approved by the Chief Executive Officer.</p> <p>6. Endorse the creation of an Emergency Services Cadet Unit.</p> <p>7. Appoints the following Fire Control Officers for the 2019/20 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:</p> <p>Inkpen                      - Nic Dewar.                      - Sim Kuiper - (Weather Officer Only)</p> <p>Wundowie BFB                      - TBA – Brigade AGM 20/07/2019</p> <p>Bakers Hill                      - Simon Peters.                      * Nominations excluding Simon Peters are to be referred back to the brigade and BFAC for further consideration.</p> <p>Clackline / Muresk                      - Mathew MacQueen.                      - Matthew Letch</p> <p>Irishtown                      - Robert Herzer.                      - Murray McGregor - (Further training required before formal designation of BFCO)</p> <p>Jennapullin                      - Aaron Smith – (Weather Officer Only)</p>			

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
				<p>Grass Valley                      - Christopher Marris                      - Paul Reynolds - (Further training required before formal designation of BFCO)                      - Philip Lloyd – Weather Officer + (Further training required before formal designation of BFCO)</p> <p>Southern Brook                      Paul Antonio – (Further training required before formal designation of BFCO)</p> <p>Wundowie VFRS                      - Jeffery Roberts (Further training required before active status)</p> <p>Northam VFRS                      - Greg Montgomery</p> <p>Shire of Northam                      - Brendon Rutter.                      - Kellee Walters (Administrative Only)                      - Chris Turkich (Administrative Only)</p> <p>8. Allocate honorarium payments to the positions of the Volunteer Chief Bush Fire Control Officer (CBFCO) &amp; Deputy Chief Bush Fire Control Officer (DCBFCO's) of up to \$10,000 and \$1,500 respectively.                      9. Incorporate the honorarium within the draft budget for a fixed total of \$13,000.                      10. Authorise the Chief Executive Officer to pay the honorarium in equal monthly instalments in arrears to the relevant officer.</p>			

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
				11. Review the honorarium payments annually to ensure the amount is reflective of the workload on these critical positions. 12. Formally appoint the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officer. - Chief Bush Fire Control Officer – Mathew Macquoen - Deputy Chief Bush Fire Control Officer – Simon Peters 13. Schedule Bush Fire Advisory Committee meetings on the second Tuesday of March, June, September and November each year.			
18-Sep-19	C.3759	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10 SEPTMEBER 2019	That Council: 1. Note the Community Emergency Services Manager Report as provided. 2. Note the Chief Bushfire Control Officer Report as provided. 3. Appoints Kristofer Brown as a Fire Control Officer for the 2019/20 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual. 4. Contact the Rural Fire Division (RFD) to request: a. An update on progress of the RFD implementation; b. Advice on how the RFD will be structured and where the Bush Fire Brigades will sit in that structure; c. A timeframe of when this is likely to occur; d. A response by 31st October 2019 to enable the response to be tabled at the November pre-season BFAC. 5. Present the SOP to the Fire Control Officer meeting on 13 September 2019 and subsequent brigade meeting prior to being reconsidered by BFAC. 6. Refer the matter relating to the restricted burning date / creation of two zones to Fire Control Officer meeting on 13 September 2019 for further discussion.	CESM	Update: 03/10/2019 3. Complete 4.ongoing 5. workshopped, draft SOP under development 6. Complete, unable to split district under Bush Fires Act 1954 7.ongoing 8.Complete 9. Currently in Bush Fires Manual 10. Protocols and procedures are in place, no change of operational capability 11.Ongoing, closes on Oct 7th will provide update once advertising closes 12. Complete 13.Complete	Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
				7. Refer the following structure to the Bush Fire Brigades to endorse: a. Chief Bush Fire Control Officer position is to become a paid role under the Shire of Northam; b. Appointment of 2 Deputy Chief Bush Fire Officers; and c. 1 Senior FCO (deputy in training); and d. Honarium stays in place for the x2 deputies 8. Include an agenda item for 'General Business' to future BFAC meetings for discussion/general business. 9. Develop a detailed and fully supported succession plan/s for the Chief and Deputy/s positions. 10. Develop a plan on how Council will manage fires in the 2019/2020 season. 11. Advertise for a Chief Bush Fire Control Officer for the 2019/20 bush fire season; 12. Appoint Mathew Macqueen and Simon Peters as Deputy Chief Bush Fire Control Officers for the 2019/20 bush fire season; and 13. Appoint Chris Marris as Senior Fire Control Officer for the 2019/20 bush fire season.			

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**Attachment 2**



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**5.2 APPOINTMENT OF CHIEF BUSHFIRE CONTROL OFFICER**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

Upon appointment of the Fire Control Officer's for the 2019/20 fiscal year, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

Mr Mathew Macqueen, was appointed as CBFCO by Council on the 9<sup>th</sup> July 2019, due to personal reasons Mr Macqueen tendered his resignation from the position on the 1<sup>st</sup> August 2019, vacating the position as of 1<sup>st</sup> October 2019.

At the BAFC meeting in September 2019, it was resolved to advertise for the position of CBFCO as no other nominations were received from the Brigades. It was also resolved and endorsed by Council to appoint Mathew McQueen and Simon Peters as Deputy Chief Bush Fire Control Officer (DCBFCO's) and Chris Marris as a Senior Bush Fire Control Officer.

The purpose of this report is to present the outcomes of the advertising and to recommend to BFAC and Council the appointment of a CBFCO for the 2019-20 period.

Section 38 (2C) of the Bush Fires Act 1954 requires Council to fill any vacancy of the CBFCO position within 1 month.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

### B.2 Financial / Resource Implications

Nil.

### B.3 Legislative Compliance

Section 38 (2C) of the Bush Fires Act 1954 states as follows-

*The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.*

### B.4 Policy Implications

Nil.

### B.5 Stake Holder Engagement / Consultation

The issue of appointing a CBFCO has been discussed at BFAC meetings and a recent Captains Meeting. In addition staff have been in contact with DFES staff to advise of the current process being undertaken.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Person appointed may have unexpected financial costs	Low(1)	Council has endorsed an honorarium of up to \$10,000 for the CBFCO position
Health & Safety	The health and safety of volunteer brigade members in an operational perspective	High (16)	The use of two experienced DCBFCO in major events
Reputation	Council must consider the all options to ensure the best outcome is delivered in line with community expectations.	High (12)	Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer. Additional

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			training and mentoring to be provided to any applicant that doesn't meet the criteria.
Service Interruption	N/A	N/A	N/A
Compliance	Council must appoint a CBFCO as per the obligations under s38 Bush Fires Act 1954  Council must consider potential for legal ramifications based on decision to appoint.	High{12}	Staff have provided options for Council to consider.  Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**OFFICER'S COMMENT**

As per BFAC resolution 235 Council advertised for the vacated position of Chief Bushfire Control Officer (CBFCO) position.

As a result of the advertisement, two applications were received from registered members of Shire of Northam Bush Fire Brigades. Both are currently appointed as Fire Control Officers for the Shire of Northam. One application was received after the nominated closing date however in general discussion with Brigade representatives this was agreed to be acceptable.

Each applicant will be assessed against the criteria of a Chief Bush Fire Control Officer as outlined in section 5.1B, also assessed against the minimum training standards as defined under section 5.1C of the Shire of Northam Bush Fires Manual.

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

**5.1C Qualifications of Chief Bush Fire Control Officer**

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



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Persons currently holding the CBFCO's position will have until 2025 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to appointment".

Completion of required courses are:

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

In order to assist with the assessment process, interviews are to be held with both applicants with the assistance of Craig Stewart, CBFCO for the Shire of Toodyay to provide an independent perspective. There has been a delay in completing the second interview due to the availability of Mr Stewart. The purpose of the interviews is to gain an understanding of the applicants' ability to comply with Clause 51.B of the Bush Fire Manual- "Criteria of a Bush Fire Control Officer against the following criteria,

**5.1B Criteria of a Chief Bush Fire Control Officer**

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working Knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Currently holds all of the preferred qualifications of the Fire Control Officer.

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- Be a member of the DOAC, BFAC and LEMC

A confidential selection report will be prepared and forwarded to BFAC representatives as soon as available following the second interview. The selection report will detail the training and experience of each of the applicants and assessment against the above criteria.

### **Options**

In looking at options for the CBFCO position there are several that available to BFAC and Council. It is clear that the Shire of Northam is required to have a CBFCO – there are however several ways that this can be achieved.

#### **Option 1 – Appointment of existing FCO to the position**

This is the preferred option from staff's perspective, provided that there is sufficient support for the incumbent from all parties including, Brigades, existing Fire Control Officers, DFES, Council and staff. Historically the CBFCO position has been a volunteer member of the Bush Fire Brigades and staff are of the opinion that this should continue in the short to medium term.

#### **Option 2- Not appoint anyone**

Failure of the local government to appoint a CBFCO would trigger a response from the DFES commissioner, as outlined by the below excerpt from Section 38 (2C) & (2D) of the Bush Fires Act 1954

Section 38 (2C) & (2D) states the following,

*(2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.*

*(2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.*

This is not supported by staff due to the concerns raised with respect to who may be appointed and their individual skills and abilities. Similarly there are concerns that the appointed person may not have the ability to communicate with the Brigades.

#### **Option 3 – Council requests DFES appoint a CBFCO**

Another option available to Council is to exercise the option provided for under Section 38A(1) of the Bush Fires Act 1954, whereby the local government

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writes to the Commissioner of DFES to appoint a staff member of the department as the Chief Bush Fire Control Officer for the 2019/2020 bushfire season.

*38A. FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer*

*(1) At the request of a local government the FES Commissioner may designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government.*

Similar to option 2 – there is concerns that the person appointed to the position may not have the necessary skills required to deal with the volunteer bush fire brigades.

Given the above information it recommended that BFAC and Council appoint the most suitable candidate from the applications received. It is important to note that in making this recommendation there is training that is required to be completed and that significant support will need to be provided to the CBFCO in undertaking this role.

At the time of completing this report a final recommendation on the appointment of a CBFCO has not been completed due to the delay in conducting a second interview.

A recommendation and confidential assessment report will be provided as soon as available.

**RECOMMENDATION**

**A recommendation for appointment will be provided at the meeting.**

The Executive Manager Development Services reiterated the options listed within the report and outlined the recommended option.

The below motion was moved and seconded. The Chairperson asked if there were any speakers against the motion. It was requested that the vote be undertaken by secret ballot. An election was undertaken in accordance with the Local Government Act 1995 and the Local Government (Elections) Regulations 1997, by secret ballot. The Executive Manager Development Services conducted the count and at the conclusion announced that Mr Chris Marris was elected as Chief Bush Fire Control Officer.

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**MOTION / COMMITTEE DECISION**

Minute No: BFAC.238

Moved: Mr Murray McGregor

Seconded: Mr Nic Dewar

That Council appoint Mr Chris Marris as Chief Bush Fire Control Officer for the 2019/20 Bush Fire Season.

**CARRIED 10/1**

Discussion was held around establishing a succession plan for Kris Brown who has indicated an interest in becoming Chief Bush Fire Control Officer (CBFCO). It was raised that the CBFCO and Deputy CBFCO's need to actively support Kris Brown to enable him to learn the role. Mr Marris advised that support will be provided subject to Council endorsing him as the CBFCO.

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

**6.1 CALL OUT SMS MESSAGES AND PROCEDURE**

**BACKGROUND**

Motion has been moved to stop unnecessary callouts and stand-downs in non-“emergency” situations, i.e. spring & winter conditions.

**MOTION**

Moved: Mr Blair Wilding

Seconded: Mr Steve Gray

That Council endorse the following procedure for call out and SMS messages:

- 1st crew (brigade area where fire is) is to turn-out and investigate the fire.
- 2nd Crew (Adjoining Brigade area) is to remain on standby until a report is received from the 1st crew.

Clarification was sought in relation to:

- Whether this would apply throughout the entire year i.e. in high and low risk conditions. It was confirmed that this was the intent. Concerns were raised as there are other items which must be considered when determining the number of brigades to turn out to incidents, such as the weather conditions, topography of the land etc. It was raised that common sense would prevail, however further concerns were raised in relation to this motion restricting this.
- The current procedures in place. Discussion was held around whether these need to be reviewed and updated. Through this process the issues can be identified and solutions put in place to address these.

**AMENDMENT TO MOTION**

Moved: Mr Nic Dewar

That the motion be amended to add the words ‘excluding the Bush Fire Season’ and ‘subject to consultation with the Bush Fire Brigades’.

**WITHDRAWN**

With the approval of the mover and seconder the motion was amended to include the intent of the proposed amendment.

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**MOTION / COMMITTEE DECISION**

**Minute No: BFAC.239**

**Moved: Mr Blair Wilding**

**Seconded: Mr Steve Gray**

**That Council endorse that the mobilisation risk matrix be circulated for consultation with the Shire of Northam Bush Fire Brigades and VFRS for further consideration at the March 2020 BFAC meeting.**

**CARRIED 11/0**

Clarification was sought from the Gallery as to whether the notification can be sent to brigades quicker when incidents occur, the incident on 12 November 2019 was referenced. The Community Emergency Services Manager advised that the advice was sent to brigades within one minute of the notification being received by the Community Emergency Services Manager.

**OFFICERS COMMENT**

The mobilisation of brigades is assessed on a case by case basis, whilst it may in some cases be reasonable for a single brigade turnout during the winter months, the information provided by the communications centre will determine what resources are mobilised.

All calls are activated by a 000 call from a member of the public, the call triggers a group call to the CESM, CBFCO, DCBFCO's and Senior BFCO.

The first officer who answers the call will assess the information provided by the COMCEN Officer, and make a decision on mobilisation at their discretion, and will mobilise further resources as more information comes to hand. The notification is completed in accordance with the Shire of Northam Bushfire Response Plan that can be found in section 2 of the Bush Fires Manual.

All mobilisation will continue to be at the discretion of the officer who takes the call, this complies with the DFES SOP 2.01.02 as set by the Commissioner for the Department of Fire & Emergency Services as the hazard management agency for all fires within Western Australia, the Shire of Northam bushfire serviced is a combat agency only.

**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

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**8. GENERAL BUSINESS**

**8.1 IDENTIFICATION TAGS FOR FCO'S**

Can these be purchased to assist new members? The Community Emergency Services Manager advised that FCO's have these and may be a matter of them not using them.

**8.2 SERVICING INFORMATION BEING PASSED ONTO BRIGADE'S**

There was an issue where information was being passed onto the brigade from the servicing contractor when vehicles were being serviced. The Community Emergency Services Manager advised that this was a communication issue that was previously raised and addressed, procedures have now been put in place.

**9. DATE OF NEXT MEETING**

10 March 2020.

**10. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Mr Mathew Macqueen declared the meeting closed at 6:41pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 12 November 2019 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Shire of Northam Committees of Council

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

#### BRIEF

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

#### ATTACHMENTS

- Attachment 1: Art **Advisory** Committee Terms of Reference
- Attachment 2: Audit & Risk Management Committee Terms of Reference
- Attachment 3: Bushfire Advisory Committee Terms of Reference
- Attachment 4: CEO Review Committee Terms of Reference
- Attachment 5: Local Emergency Management Committee Terms of Reference
- Attachment 6: **Community Safety** Committee Terms of Reference
- Attachment 7: Nyoongar Cultural Advisory Group Terms of Reference

#### A. BACKGROUND / DETAILS

Committee Name: **Art Advisory Committee**





Committee Purpose: To make recommendations to Council on all matters pertaining to art within the Shire of Northam's control.

Meeting Frequency: As required (approximately 4 meetings annually).

Next Meeting: To be confirmed.

Current Meeting day: Thursday.

Meeting Location: Shire of Northam Committee Room.

Current Council representatives: Cr Steven Pollard, Cr Julie Williams, Cr Michael Ryan.

Terms of reference: Attachment 1.

Officer Comment: Nil.

Committee Name: **Audit & Risk Management Committee.**

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

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

Meeting Frequency: Quarterly.

Next Meeting: November / December 2019.

Current Meeting day: Wednesday.

Meeting Location: Shire of Northam Council Chambers.

Current Council representatives: Cr Chris Antonio, Cr Attila Mencshelyi, John Proud and Chris Davidson.

Terms of reference: Attachment 2.

Officer Comment: Nil.

Committee Name: **Bush Fire Advisory Committee**

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

Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation and will liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Meeting Frequency: Bi-annually, further meetings convened as required.

Next Meeting: 10 March 2020.

Current Meeting day: Tuesday.

Meeting Location: Shire of Northam Council Chambers.

Current Council representatives: Cr Terry Little, Cr Carl Della

Terms of reference: Attachment 3.

Officer Comment: Removed a section of the objective as it is not believed to be relevant to the Bush Fire Advisory Committee.

Committee Name: **Chief Executive Officer Review Committee.**

Committee Purpose: To make recommendations to Council on the Shire of Northam's CEO's past performance and future performance requirements.

Meeting Frequency: As required, approximately four (4) meetings annually.

Next Meeting: November 2019

Current Meeting day: Not determined.

Meeting Location: Shire of Northam Committee Room.

Current Council representatives: Cr Chris Antonio, Cr Michael Ryan, Cr Attila Mencshelyi, Cr John Proud and Cr Rob Tinetti.

Terms of reference: Attachment 4.

Officer Comment: No changes to the Terms of Reference are recommended.

Committee Name: **Local Emergency Management Committee (LEMC).**

Committee Purpose: This Committee is made up of Hazard Management Agencies (HMA's), operational and combat agencies. While the LEMC is a non-operational committee, if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident. This Committee is also to assist in the development of the local government's emergency plans and procedures.

Meeting Frequency: Quarterly.  
Next Meeting: Date to be determined, approximately February 2020.  
Current Meeting day: Tuesday.  
Meeting Location: Various, held at various committee members offices.  
Current Council representatives: Cr Chris Antonio and Cr Steven Pollard (Proxy).  
Terms of reference: Attachment 5.  
Officer Comment: No changes to the Terms of Reference are recommended.

Committee Name: **Community Safety Committee**  
Committee Purpose: To enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

Meeting Frequency: Quarterly.  
Next Meeting: 17 December 2019.  
Current Meeting day: Tuesday  
Meeting Location: Shire of Northam Council Chambers.  
Current Council representatives: Cr Julie Williams, Cr Michael Ryan and Cr Rob Tinetti.  
Terms of reference: Attachment 6.  
Officer Comment: Nil.

Committee Name: **Nyoongar Cultural Advisory Group (replacing Reconciliation Action Plan (RAP) Working Group)**

Committee Purpose: To provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan.

Meeting Frequency: Four (4) times annually.  
Next Meeting: To be confirmed.  
Current Meeting day: None determined. Meetings held as required.  
Meeting Location: Bilya Koort Boodya – Centre for Nyoongar Culture and Environmental Knowledge  
Current Council representatives: Nil. Previous representatives on the RAP Working Group were Cr Michael Ryan, Cr Attila Mencshelyi and Cr Chris Antonio.  
Terms of reference: Attachment 7.  
Officer Comment: The Terms of Reference for the Nyoongar Cultural Advisory Group were presented to

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

## **B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

Theme Area 6: Governance and Leadership

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

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

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

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

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

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

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

Nil.

### **B.5 Stakeholder Engagement / Consultation**

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

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

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Nil.

## **ART ADVISORY COMMITTEE**

### **RECOMMENDATION**

#### **That Council:**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## **AUDIT & RISK COMMITTEE**

### **RECOMMENDATION**

#### **That Council:**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## **BUSH FIRE ADVISORY COMMITTEE**

### **RECOMMENDATION**

#### **That Council:**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## **CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE**

### **RECOMMENDATION**

#### **That Council:**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **RECOMMENDATION**

#### **That Council:**

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

#### **Voting Members:**

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



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

**Non-voting Members**

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

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

**COMMUNITY SAFETY COMMITTEE**

**RECOMMENDATION**

That Council:

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

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

**Voting Members**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

**NYOONGAR CULTURAL ADVISORY GROUP / RECONCILIATION ACTION PLAN WORKING GROUP**

**RECOMMENDATION**

**That Council dissolve the Reconciliation Action Plan Working Group.**

**RECOMMENDATION**

**That Council:**

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

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## Attachment 1

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

### TERMS OF REFERENCE

#### SHIRE OF NORTHAM ART ADVISORY COMMITTEE

#### 1. Objectives of the Shire of Northam Art Advisory Committee

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

#### 2. Powers of the Shire of Northam Art Advisory Committee

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

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

#### 3. Membership

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

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

##### Non-Voting Members

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

All members have full voting rights.

#### 4. Meetings

The committee shall meet as and when required.

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

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

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**5. Reporting**

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

**6. Duties and Responsibilities**

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

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

**7. Tenure of Membership**

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

**8. Committee**

**8.1 Chairperson**

The members shall appoint the Chairperson.

**8.2 Secretary**

As appointed by the Executive Manager Community Services.

**8.3 Quorum**

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

**8.4 Voting**

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

**8.5 Minutes**

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

**8.6 Who Acts If No Presiding Member**

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

**8.7 Meetings**

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

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

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**8.8 Members Interests to be Disclosed**

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

**8.9 Code of Conduct**

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

## Attachment 2

*Audit & Risk Management Committee Terms of Reference 2019 - 2021*

### TERMS OF REFERENCE SHIRE OF NORTHAM AUDIT & RISK MANAGEMENT COMMITTEE

#### 1. Objectives of Audit & Risk Management Committee

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

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

The committee is to facilitate:

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

#### 2. Powers of the Audit & Risk Management Committee

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

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

Audit & Risk Management Committee Terms of Reference 2019 - 2021

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

### 3. Membership

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

The CEO and employees are not members of the committee.

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

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

### 4. Quorum

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

#### 4.5. Meetings

The committee shall meet at least four times annually.

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

#### 5.6. Reporting

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

#### 6.7. Duties and Responsibilities

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- ~~b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.~~
- e)b) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope to be undertaken.



Audit & Risk Management Committee Terms of Reference 2019 - 2021

- Recommend to Council the person or persons to be appointed for internal audits ~~as auditor~~.
  - Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
    - the objectives of the audit;
    - the scope of the audit;
    - a plan of the audit;
    - details of the remuneration and expenses to be paid to the auditor; and
    - the method to be used by the local government to communicate with, and supply information to, the auditor.
- d)c) Meet with the auditor once in each year.
- e)d) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- f)e) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- g)f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- h)g) Review the scope of the audit plan and program and its effectiveness.
- i)h) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- j)i) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

Audit & Risk Management Committee Terms of Reference 2019 - 2021

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

## Attachment 3

*Bush Fire Advisory Committee Terms of Reference 2019 - 2021*

### TERMS OF REFERENCE

#### SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

##### 1. Objectives of Bush Fire Advisory Committee

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

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

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

##### 2. Powers of the Bush Fire Advisory Committee

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

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

Bush Fire Advisory Committee Terms of Reference 2019 - 2021

### 3. Membership

#### 3.1 Full voting members

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

#### 3.2 Non-voting

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

### 4. Meetings

The committee shall meet at least two times annually.

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

### 5. Reporting

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

**6. Duties and Responsibilities**

The committee is to facilitate:

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

**7. Tenure of Membership**

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

**8. Authority**

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

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

**9. Committee**

**9.1 Chairperson**

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

**9.2 Secretary**

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

**9.3 Quorum**

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

**9.4 Voting**

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

**9.5 Minutes**

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

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

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

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

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

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

**9.6 Who Acts If No Presiding Member**

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

**9.7 Meetings**

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

**9.8 Members Interests to be Disclosed**

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

**9.9 Brigade Reports**

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

*Bush Fire Advisory Committee Terms of Reference 2019 - 2021*

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**9.10 Working Groups**

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

**9.11 Deputations**

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

## Attachment 4

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

### TERMS OF REFERENCE SHIRE OF NORTHAM CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

#### 1. Objectives of the Shire of Northam CEO Review Committee

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

#### 2. Powers of the Shire of Northam CEO Review Committee

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

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

#### 3. Membership

The committee shall consist of elected members only, being:

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

All members have full voting rights.

#### 4. Meetings

The committee shall meet as and when required.

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

#### 5. Reporting

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



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

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**6. Duties and Responsibilities**

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

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

**7. Tenure of Membership**

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

**8. Committee**

**8.1 Presiding Member**

The members shall appoint the Presiding Member.

**8.2 Secretary**

Available on request.

**8.3 Quorum**

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

**8.4 Voting**

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

**8.5 Minutes**

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

**8.6 Who Acts If No Presiding Member**

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

**8.7 Meetings**

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

**8.8 Members Interests to be disclosed**

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

**8.9 Code of Conduct**

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

## Attachment 5

*Local Emergency Management Committee Terms of Reference 2019 - 2021*

### TERMS OF REFERENCE

#### SHIRE OF NORTHAM LOCAL EMERGENCY MANAGEMENT COMMITTEE

##### 1. Establishment

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

##### 2. Objectives of LEMC

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

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

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

##### 3. Powers of the LEMC

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

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

#### **4. Membership**

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

##### **4.1 Full voting members**

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

##### **4.2 Non-voting**

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

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

*Local Emergency Management Committee Terms of Reference 2019 - 2021*

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**5. Meetings**

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

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

**6. Reporting**

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

**7. Duties and Responsibilities**

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

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

**8. Tenure of Membership**

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

**9. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

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

*Local Emergency Management Committee Terms of Reference 2019 - 2021*

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**10.3 Quorum**

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

**10.4 Voting**

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

**10.5 Minutes**

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

**10.6 Who Acts If No Presiding Member**

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

**10.7 Meetings**

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

**10.8 Members Interests to be Disclosed**

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

**10.9 Working Groups**

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

**Reference**

[State Emergency Management Procedures](#)

## Attachment 6

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

### TERMS OF REFERENCE

#### SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

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

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

**2. Powers of the Shire of Northam Community Safety Committee**

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

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

**3. Membership**

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

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

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

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

**4. Standing Ex-Officio Members**

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

**5. Meetings**

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

**6. Reporting**

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

**7. Duties and Responsibilities**

The Committee will:

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

**8. Working Parties**

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

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

**9. Tenure of Membership**

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

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

**10. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

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

**10.3 Quorum**

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

**8.5 Voting**

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

**8.6 Minutes**

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

**8.7 Who Acts If No Presiding Member**

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

**8.8 Meetings**

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

**8.9 Members Interests to be Disclosed**

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

**8.10 Code of Conduct**

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



## Attachment 7

TERMS OF REFERENCE  
SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP

### TERMS OF REFERENCE SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP

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

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

#### 2. Powers of the Northam NCAG

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

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

#### 3. Membership

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

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

**TERMS OF REFERENCE  
SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP**

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**4. Meetings**

The NCAG shall meet at least four times annually.

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

**5. Reporting**

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

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

**6. Duties and Responsibilities**

The following activities will be carried out by the NCAG:

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

### 12.1.2 Delegates or Representatives to Community Based Committees / Groups

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

#### BRIEF

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

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

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

These committees are independent of Council.

#### GOVERNANCE BASED COMMITTEES AND/OR GROUPS

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



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

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

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

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

#### COMMUNITY BASED COMMITTEES

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

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

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

Committee Name:	Northam Roadwise Committee
Committee Purpose:	Discuss and develop strategies which encourage community participation and promote education aimed at achieving a safer road transport environment for all road users in the region.
Meeting Frequency:	Monthly.
Next Meeting:	17 December 2019.
Current Meeting day:	Third Tuesday of each month.
Meeting Location:	Shire of Northam Council Chambers.
Current Council representatives:	Cr Julie Williams and Cr Terry Little (proxy).
Officer Comment:	Nil.

Committee Name:	Northam Memorial Hall Board.
Committee Purpose:	Management of the Memorial Hall.
Meeting Frequency:	Quarterly (every three months).
Next Meeting:	17 February 2020
Current Meeting day:	Third Monday, 4:15pm.
Meeting Location:	Northam RSL Hall.
Current Council representatives:	Cr Chris Davidson.
Officer Comment:	Nil.

Committee Name:	Northam Chamber of Commerce.
Committee Purpose:	Supports and promotes all businesses within the Shire of Northam.
Meeting Frequency:	Two meetings per month (Sundowner and Board Meeting).
Next Meeting:	Sundowner: 5 December 2019. Board Meeting: 18 December 2019.
Current Meeting day:	Sundowner: First Thursday of the month at 5:30pm. Board Meeting: Third Wednesday of the month at 7:30am.
Meeting Location:	Various locations.
Current Council representatives:	Cr Michael Ryan and Cr Rob Tinetti (proxy).
Officer Comment:	Nil.

Committee Name:	Northam Heritage Forum.
Committee Purpose:	Manages and operates tours from the Old Northam Railway Station.
Meeting Frequency:	Monthly.
Next Meeting:	4 December 2019.
Current Meeting day:	First Wednesday of each month at 7:00pm.
Meeting Location:	Old Northam Railway Station Museum.
Current Council representatives:	Cr John Proud and Cr Attila Mencshelyi (proxy).

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

## B. CONSIDERATIONS

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

Theme Area 6: Governance and Leadership.

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

### B.2 Financial / Resource Implications

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

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

### B.3 Legislative Compliance

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

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

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



### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Not providing representation to community groups where this is requested may enc		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

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

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

#### RECOMMENDATION

**That Council appoint the following delegates:**

#### **GOVERNANCE COMMITTEES/GROUPS:**

- **Avon Regional Organisation of Councils (AROC):**
  - **Delegate 1: Cr Chris Antonio and Mr Jason Whiteaker**
  - **Delegate 2 (Proxy): Cr Julie Williams**
  
- **Avon Midland Zone of WALGA:**
  - **Delegate 1: Cr Chris Antonio**
  - **Delegate 2 (Proxy): Cr Julie Williams**
  
- **Avon Sub-Regional Road Group:**
  - **Delegate 1: Cr \_\_\_\_\_**
  - **Delegate 2 (Proxy): Cr \_\_\_\_\_**

- **Western Australian Regional Capital Alliance:**
  - Delegate 1: Cr Chris Antonio and Mr Jason Whiteaker
  - Delegate 2 (Proxy): Cr Julie Williams

**COMMUNITY COMMITTEES/GROUPS**

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

### 12.1.3 Dress Code for Citizenship Ceremonies

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

#### BRIEF

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

#### ATTACHMENTS

Attachment 1: Dress Code for Citizenship Ceremonies.

#### A. BACKGROUND / DETAILS

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

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

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

## B. CONSIDERATIONS

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

Theme Area 6: Governance and Leadership.

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

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

### B.2 Financial / Resource Implications

Nil.

### B.3 Legislative Compliance

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

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

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

### B.6 Risk Implications

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

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

**C. OFFICER'S COMMENT**

Nil.

**RECOMMENDATION**

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



## Dress Code for Citizenship Ceremonies

### BRIEF

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

### SCOPE

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

### DRESS CODE

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

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

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

#### 12.1.4 Council Meeting Dates 2020

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

#### BRIEF

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

#### ATTACHMENTS

Nil.

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#### A. BACKGROUND / DETAILS

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

Local Government (Admin) Regulation 12 provides that –

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

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

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

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

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3780**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

**That Council:**

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

**CARRIED 6/0**

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

**B. CONSIDERATIONS**

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

Theme Area 6: Governance and Leadership

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

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

**B.2 Financial / Resource Implications**

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



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

### B.3 Legislative Compliance

Local Government Act 1995 – s1.7;

Local Government (Administration) Regulations, Reg 12.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

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

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

### B.6 Risk Implications

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

### C. OFFICER'S COMMENT

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

#### RECOMMENDATION

**That Council:**

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

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

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

Mr J B Whiteaker declared an "Impartiality" interest in item 12.1.5 - Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination & Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates as he is the current CEO at the Shire of Northam and the draft standards and guidelines apply to this position.

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

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

#### BRIEF

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

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

#### ATTACHMENTS

- Attachment 1: Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination.
- Attachment 2: Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates.
- Attachment 3: WALGA Submission on attachments 1 & 2.

#### A. BACKGROUND / DETAILS

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

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

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

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

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

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

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

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

Objective: Open, accountable and effective decision making.

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

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

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

**B.3 Legislative Compliance**

N/A.

**B.4 Policy Implications**

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

**B.5 Stakeholder Engagement / Consultation**

N/A.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

**RECOMMENDATION**

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

- 1. Supporting the WA Local Government Association position in relation to Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates subject to the following amendments/additions;**

- 2. Supporting the WA Local Government Association position in relation to Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination subject to the following amendments/additions.**

## Attachment 1



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

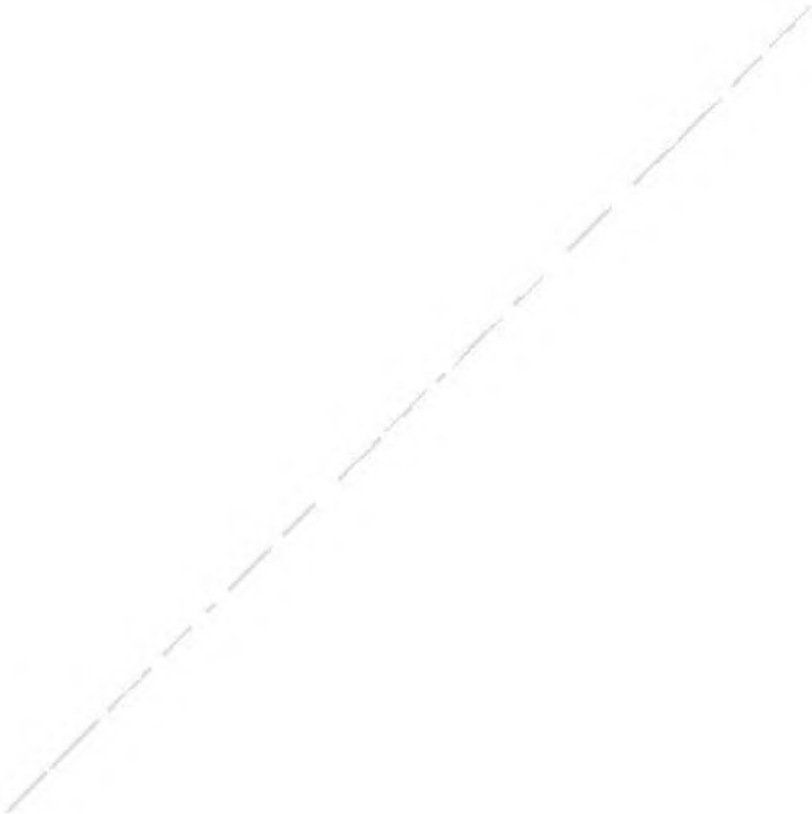
**Draft for Consultation**

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## Preface

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

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

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

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

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

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

## Part 1 – Recruitment and Selection

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

### Principles

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

#### **Recruitment and Selection Standard**

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

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form which clearly outlines the qualifications, selection criteria and responsibilities of the position, and which is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year).
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has thoroughly verified the recommended applicant's work history, qualifications, referees and claims made in his or her job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how his or her knowledge, skills and experience meet the selection criteria.

### **Recruitment and Selection Standard cont.**

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

## **Guidelines**

### **Recruitment and selection process**

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

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

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

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

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

### **Advertising**

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

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

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

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

### **Selection panel and independent person**

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

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

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

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

### **Independent human resources consultant**

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

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

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

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

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

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

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

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

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

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

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

### **Council's responsibilities**

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

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

### **Creating Diversity**

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

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

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

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

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

### **Due Diligence**

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

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

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

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

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



## **Selection**

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

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

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

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

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

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

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

## **Employment contract**

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

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of:
  - o the value of one year's remuneration under the contract; or
  - o the value of the remuneration that the CEO would have been entitled to had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process (refer to the termination guidelines in this document for information on the process of termination). The notice periods outlined in the employment contract should be consistent with Australian employment law.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

### **Appointment**

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO. The council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. The employment contract must be signed by both parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should

an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### **Confidentiality**

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants and their personal details, assessment, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process.

### **CEO induction**

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LGPro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets the needs of the CEO.

The program provides the CEO with an opportunity (through meetings and on-going regular communications) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### Performance Review Standard

The minimum standard for performance review will be met if:

- S2.1** Key result areas are specific, relevant, measurable, achievable and time-based.
- S2.2** The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding key result areas is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

### Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

### **Key result areas, performance indicators and goals**

Setting the performance criteria is an important step. As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the CEO's role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that

such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

### **Independent consultant**

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance goals;
- setting key result areas;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

### **Assessing performance**

The process of assessing performance should be agreed to by both parties and documented in the employment contract or performance agreement.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships.

The council should consider any evidence of CEO performance from two perspectives, namely, current CEO performance and future performance if the CEO's current behaviours continue. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, professional networks and the relevant unions); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of KPIs, the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance?
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

### **Addressing performance issues**

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet key result areas does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area (for example, through an agreed improvement plan).

### **Confidentiality**

The council should ensure that accurate and comprehensive records of the performance management process are created. Any information produced should be kept confidential.



## Part 3 – Termination

### Principles

The standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and clarity. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

#### Termination Standard

The minimum standard for the early termination of a CEO's contract will be met if:

- S3.1** Decisions are based on the assessment of the local government's requirements (such as the documented key result areas) and the CEO's performance is measured against these.
- S3.2** Performance issues have been identified and the CEO informed. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues.
- S3.3** Procedural fairness and the principles of natural justice are applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decision affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial, transparent and capable of review.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reason for termination) is provided in writing.

### Guidelines

#### Reason for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work. It includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work, e.g. speaking to people in a disrespectful manner, not attending required work meetings and telling inappropriate jokes;
- disruptive or negative behaviour at work, e.g. constantly speaking negatively about the organisation;
- not meeting the performance criteria set in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues (a plan for improvement);
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaving unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003 (WA)*. Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission or the Corruption and Crime Commission is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should take all reasonable steps to consider misconduct allegations including ensuring procedural fairness is applied. It should also seek independent legal, employment or industrial relations advice prior to a termination. A council should seek independent advice generally during the termination process including the relevant employment legislation affecting CEO employment and the application of that legislation in the circumstances. This will ensure that a council complies with employment law during the entire termination process.

To meet the termination standard, the local government is required to endorse the decision to terminate the CEO's employment by way of an absolute majority resolution.

### **Opportunity to improve and mediation**

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to help the CEO improve. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform his or her duties) and the subsequent termination of the CEO's employment.

### **Independent review of termination report**

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy the issues, and an explanation of the CEO's failure to remedy the issues. It is recommended that the council arranges for the termination report to be reviewed by an independent person (e.g. a person with legal expertise, local government experience or a human resources consultant) to ensure the council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination. In the interests of fairness, the review should take place promptly and before the termination of the CEO's employment.

### **Confidentiality**

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of the grounds for termination and avenues for review of the decision. Notice of termination of employment is required to be given in writing. In addition, where possible, the news of termination of employment should be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of the employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in person of the termination.

### **Disclaimer**

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work

Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

## **Part 4 – Monitoring and enforcement**

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

One potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

## CEO standards consultation survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

It is intended that the standards will be mandatory and inform the drafting of regulations. These will be accompanied by guidelines outlining the recommended practice for local governments undertaking these processes.

This survey is intended to provide the Government with feedback regarding the proposed content of the standards and the guidelines.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
  - a. Yourself
  - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
  - a. Resident or ratepayer
  - b. Staff member
  - c. Council member (includes Mayor or President)
  - d. Survey responses are provided on behalf of a local government (council endorsed)
  - e. Peak body
  - f. State Government agency
  - g. Community body
  - h. Other (please specify)
5. What best describes your gender?
  - a. Male
  - b. Female
  - c. Other
  - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
  - a. Under 18
  - b. 18-24
  - c. 25-34
  - d. 35-44
  - e. 45-54

- f. 55-64
  - g. 65+
  - h. Not applicable/the survey responses are provided on behalf of an organisation
7. Which local government do you interact with most?
8. Do you wish for your response to this survey to be confidential?
- a. Yes
  - b. No
9. What is your email address?
10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
- a. Yes
  - b. No
  - c. Unsure
11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
- a. I was not aware of the Local Government Act review
  - b. I was not interested in providing my views
  - c. I did not have time to provide my views
  - d. Other (please specify)

**Recruitment and selection**

12. How frequently should a council be required to re-advertise the CEO position?
- a. At the conclusion of the term of the CEO's contract
  - b. Where a person has occupied the CEO position for two (2) consecutive terms
  - c. Where a person has occupied the CEO position for ten (10) consecutive years
  - d. When council determines
  - e. Unsure
  - f. Other (please specify)
13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

**Performance review**

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually



- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

19. To what extent do you support the following statement?

"A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

### Termination

22. To what extent do you support the following statement:

"The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO's employment before the expiry date of the employment contract"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO's employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. Other (please specify)

### Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members

<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

29. To what extent do you support the following statement?

"Local governments should be subject to penalties if they do not comply with the CEO standards"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

30. Do you have any additional comments in relation to the CEO standards?

**Guidelines accompanying the CEO standards**

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful

Please specify why:

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)
33. Do you have any additional comments in relation to the guidelines?

## Attachment 2



# **Mandatory Code of Conduct for Council Members, Committee Members and Candidates**

**Draft for Consultation**

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## Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct for council members, committee members and candidates. These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

This document outlines the proposed Code which will inform the drafting of regulations. This is contained in the grey boxes. The accompanying guidelines provide clarification and guidance in relation to compliance and enforcement of the Code and would be available on the Department's website.

The proposed Code and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation of these representatives.

The Department notes that the content of the Code does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed Code and guidelines and associated matters.

A survey is available at [www.dlgsc.wa.gov.au/lgareview](http://www.dlgsc.wa.gov.au/lgareview) or you can provide your feedback to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by **6 December 2019**.

## Mandatory Code of Conduct

### Preamble

The purpose of this Code of Conduct (Code) is to guide the decisions, actions and behaviours of council members, committee members and candidates running for election.

As an elected representative, council members govern the affairs and are responsible for the performance of their local government. To do this, council members must demonstrate professional and ethical behaviour to build and strengthen trust in their communities.

A person who has nominated to be a council member is also required to demonstrate professional and ethical behaviour during the election campaign.

In addition to carrying out the duties outlined in the *Local Government Act 1995*, council members and committee members must comply with the provisions in this Code of Conduct in carrying out their functions as public officials. It is the responsibility of council members, committee members and candidates to ensure that they are familiar with, and comply with, this Code at all times.

### Guidelines

The Local Government Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.

While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.

In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.

To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

## Part A – Principles

Council members and candidates are expected to adhere to and promote and support the following principles by example. Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. All behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

### Personal integrity

- 1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.
- 1.2 Act with honesty, integrity and uphold the concept of natural justice.



- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and the interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.
- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.
- 1.5 Avoid damage to the reputation of the local government.
- 1.6 Not be impaired by mind affecting substances while performing official duties.

#### **Relationships with others**

- 1.7 Treat others with respect, courtesy and fairness.
- 1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.
- 1.9 Respect and value diversity in the workplace and in the community.

#### **Accountability**

- 1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.
- 1.11 Be open and accountable to the public, represent all constituents and make decisions in the public interest.

### **Guidelines**

The principles outlined in Part A are overarching behaviours that council members, committee members and candidates must take into consideration in their role as public representatives, or potential public representatives.

All council members, committee members and candidates must familiarise themselves with the Code and Guidelines and any relevant policies the local governments have in place.

Council members are generally very active in their communities which may lead to conflicts of interests. To comply with this Code, those conflicts, or perceived conflicts, need to be managed appropriately. While a member may be confident of the integrity of their actions, how the relationship and actions may appear to others must be thought through.

There are many situations that council members, committee members and candidates might find themselves in that could lead to a breach of the Code. Members should seek further guidance and advice on specific situations whenever necessary.

## Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

### Personal integrity

- 2.1 Act in line with the principles outlined in this Code when performing official duties.
- 2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.
- 2.3 Respect and comply with all council policies, procedures and resolutions.
- 2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.
- 2.5 Use all forms of media, including social media, in a way that complies with this Code.

### Relationships with others

- 2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.
- 2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.
- 2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.
- 2.9 While acting as a council member, do not:
  - i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or
  - ii. disparage the character of any council member or employee, or impute dishonest or unethical motives to them in the performance of their duties.
- 2.10 When attending a council or committee meeting, do not:
  - i. behave in an abusive or threatening manner towards another council member or other person attending the meeting;
  - ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or
  - iii. repeatedly disrupt the meeting.
- 2.11 When attending a council or committee meeting:
  - i. comply with the local law that relates to conduct of people at council or committee meetings;

- ii. promptly comply with any direction given by the presiding member at that meeting; and
  - iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.
- 2.12** Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.
- Accountability**
- 2.13** Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.
- 2.14** Take responsibility for decisions and actions.
- 2.15** Abide by the decisions of council and publicly support the decisions even if of an alternative view.
- 2.16** Adhere to the principles in the:
- i. Occupational Safety and Health Act 1984 (WA);
  - ii. Equal Opportunity Act 1984 (WA);
  - iii. Racial Discrimination Act 1975 (Cth); and
  - iv. Sex Discrimination Act 1984 (Cth).

- Complaint management**
- 2.17** Any person may make a complaint about a council member under this Part within three months of the alleged breach occurring.
- 2.18** A breach of this part does not include a matter:
- i. that is resolved by the Presiding Member during a meeting, or
  - ii. where a council member complies with a request for remedial action in accordance with the relevant local law.
- 2.19** Complaints about an alleged breach should be made to the Mayor or President or the CEO of the local government or nominated delegate.
- 2.20** Complaints about an alleged breach by the Mayor or President should be made to the Deputy Mayor or President or a nominated delegate.
- 2.21** A complaint may be handled or managed in any manner that council deems appropriate for handling an alleged breach of this section. This includes investigation or dismissal of the complaint. This must be laid out in a council endorsed policy.
- 2.22** A complaint may be dismissed as trivial, vexatious or frivolous and accordingly not investigated.
- Findings**
- 2.23** Following an investigation in accordance with rule 2.21, the Council may, by resolution, make a finding of breach or no breach.
- 2.24** In accordance with rule 2.23, if a breach is found, the Council may, by resolution:
- i. take no action, or
  - ii. prepare an action plan, developed in conjunction with the council member, to address future behaviour.

- 2.25** An action plan may include the requirement for the council member to undertake training, mediation or counselling or any other actions deemed appropriate by the Council.
- 2.26** The Council to which the member is elected, may decide, via resolution, to make an allegation of a rule of conduct breach under Part C:
- i. after the third finding of a breach of this Part by the same council member, or
  - ii. where the council member fails to comply with the action plan in accordance with sub-rule 2.24(ii).
- 2.27** A matter under sub-rule 2.26(i) cannot be alleged as a Part C breach unless an action plan has been developed in accordance with sub-rule 2.24(ii) for the previous two breaches.
- 2.28** Written notification of the outcome of an alleged breach under this section must be given to the council member and complainant.
- 2.29** A written record must be kept of all complaints made under this Part and how they were dealt with.

## Guidelines

Local governments are responsible for taking action against alleged breaches under Part B.

Local governments are to have a policy on how complaints are going to be handled or managed.

Australian/New Zealand Standards for complaints resolution AS/NZs 10002:2018 provides a tool and framework to assist local governments with developing a policy.

Whether or not local governments choose to adopt the Standard is optional, however, the policy must provide a clear outline of the steps that will be taken once a complaint is submitted. The complaint process must also uphold the principles of natural justice.

There are a number of resources for effective complaints handling available on the Ombudsman WA's website [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)

In developing a policy, the following key matters should be considered.

### The complaints process

- The role of the council in the process.
- The extent to which independent persons are involved and their role in the process (complaint lodgement, investigation, findings). Local governments may decide to establish a regional or shared committee to deal with these complaints, for example.
- What types of remedial action are appropriate.
- The form of the action plan.

### Process for making a complaint

- The process for a person to make a complaint needs to be clearly outlined in the policy, including whether complaints are required to be in a specific form.
- Complaints should be submitted in writing, with consideration given to a variety of methods, including email, letter or fax.
- The policy should also outline how the complaint is lodged, whether this is via a specific code of conduct complaint email address or a letter addressed to the Mayor or President (or alternative).
- The process should be simple and not act as a barrier to the raising of concerns about elected member behaviour.

#### **Acknowledgement of the complaint**

- The policy should include that complaints will be acknowledged and the timeframe for this.
- Complaints should be acknowledged in a timely manner. As part of the acknowledgement process, consideration may be given to providing information on how the complaint will be progressed. This may include providing the complainant with a copy of the complaint handling policy.

#### **Responsiveness**

- The policy should outline whether complaints are going to be addressed based on seriousness or impact of the allegation or on order of submission.
- Inclusion of an expected timeframe for the matter to be reviewed is also encouraged.

#### **Action**

- Complaints must be dealt with in an equitable, objective, timely and unbiased manner. The principle of natural justice should be applied.
- The policy needs to outline who will make the initial assessment of the complaint. This includes who will make the determination that the complaint is trivial, vexatious or frivolous or worthy of further investigation.
- The policy also needs to address the process for the investigation including:
  - giving adequate opportunity for a right of reply from both parties
  - if a breach is found, what are the actions that could be imposed by council.
- Attachment 1 provides further guidance on possible actions for breaches found against Part B.

#### **Action plans**

- Action plans are designed to provide council members with the opportunity to remedy their behaviour.
- The measures to stop the behaviour from continuing are not intended to be a punishment, rather a mechanism to prevent the behaviour from reoccurring.
- The Code requires that the action plan is prepared in conjunction with the relevant council member. This is designed to provide the council member with

the opportunity to be involved in matters such as the timing of meetings or training.

- While Council is required to give the council members the opportunity, not all council members will actively participate in the process.

**What happens if agreement cannot be reached**

- Circumstances may arise when a Council cannot agree on the outcome of an investigation, or whether an investigation is required to an alleged breach.
- In these situations, Council may decide to engage an independent person to:
  - review the complaint
  - investigate the complaint, or
  - make recommendations on appropriate actions
- The policy should address who will be engaged as an independent person. Local governments may consider sharing the services of an independent person.

## Attachment 1 – possible actions for Part B breaches

Personal integrity		Possible actions
2.1	Act in line with the principles outlined in this Code when performing official duties.	Training
2.2	Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.	Training Mediation
2.3	Respect and comply with all council policies, procedures and resolutions.	Training
2.4	Ensure professional behaviour is not compromised by the use of alcohol or drugs.	Counselling
2.5	Use all forms of media, including social media, in a way that complies with this Code.	Training
Relationships with others		
2.6	Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.	Training Mediation Apology
2.7	Do not bully or harass council staff, other council members or members of the public in any form, including social media	Training Mediation Apology
2.8	Deal with the media in a positive, informative and appropriate manner in accordance with the <i>Local Government Act 1995</i> and relevant local government policies.	Training
2.9	While acting as a council member, do not: <ul style="list-style-type: none"> <li>i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or</li> <li>ii. disparage the character of any council member or impute dishonest or unethical motives to them in the performance of their duties.</li> </ul>	Training Mediation Counselling Apology
2.10	When attending a council or committee meeting, do not: <ul style="list-style-type: none"> <li>i. behave in an abusive or threatening manner towards another council member or other person attending the meeting;</li> <li>ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or</li> </ul>	Training Mediation Counselling Apology

	ii. repeatedly disrupt the meeting.	
2.11	<p>When attending a council or committee meeting:</p> <ul style="list-style-type: none"> <li>i. comply with the local law that relates to conduct of people at council or committee meetings;</li> <li>ii. promptly comply with any direction given by the presiding member at that meeting; and</li> <li>iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.</li> </ul>	<p>Training Mediation Counselling</p>
2.12	Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.	Training
<b>Accountability</b>		
2.13	Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.	Training
2.14	Take responsibility for decisions and actions.	Training Counselling
2.15	Abide by the decisions of council and publicly support the decisions even if of an alternative view.	Training
2.16	<p>Adhere to the principles in the:</p> <ul style="list-style-type: none"> <li>i. <i>Occupational Safety and Health Act 1984 (WA)</i>;</li> <li>ii. <i>Equal Opportunity Act 1984 (WA)</i>;</li> <li>iii. <i>Racial Discrimination Act 1975 (Cth)</i>; and</li> <li>iv. <i>Sex Discrimination Act 1984 (Cth)</i>.</li> </ul>	<p>Training Mediation</p>



## Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- negatively affect the honest or impartial performance of a council member;
- involve a breach of trust placed in the council member; or
- involve the misuse of information or material.

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a "minor breach". In the event the Standards Panel makes a finding of breach against a council member, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this part removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

### Guidelines

A breach of Part C is considered by the Standards Panel in accordance with the Act. The Standards Panel, which was established in 2007, has the authority to make binding decisions to resolve allegations of minor misconduct. The Standards Panel is independent of the Minister for Local Government and the department.

The process for complaints under Part C is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

As the Panel does not have investigative powers, findings and decisions are made on the basis of the information it receives. To assist with understanding each Part C rule of conduct, the elements are outlined alongside each. For a finding of breach, the Standards Panel needs to be satisfied that it is more likely than not, (on the balance of probabilities) that a breach of each element has occurred.

### Personal Integrity

<i>Misuse of local government resources</i>	<i>Elements of Rule of Conduct</i>
<p>a. <b>resource</b> is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money.</p> <p>b. A person who is a council member must not either directly or indirectly use the resources of a local government —</p> <p>i. for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the <i>Electoral Act 1907</i> or the <i>Commonwealth Electoral Act 1918</i>; or</p> <p>ii. for any purpose other than fulfilling the legal obligations and duties of the council member's office,</p> <p>unless authorised under the Act, by the council or the CEO to use the resources for that purpose.</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member directly or indirectly used;</p> <p>(c) resources that belonged to the local government;</p> <p>(d) for the identified electoral purpose or any other purpose other than in their legal role as a council member;</p> <p>(e) without such purpose being authorised under the Act, by the council or the local government's CEO.</p>

<i>Securing personal advantage or disadvantaging others</i>	<i>Elements of Rule of Conduct</i>
<p>c. A person who is a council member must not make improper use of the person's office as a council member —</p> <p>i. to gain directly or indirectly an advantage for the person or any other person; or</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) by engaging in the conduct, the person the subject of the complaint made use of the office of a council member (in</p>

<p>ii. to cause detriment to the local government or any other person.</p> <p>d. Rule 3.3 does not apply to conduct that contravenes section 5.93 of the Act or <i>The Criminal Code</i> section 83.</p>	<p>the sense that he or she acted in their capacity as a council member, rather than in some other capacity);</p> <p>(c) when viewed objectively, such use was an improper use of the person's office as council member in that it:</p> <ul style="list-style-type: none"> <li>i. involved a breach of the standards of conduct that would be expected of a person in the position of a council member by reasonable persons with knowledge of the duties, powers and authority of the councillor and the circumstances of the case (by for example, an abuse of power or the doing of an act which the councillor knows or ought to have known that he or she had no authority to do); and</li> <li>ii. was so wrongful and inappropriate in the circumstances that it calls for the imposition of a penalty; and</li> </ul> <p>(d) the person engaged in the conduct in the belief that:</p> <ul style="list-style-type: none"> <li>i. <i>[in the case of rule 3.3(i)]</i> an advantage (pecuniary or otherwise) would be gained directly or indirectly for the person or any other person; <u>or</u></li> <li>ii. <i>[in the case of rule 3.3(ii)]</i> detriment (pecuniary or otherwise) would be suffered by the local government or another person;</li> </ul> <p>(e) It is irrelevant whether advantage was actually gained or detriment suffered;</p> <p>(f) The conduct does not fall under section 5.93 of the Act: improper use of information (which would be a serious breach), or section 83 of the Criminal Code (which would be a crime).</p>
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<i>Repeated breaches of Part B</i>	<i>Elements of Rule of Conduct</i>
<p>e. A breach of Part B of the Code of Conduct is a minor breach if:</p> <ul style="list-style-type: none"> <li>i. it occurs after the council member has been found to have committed 3 or more other breaches of Part B; or</li> <li>ii. the council member fails to comply with the action plan developed after a finding of inappropriate behaviour under Part B;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part.</li> </ul>	<ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Standards Panel makes its determination;</li> <li>(b) the council has passed a resolution referring the matter to the Standards Panel;</li> <li>(c) in the case of (i) – <ul style="list-style-type: none"> <li>i. the person has been found to have breached Part B of the code of conduct on at least three occasions;</li> <li>ii. the behaviour the subject of this complaint occurred after a finding of inappropriate behaviour;</li> <li>iii. the person has engaged in behaviour that is a breach of Part B of the code of conduct;</li> <li>iv. an action plan is in place; or</li> </ul> </li> <li>(d) In the case of (ii) – <ul style="list-style-type: none"> <li>i. there was an action plan in place;</li> <li>ii. the action plan resulted from a previous finding of a breach of Part B;</li> <li>iii. the person has not complied with the action plan.</li> </ul> </li> </ul>

### Relationships with employees

<i>Prohibition against involvement in administration</i>	<i>Elements of Rule of Conduct</i>
<p>3.7 A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the CEO to undertake that task.</p>	<ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) the council member took on or was involved or participated in the performance, attempted performance, or part-performance, of a function or responsibility which under the</li> </ul>

<p>3.8 Rule 3.7 does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.</p>	<p>Act or by delegation it is for the local government's CEO to perform or direct; and</p> <p>(c) such taking on, involvement or participation:</p> <ul style="list-style-type: none"> <li>i. contributed (for example, played a part in achieving) something; and</li> <li>ii. did not occur as anything the council member did as part of the deliberations at a council or committee meeting (which may include something the member did as part of their preparation for any such deliberation); and</li> </ul> <p>(d) the local government's CEO did not authorise such taking on, involvement or participation.</p>
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<i>Relations with local government employees</i>	<i>Elements of Rule of Conduct</i>
<p>3.9 In this rule —</p> <p><b>employee</b> means a person as defined in section 5.36 of the Act and any person contracted to provide a service to the local government.</p> <p>3.10 A person who is a council member or candidate must not —</p> <ul style="list-style-type: none"> <li>i. direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or</li> <li>ii. attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee; or</li> </ul>	<p><b>Rule 3.10(i)</b></p> <ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) the council member or candidate gave or tried or made an effort to give a direction or an order or command;</li> <li>(c) to another person, who is an employee of the relevant local government;</li> <li>(d) to do or not to do something in the other person's capacity as a local government employee; and</li> <li>(e) the direction or attempted direction was not part of anything that the person did as part of the deliberations at a council or committee meeting (which may include something he or she did as part of their preparation for any such deliberation).</li> </ul>

<p>iii. behave in an abusive or threatening manner towards any local government employee.</p> <p>3.11 Rule 3.10(i) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.</p> <p>3.12 If a person, in their capacity as a council member, is attending a council meeting, committee meeting or other organised event, other than at a meeting or part of a meeting that is closed to the public, the person must not, either orally, in writing or by any other means —</p> <ul style="list-style-type: none"> <li>i. make a statement that a local government employee is incompetent or dishonest; or</li> <li>ii. use offensive or objectionable expressions in reference to a local government employee.</li> </ul> <p>3.13 Rule 3.12(i) does not apply to conduct that is unlawful under <i>The Criminal Code</i> Chapter XXXV.</p>	<p><b>Rule 3.10(ii)</b></p> <ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) a council member or candidate tried or made an effort to affect, sway or produce an effect on;</li> <li>(c) the conduct of another person, who is an employee of the relevant local government, in that person's capacity as a local government employee; and</li> <li>(d) the council member or candidate's effort to affect, sway or produce an effect was carried out by means of —             <ul style="list-style-type: none"> <li>(i) a threat by the person (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course), or</li> <li>(ii) a promise or undertaking by the person to give the employee something having a value, or to do or not do something where the act or omission concerned has some value or advantage for or to the employee.</li> </ul> </li> </ul> <p><b>Rule 3.10(iii)</b></p> <ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) the person behaved in a manner which was:             <ul style="list-style-type: none"> <li>(i) abusive (for example, the council member uses insulting, disparaging belittling or derogatory language about or to the employee); or</li> </ul> </li> </ul>
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	<p>(ii) threatening (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course);</p> <p>(c) the behaviour is directed towards a local government employee.</p> <p><b>Rule 3.12(i)</b></p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;</p> <p>(c) the council member either verbally, in writing or by some other means, made a statement (for example, a communication or declaration in speech or writing setting forth facts, particulars; etc.); and</p> <p>(d) viewed objectively, the council member's statement (or a sufficiently clear inference from the words used) was that an employee of the council member's local government was incompetent or dishonest.</p> <p>(e) Chapter XXXV of <i>The Criminal Code</i> does not apply.</p> <p><b>Rule 3.12(ii)</b></p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p>
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	<ul style="list-style-type: none"> <li>(b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;</li> <li>(b) the council member either verbally, in writing or by some other means, used an expression (for example, any word, phrase or form of speech) which it is more likely than not that a member or members of the public present heard or otherwise became aware of;</li> <li>(c) the expression was an offensive or objectionable expression (for example, an expression that is likely to cause offence or displeasure and is insulting); and</li> <li>(d) the expression was an offensive or objectionable expression in reference to an identified employee of the council member's local government.</li> </ul>
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### Accountability

Unauthorised disclosure of information	Elements of Rule of Conduct
<p>3.14 In this rule —</p> <p><b>closed meeting</b> means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;</p> <p><b>confidential document</b> means a document, or that part of a document, marked by the CEO or a nominated delegate to clearly show that the information is not to be disclosed;</p>	<p><b>Rule 3.15(i)</b></p> <ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and</li> <li>(c) the disclosed information was information the disclosing council member derived from a document that was marked by the relevant local government's CEO, or at the CEO's direction, to clearly show that the information in the document was not to be disclosed; and</li> </ul>



<p><b>non-confidential document</b> means a document that is not a confidential document or is not marked confidential.</p> <p>3.15 A person who is a council member must not disclose —</p> <ul style="list-style-type: none"> <li>i. information that the council member derived from a confidential document; or</li> <li>ii. information that the council member acquired at a closed meeting other than information derived from a non-confidential document; or</li> <li>iii. personal information as defined in the <i>Freedom of Information Act 1992</i>.</li> </ul> <p>3.16 Sub-rule (3.15) does not prevent a person who is a council member from disclosing information —</p> <ul style="list-style-type: none"> <li>i. at a closed meeting; or</li> <li>ii. to the extent specified by the council and subject to such other conditions as the council determines; or</li> <li>iii. that is already in the public domain; or</li> <li>iv. to an officer of the Department; or</li> <li>v. to the Minister; or</li> <li>vi. to a legal practitioner for the purpose of obtaining legal advice; or</li> <li>vii. if the disclosure is required or permitted by law.</li> </ul>	<p>(d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</p> <p><b>Rule 3.15(ii)</b></p> <ul style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) a council member disclosed information to someone who at the time was not also a council member of the same local government; and</li> <li>(c) the disclosed information was information the disclosing council member acquired at a council or committee meeting, or a part of a council or committee meeting, that was closed to members of the public under section 5.23(2) of the Act; and</li> <li>(d) the disclosing council member did not derive the disclosed information from a non-confidential document (that is, a document that was <i>not</i> marked by the local government's CEO, or at the CEO's direction, to clearly show that the information in it was not to be disclosed); and</li> <li>(e) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</li> </ul>
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	<p><b>Rule 3.15(iii)</b></p> <ul style="list-style-type: none"><li>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</li><li>(b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and</li><li>(c) the disclosed information was personal information as defined in the <i>Freedom of Information Act 1992</i> (for example, name, date of birth, address, or a reference to an identification number or other identifying particular such as a fingerprint or body sample).</li><li>(d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</li></ul> <p><i>Freedom of Information Act 1992</i> defines personal information as:</p> <p>information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead —</p> <ul style="list-style-type: none"><li>(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or</li><li>(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.</li></ul>
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Disclosure of interest	Elements of Rule of Conduct
<p>3.17 In this rule — <b>interest</b> means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest.</p> <p>3.18 A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —</p> <ol style="list-style-type: none"> <li>i. in a written notice given to the CEO before the meeting; or</li> <li>ii. at the meeting immediately before the matter is discussed.</li> </ol> <p>3.19 Rule 3.18 does not apply to an interest referred to in section 5.60 of the Act.</p> <p>3.20 Rule 3.18 does not apply if —</p> <ol style="list-style-type: none"> <li>i. a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or</li> <li>ii. a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.</li> </ol> <p>3.21 If, under sub-rule (3.18)(i), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —</p>	<ol style="list-style-type: none"> <li>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</li> <li>(b) subject to rule 3.19, the person had a private or personal interest in a matter that is more likely than not a conflict of interest or a bias (apparent or real) that does adversely affect, or might adversely affect the council member's impartiality in considering the matter, and includes an interest arising from kinship, friendship, membership of an association, or another circumstance;</li> <li>(c) the member attended the council or committee meeting concerned and was present when the matter under consideration came before the meeting and was discussed;</li> <li>(d) the member did not disclose the nature of the relevant interest in the matter in either of the two ways required by Rule 3.18(i) or 3.18(ii);</li> <li>(e) Rule 3.20 does not apply.</li> </ol>

<p>i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and</p> <p>ii. at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.</p> <p>3.22 If—</p> <p>i. under sub-rule (3.18)(ii) or (3.20)(ii) a person's interest in a matter is disclosed at a meeting; or</p> <p>ii. under sub-rule (3.21)(ii) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,</p> <p>the nature of the interest is to be recorded in the minutes of the meeting.</p>	
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## **Code of Conduct survey**

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct (Code) for all council members, committee members and candidates in local government elections.

These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

The proposed Code will inform the drafting of regulations. This will be accompanied by guidelines that provides clarification and guidance in relation to compliance and enforcement with the Code.

This survey is intended to provide the Government with feedback regarding the proposed the content of the Code.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
  - a. Yourself
  - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
  - a. Resident or ratepayer
  - b. Staff member
  - c. Council member (includes Mayor or President)
  - d. Survey responses are provided on behalf of a local government (council endorsed)
  - e. Peak body
  - f. State Government agency
  - g. Community body
  - h. Other (please specify)
5. What best describes your gender?
  - a. Male
  - b. Female
  - c. Other
  - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
  - a. Under 18
  - b. 18-24
  - c. 25-34
  - d. 35-44
  - e. 45-54
  - f. 55-64
  - g. 65+
  - h. Not applicable/the survey responses are provided on behalf of an organisation
7. Which local government do you interact with most?

- 8. Do you wish for your response to this survey to be confidential?
  - a. Yes
  - b. No
- 9. What is your email address?
- 10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
  - a. Yes
  - b. No
  - c. Unsure
- 11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
  - a. I was not aware of the Local Government Act review
  - b. I was not interested in providing my views
  - c. I did not have time to provide my views
  - d. Other (please specify)

**Part A - Principles**

**Council members, committee members and candidates are expected to adhere to and promote and support the following principles by example.**

**Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. all behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.**

12. Please indicate your support of the following ***Personal Integrity Principles***

- 1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.2 Act with honesty, integrity and uphold the concept of natural justice.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.5 Avoid damage to the reputation of the local government.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.6 Not be impaired by mind effecting substances while performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?





13. Please indicate your support of the following **Relationships With Others Principles**

1.7 Treat others with respect, courtesy and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.9 Respect and value diversity in the workplace and in the community.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

14. Please indicate your support of the following **Accountability Principles**

1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.



Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.11 Be open and accountable to the public, represent all constituents and make decisions in the public.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

15. Should any additional principles be incorporated in Part A?

### Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

16. Please indicate your support for the following *Personal Integrity Behaviours*.



2.1 Act in line with the principles outlined in this Code when performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.3 Respect and comply with all council policies, procedures and resolutions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.5 Use all forms of media, including social media, in a way that complies with this Code.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?



17. Please indicate your support for the following ***Relationships with Others Behaviours***.

2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.9 While acting as a council member, do not:

- (i) Use offensive or pejorative language in reference to another council member, council employee or member of the public; or
- (ii) Disparage the character of any council member or council employee or impute dishonest or unethical motives to them in the performance of their duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.10 When attending a council or committee meeting, do not:

- (i) Behave in an abusive or threatening manner towards another council member or other person attending the meeting;

- (ii) Make statements that the person knows, or could be reasonably expected to know, that are false or misleading;  
 Or
- (iii) Repeatedly disrupt the meeting

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.11 When attending a council or committee meeting:

- (i) Comply with the local law that relates to conduct of people at council or committee meetings;
- (ii) Promptly comply with any direction given by the presiding member at that meeting; and
- (iii) Immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.12 Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?



18. Please indicate your support for the following **Accountability Behaviours**.

2.13 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.14 Take responsibility for decisions and actions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.15 Abide by the decisions of council and publicly support the decisions even if of an alternative view.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.16 Adhere to the principles in the:

- (i) *Occupational Safety and Health Act 1984(WA)*;
- (ii) *Equal Opportunity Act 1984(WA)*;
- (iii) *Racial Discrimination Act 1975(Cth)*; and
- (iv) *Sex Discrimination Act 1984 (Cth)*.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

19. Should any additional behaviours be incorporated in Part B?

20. Part B of the Code includes a complaint management process. Should this part include a time period in which complaints must be lodged after the alleged breach occurred?

- No time period
- 1 month
- 3 months
- 6 months
- Other (please specify)

21. Who is the best person for Part B complaints to be directed to?

- Mayor or President
- Deputy Mayor or President
- Presiding member
- Chief Executive Officer
- Nominated local government employee

- o Other (please specify)

22. What actions are appropriate for councils to impose if a Part B breach is found?

- o Apology
- o Training
- o Mediation
- o Counselling
- o Other (please specify)

23. Do you have any suggestions for specific actions that could be incorporated into the guidelines?

24. Should recurrent breaches of behaviour be referred to the Local Government Standards Panel?

- o Yes
- o No



Please provide a reason(s) for your answer

25. Should Council be required to develop an action plan and give the council member an opportunity to resolve their behaviour before a third complaint is referred to the Standards Panel under Part C?

- Yes
- No
- Other (please specify)

26. How beneficial would it be for local governments to engage an independent person to assist with the review of complaints?

- Extremely useful
- Very useful
- Somewhat useful
- Not so useful
- Not at all useful
- Other (please specify)

27. What should happen if a council cannot agree on an investigation or course of action following an alleged breach of Part B?

- o An independent person should be engaged to conduct a review
- o The complaint should be dismissed
- o The Mayor or President makes the decision
- o The CEO makes the decision
- o Other (please specify)

### Part C – Rules of Conduct

**Rules of conduct breaches are matters that:**

- **Negatively affect the honest or impartial performance of a council member;**
- **Involve a breach of trust placed in the council member; or**
- **Involve the misuse of information or material.**

**Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”.**

36. Do you have any comments or feedback on Part C?

## Guidelines

**Guidelines have been prepared to accompany the Code the Conduct. The guidelines are intended to provide clarification and guidance in relation to complain and enforcement.**

37. Are the guidelines a useful tool to accompany the Code?

- Extremely useful
- Very useful
- Somewhat useful
- Not so useful
- Not at all useful

Please specify why

38. Do you have any suggestions for additional inclusions in the guidelines?

Attachment 3



# Draft Submission

## Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination

October 2019



## About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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## Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.



## General Comments – Philosophical Approach

WALGA's fundamental guiding principle is that democratically elected Councils are competent, and should be empowered to undertake their role of governing the Local Government's affairs. This is articulated in WALGA's Strategic Plan, which outlines the vision for Local Government as follows:

*Local Governments will be built on good governance, autonomy, local leadership, democracy, community engagement and diversity.*

WALGA's perspective is that Councils should be empowered to do the job they've been entrusted by the community in democratic elections to do. This includes responsibility for employment of a Chief Executive Officer. Further, WALGA believes that the correct approach is to build the capacity of Councils to undertake this function through the provision of professional services, advice and support, and training.

This is not to downplay the challenges associated with employing and managing a Chief Executive Officer. It is fully acknowledged that this one of Council's most challenging tasks.

Given Council has only one employee – the Chief Executive Officer – it is crucial that the Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. As Councillors are often community representatives, who may not be experienced or qualified in contemporary human resource management practices, employment, management and performance appraisal of the CEO may be one of the Council's most significant challenges.

The *Local Government Act 1995* requires that performance criteria for the purpose of reviewing the CEO's performance are established. Similarly, development of these performance criteria are crucial for the Council to get right.

For these reasons, WALGA offers an Elected Member training course on CEO Performance Appraisals, and provides Elected Members with significant advice and assistance through the CEO recruitment and performance appraisal cycle.

WALGA also recommends that Councils engage a specialised recruitment consultant to assist Councils manage the recruitment process.

The development of guidelines to assist Councils through the Chief Executive Officer employment cycle is supported in principle. However, WALGA believes the approach should be based on capacity building, guidance and support, and help where necessary; not based on the development of rules that create a compliance regime which may create uncertainty, unnecessary administration and risk for Local Governments and Chief Executive Officers.





## Specific Feedback

WALGA has concerns relating to some specific aspects of the draft document. These concerns are outlined below.

### Re-advertising the Position after 10 Years

It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations.

### Selection Panel – Independent Person

It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel.



### Creating Diversity Section

WALGA contends that this section should be renamed "Sound Decision Making", as this is what this section is primarily about.

It is acknowledged that unconscious biases can be a factor in decision making and building awareness of these biases in the guidelines is supported.

### Independent Review of Termination Report

WALGA acknowledges that decisions and rationale relating to termination need to be documented. The principle that Councils should seek advice from an employee relations or legal advisor when terminating the CEO is acknowledged and supported.

It is not clear that requiring independent review of a termination report adds value. Rather, it will add unnecessary administrative time and risk into the decision making process.

### Feedback on Consultation Questions

WALGA provides the following feedback in response to the consultation survey questions.

#### Recruitment and Selection

*Question 12 – How frequently should a council be required to re-advertise the CEO position?*

Council, as the employer, should determine when the position of CEO is advertised.

*Question 13 – To what extent do you support that Local Governments should be required to undertake 'blind CV recruitment'?*

It is acknowledged that 'blind CV recruitment' could be a useful tool in some circumstances, but it should not be a requirement. In addition, in the Western Australian Local Government sector, blind CV recruitment would be almost practically impossible because the applicant's previous employment experience would mean that they would be identifiable. That is, if an applicant listed "CEO at the Shire of \_\_\_\_\_", their identity could be determined with a very quick internet search.

*Questions 14-17 – Independent Selection Panel Members*

The requirement to have an independent member on the selection panel is not supported.



## Performance Review

*Question 18 – How frequently should a Council review the performance of the CEO?*

There is no rationale for why the current annual requirement is unsatisfactory. Clearly, a Council may have reasons to formally review the CEO's performance more frequently than the minimum annual requirement, and as such, the Council should have the discretion to do so.

*Questions 19-21 – Independent Person on Performance Review Panel*

It is unclear how an independent person on a performance review panel would add any value to the process, given an independent person may have limited knowledge about the CEO's recent performance.

In fact, having a person not involved in the employment relationship involved in the performance review process seems to be contrary to a fair and proper performance review process.

WALGA fully supports Councils utilising an experienced and qualified consultant to facilitate the performance review process, but not to contribute to the substance of the performance review.

## Termination

*Questions 22 and 23 – Termination Notice Periods*

It is noted that notice periods must comply with the National Employment Standards. There needs to be compliance with employment law at a minimum and, as the role of CEO is a senior position, a greater notice period (in the order of three months) is appropriate.

## Monitoring and Enforcement

*Questions 24-30 – Monitoring and Enforcement*

As outlined in the general comments section above, WALGA's preferred approach is one based on capacity building, advice and support, and training.

A compliance based approach undermines the intent of having guidelines to assist Local Governments in their decision making processes, and may lead to risks and unintended consequences.

The consultation questions seem to imply that costs that result from consequences stemming from breaching the standards would be borne by the Local Government: for example, if the



process needed to be redone or there was a dispute. Establishment of a compliance and enforcement framework of this nature seems to be unnecessarily putting public money at risk.

WALGA acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that WALGA is advocating for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

*Question 25 – To what extent do you support the statement: If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation?*

This appears to be a new idea without any supporting information as to the powers, duties and role of a Local Government Commissioner, and is therefore not something that WALGA can support at this stage.

The idea that Local Governments should be levied to fund an apparatus of the State Government is not supported. This would represent a significant cost shift from the State Government to the Local Government sector, for what appears to be a core regulatory role of the Department of Local Government, Sport and Cultural Industries.

### Guidelines

*Questions 31-33 – Utility of the guidelines*

In general, there is useful information in the guidelines that will be of assistance to Councils embarking on a CEO recruitment process. As argued in this submission, WALGA's perspective is that the approach should be based on capacity building, support, advice, and training, and not based on a compliance driven approach.



# Draft Submission

## Mandatory Code of Conduct for Council Members, Committee Members and Candidates

**October 2019**



## About WALGA

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## Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections (Part 5, Division 9 as amended by the *Local Government Legislation Amendment Act 2019*).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.





## General Comments - Councillor Conduct

WALGA has long led its Member Local Government's advocacy for high standards of behaviour by those who are democratically elected to represent the people within their district, and personal responsibility for the consequences when there is a lack of it.

WALGA commenced lobbying for official conduct legislation in 2002, to enable action to be taken against individuals rather than an entire Council. The Sector held the view that Council dismissals, such as occurred at the City of Cockburn (2000), City of South Perth (2002) and City of Joondalup (2005) could possibly have been averted if powers were available to deal with individual Elected Member's behaviour.

The Sector's advocacy for official conduct legislation correlated with a shared frustration that Codes of Conduct, a compulsory requirement of Section 5.103(3) of the *Local Government Act 1995* ('the Act') were unenforceable when behaviours departed from expressed standards. This was due to the absence at that time of a disciplinary framework in the Act to deal with misbehaviour and misconduct by individual council members.

WALGA conducted extensive consultation with the Sector over a number of years, leading to promulgation of the *Local Government (Official Conduct) Amendment Act 2007*, amending the Act to introduce minor, serious and recurrent breach allegation complaint processes, and the commencement in October 2007 of the *Local Government (Rules of Conduct) Regulations* ('the Regulations').

More recently, the Act was amended to introduce powers enabling the Minister for Local Government to suspend or dismiss individual council members failing in their duties or behaving in an egregious manner if '...seriousness or duration of that failure or conduct make it inappropriate for the council member to remain a member of the council.'<sup>1</sup> The amendments contained in the *Local Government (Suspension and Dismissal) Act 2018* commenced in November 2018.

The Rules of Conduct Regulations were reviewed in 2010 and 2016. WALGA acknowledges past amendments improving operational efficiency e.g. Standards Panel may refuse to deal with frivolous, trivial, vexatious etc. allegations,<sup>2</sup> and recent amendments that extend confidentiality provisions<sup>3</sup> and providing the Standards Panel with discretion to refer parties to participate in mediation.<sup>4</sup>

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<sup>1</sup> *Local Government Amendment (Suspension and Dismissal) Bill 2018* Explanatory Memorandum at Page 1.

<sup>2</sup> Section 5.110(3A) of 2016

<sup>3</sup> Section 5.123 of 2019

<sup>4</sup> Section 5.110(3B) of 2019



## Bringing Codes and Rules Together; Uncoupling Codes of Conduct for Council Members and Employees

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at another time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the Sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.<sup>5</sup>

An additional significance is that the Mandatory Code of Conduct will apply to Local Government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected.<sup>6</sup>

This aligns with the Sector's advocacy that a Code of Conduct should apply to candidates<sup>7</sup> and the proposal that any inappropriate behaviour during the election cycle should result in the successful candidate being held accountable under the Rules of Conduct Regulations.<sup>8</sup>

The Department's Draft for Consultation provides further guidance<sup>9</sup> on the new Code:

- *The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.*
- *While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.*
- *In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.*
- *To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.*

<sup>5</sup> 'be responsible for the employment, management supervision, direction and dismissal of other employees'

<sup>6</sup> Local Government Legislation Amendment Bill 2019 Explanatory Memorandum at Page 2.

<sup>7</sup> WALGA State Council Minutes 'Review of 2011 Local Government Elections' Ref. Resolution 24.2/2012

<sup>8</sup> WALGA State Council Minutes 'Review of 2013 Local Government Elections' Ref. Resolution 44.2/2014

<sup>9</sup> See 'Guidelines' at Page 3



## Specific Feedback

The following pages provide a commentary on the Draft for Consultation document ('the Draft') released by the Department of Local Government, Sport and Cultural Industries. The Draft refers to a 'Mandatory' Code of Conduct whereas amendments to the Local Government Act refer to a 'Model' Code of Conduct. This paper will use the term 'Model' throughout the following commentary.

### Construction of the Model Code

Codes and Rules will be brought together under Section 5.103(2) as amended by the Local Government Legislation Amendment Act 2019:

- (2) *The model code of conduct must include -*
- (a) general principles to guide behaviour;*
  - (b) requirements relating to behaviour; and*
  - (c) the rules of conduct.*

The Draft informs that the Model Code of Conduct is to be constructed in three Parts:

- **Part A** – Principles [Section 5.103(2)(a)]
- **Part B** – Behaviours [Section 5.103(2)(b)]
- **Part C** – Rules of Conduct [Section 5.103(2)(c)]

Local Governments will not be able to amend Parts A and C, but additional behavioural content may be included in Part B that is not inconsistent with the Model Code.

### Part A - Principles

The Preamble to the Model states that 'the purpose of this Code is to guide the decisions, actions and behaviours of council members, committee members and candidates.'

Part A sets out the Principles to be contained in the new Model Code under the headings 'Personal Integrity', 'Relationships with others' and 'Accountability'. This expands upon the 'General principles that guide the behaviour of council members' currently found under Regulation 3 of the *Local Government (Rules of Conduct) Regulations* and are intended to support Part B – Behaviours, and Part C – Rules of Conduct.



## Part B - Behaviours

### I. Application

It is noted that neither Part B nor Part C of the Model apply to the behaviours of committee members or candidates. No information is provided to clarify why only council members are subject to Parts B and C nor any rationale for the exclusion of committee members and candidates from behavioural standards and Rules of Conduct, particularly noting Section 5.103(3)(b), as amended, states:

- (3) *The model code of conduct may include provisions about how the following are to be dealt with –*
- (b) *alleged breaches of the rules of conduct by committee members*

The Minister for Local Government, Hon. David Templeman, when introducing the *Local Government Legislation Amendment Bill 2019* to Parliament in the Second Reading Speech, specified the application of the Code to candidates, in an effort to improve behaviour during an election period, stating:

*"Alleged breaches of the rules of conduct during the election campaign will be progressed when the candidate is elected."*<sup>10</sup>

**WALGA recommends seeking comment from the Department of Local Government, Sport and Cultural Industries on the intended application of Part B – behavioural standards, and Part C – Rules of Conduct to committee members and candidates.**

### II. New Complaints Provision

Section 5.103(3)(a) will introduce the discretion for the Model Code of Conduct to deal with alleged breaches of requirements relating to behaviour. This is a significant amendment as the *Local Government Act 1995* has not previously mandated a complaints process relating to behavioural content of a Code of Conduct, but nor has it imposed any restriction.

Under the Model Code, an alleged breach of a Rule of Conduct will continue to be referred to the Local Government Standards Panel. Part B, Rule 2.17 of the Model sets out that Local Governments will be required to deal with allegations made by 'any person' of a behavioural breach.

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<sup>10</sup> Extract from Hansard, Legislative Assembly, March 2019 at p1310d to 1312a



Some Local Governments have incorporated in their current Code of Conduct a process for dealing with a behavioural breach that permits 'any person' to make a complaint; the majority of Local Governments have not.

The City of Joondalup<sup>11</sup> and City of South Perth<sup>12</sup> are examples of Local Governments that exercised discretion under general competence powers to incorporate a complaints process in their adopted Code of Conduct. No information is currently available on the frequency or management of complaints of a behavioural breach under current Codes of Conduct.

**WALGA seeks comment from Members experienced in dealing with breach allegations relating to their current Code of Conduct to assist with building perspective on processes and consequences associated with managing behavioural breach allegations.**

### III. Complaint Management

Rules 2.17 to 2.22 set out the Complaint Management standards, with Rule 2.21 requiring development of a Council-endorsed policy to guide the process. The associated Guidelines provide additional information on tools and resources to assist with policy development, complaints management and resolution. Attachment 1 provides a matrix of possible actions where there is finding of a behavioural breach.

**WALGA seeks comment on the proposed Complaint Management process.**

### IV. 'Rules'

Throughout Part B, the numbered provisions are referred to as 'Rules'. This has the potential to create confusion with the already-established terminology familiar to the Sector of 'Rules of Conduct', which form Part C.

**WALGA recommends a separate nomenclature for numbered provisions in Part B (i.e. 'Item' or 'Clause') to avoid any potential for confusion between Part B and Part C, particularly when breach allegations arise.**

<sup>11</sup> 'City of Joondalup Code of Conduct for Employees, Elected Members and Committee Members' at Page 21

<sup>12</sup> 'City of South Perth Code of Conduct' at Page 9



### **Part C – Rules of Conduct**

As previously discussed, Part C of the Model Code only references council members.

It is noted there are numerous, self-evident typographical errors throughout Part C (i.e. inconsistent referencing and numbering) and it is presumed the Department is aware and will remedy where necessary.

The Rules of Conduct replicate for the most part, the existing provisions from the current Rules of Conduct Regulations. The Model Code adds commentary by including 'Elements of Rule of Conduct'. It is not known whether these Elements will have any influence on the deliberations of the Local Government Standards Panel in the event of a breach allegation under Part C.

**WALGA seeks comment on whether the 'Elements of Rule of Conduct' content adds value or assists council members to understand their responsibility to observe Rules of Conduct.**

### **Misuse of Local Government Resources - Regulation 8 of the current Local Government (Rules of Conduct) Regulations**

The Model Code creates a definition of the term 'resource' which does not appear in the current Rules of Conduct:

*'resource is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money'*

It is not stated why there is a need to define 'resource' specifically, the potential impact this definition may have upon determining a breach allegation<sup>13</sup> or whether the common dictionary definition is known to be ineffective - 'a stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.'<sup>14</sup>

### **Securing Personal Advantage of Disadvantaging Others – Regulation 7 of the current Local Government (Rules of Conduct) Regulations**

The Model Code is consistent with the current Regulations.

<sup>13</sup> Section 6 of the *Interpretation Act 1984* (WA) applies – 'Definitions in a written law, application of'

<sup>14</sup> Oxford English Dictionary



### **Repeated Breaches of Part B – Not currently Regulated**

This new provision will provide an accountability measure where a council member continually breaches the behavioural requirements of Part B of the Model Code and appears to face value to have merit.

Item (iii) of this Rule will require thoughtful consideration, as it requires the Council to make a determination by resolution before a council member, who is found to have committed three or more breaches under Part B, can be referred to the Local Government Standards Panel:

*'(and) iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part.'*

WALGA notes that this new provision did not appear in early drafts of the Model Code and therefore was not considered at the Working Group convened by the Department of Local Government, Sport and Cultural Industries.

### **Prohibition against Involvement in Administration – Regulation 9 of the current Local Government (Rules of Conduct) Regulations**

The Model Code is consistent with the current Regulations.

### **Relations with Local Government Employees - Regulation 10 of the current Local Government (Rules of Conduct) Regulations**

The Model Code creates a definition of the term 'employee' which does not appear in the current Rules of Conduct. This definition references Section 5.36 of the Act, whereas the Act defines 'employee' under Section 1.4.

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

*'behave in an abusive or threatening manner towards any local government employee'*

### **Unauthorised Disclosure of Information - Regulation 6 of the current Local Government (Rules of Conduct) Regulations**

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

*'personal information as defined in the Freedom of Information Act 1992'*

The remainder of the Model Code is consistent with the current Regulations.



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### **Disclosure of Interest - Regulation 11 of the current Local Government (Rules of Conduct) Regulations**

The Model Code amends the definition of the term 'interest'. It currently reads:

*'interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association'*

It is amended to read:

*'interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest'*

It is unclear why it is proposed to amend this definition, given that the terms 'kinship, friendship or membership of an association' provide useful reference points that presently help council members to understand their responsibility to declare this type of interest.

### **Contravention of certain Local Laws - Regulation 4 of the current Local Government (Rules of Conduct) Regulations**

This provision is now included in Part B of the Model Code at 2.10 and 2.11.

**WALGA seeks comment on the proposed Part C Model Code provisions.**



## 12.2 ENGINEERING SERVICES

### 12.2.1 Road Closure – Gordon Place, Northam

<b>Address:</b>	Gordon Place, Northam WA 6401
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Brian Klopper
<b>File Reference:</b>	6.1.2.2
<b>Reporting Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to endorse the advertisement of invitation for submissions, for the temporary closure of Gordon Place from 3.00pm on Fridays to 7.00am Monday for the purpose of pedestrian access to Laura's Wine Bar.

#### ATTACHMENTS

Nil

#### A. BACKGROUND / DETAILS

Mr Brian Klopper, owner of Laura's Wine Bar, has previously requested that Gordon Place, located between Fitzgerald St and Minson Ave, be closed on weekends from 3.00pm Friday to 7.00am Mondays, for the purpose of pedestrian access.

Previously, the Shire of Northam granted Road Closure to Gordon Place for a period of 3 months in accordance with the Shire of Northam's Delegated Authority Register and the Local Government Act 1995 3.50 (1a).

Given that the business wishes to continue with the Road Closure to allow for pedestrian access, the Shire of Northam, must under the Local Government Act of 1995, approve the road closure for an extended period of time.

The Shire also believe that this would be beneficial to the community given that this closure would encourage alfresco dining within the townsite of Northam.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Theme Area 1: Economic Growth

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objective:

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur

Outcome 1.3: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objective:

- Improve and expand the retail and hospitality offerings in Northam

Theme Area 6: Governance and Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective:

- Positive internal and external perceptions about Northam
- Foster a sense of community pride
- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents

### **B.2 Financial / Resource Implications**

Nil.

### **B.3 Legislative Compliance**

Local Government Act 1995

3.50. Closing certain thoroughfares to vehicles

- (1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.
- (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
- (2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.
- (3) deleted

- (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —
  - (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
  - (b) give written notice to each person who —
    - (i) is prescribed for the purposes of this section; or
    - (ii) owns land that is prescribed for the purposes of this section; and
  - (c) allow a reasonable time for submissions to be made and consider any submissions made.
- (5) The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).
- (6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.
- ((7) deleted)
- (8) If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.
- (9) The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.

#### B.4 Policy Implications

2019/20 Delegated Authority Register (E01).

#### B.5 Stakeholder Engagement / Consultation

The applicant.

#### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Business' affected as Gordon Place is a delivery route.	Low (3)	Ensure adequate consultation with Business owners.
Health & Safety	Road Closure not done correctly, and/or community members move signage.	Moderate (8)	Ensure multiple signs / Barriers are placed up at either end of road to ensure vehicles cannot easily access the area. Ensure that the owner ensures the

			signs remain standing outside of Shire hours.
Reputation	Community not being able to access Gordon Place with a motor vehicle.	Moderate (5)	Ensure that motor vehicles can access Gordon Place outside of closure times. Ensure barriers are down before road opening times.
Service Interruption	Interruption to other businesses that may require access to Gordon Place.	Low (4)	Notify business, publicly advertise closure and take in feedback before making the final decision to temporarily close the road on a long term basis as per the Local Government Act.
Compliance	The Shire of Northam not follow the Local Government Legislation.	Moderate (6)	The Shire of Northam will follow the Local Government Act to ensure accurate compliance.
Property	Encouragement of Pedestrian access will encourage damage and graffiti to property.	Moderate (6)	This damage can be rectified as a part of the review of the road closure if the damage occurs at all.
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

Legislative requirement states that a Local Government needs to advertise by local public notice order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.

Although the intended road closure period does not exceed the 4 week period on a continual basis (weekends only), staff are of the opinion that it is good practice to publically advertise the weekend closures regardless, as it is over a significant length of time.

With this in mind, it is proposed to advertise the road closure over the period of one (1) week to invite any submissions or feedback from the community. Staff are of the opinion this is sufficient time as no negative comments have been received by the Shire for the road closure to date.



It is recommended that the Council endorse the closure of the Gordon Place as prescribed. This will be reviewed on an annual basis.

**RECOMMENDATION**

**That Council endorse the temporary closure of Gordon Place from 3.00pm on Fridays to 7.00am Mondays for the purpose of pedestrian access to Laura's Wine Bar for a period of 12 months, commencing Friday 6<sup>th</sup> December 2019 subject to;**

- The proposed closure being advertised publically, inviting submissions, for a period of not less than seven days;**
- No opposition to the proposed closure being received as a result of the public adverting period**

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Proposed Amendment – CBD & Heritage Assistance Grant

<b>Address:</b>	N/A
<b>Owner:</b>	Various
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	3.1.3.8
<b>Reporting Officer:</b>	Chadd Hunt, Executive Manger Development Services
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manger Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

The Shire of Northam has an existing CBD and Heritage Assistance fund that is available for owners within the Central Business District (CBD) and those listed within the Municipal Heritage Inventory (MHI).

It is proposed to broaden the scope of the funding to allow it to be utilised for all commercial properties within the Northam CBD and internal renovations and fit-outs in certain circumstances.

#### ATTACHMENTS

- Attachment 1: Existing CBD and Heritage Assistance Grant Guidelines.  
Attachment 2: Proposed Business Redevelopment Grant Guidelines (with tracked changes).

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#### A. BACKGROUND / DETAILS

Council allocates funding each year to encourage owners within the Northam CBD and Heritage listed properties (MHI) to undertake maintenance and enhancement of their properties.

The program has had success, although not as much as originally intended. It is apparent that there are a number of existing commercial properties that would benefit from the grant to allow internal refurbishments and fitouts to attract new tenants.

It is also proposed that the funding be restricted to commercial properties to encourage the redevelopment of the business areas of the Shire. It is further proposed that a review of the funding be undertaken with respect to heritage properties and which (if any) categories within the current (and future) MHI and Heritage List will be eligible for the grant.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community/Corporate Business Plan**

Theme Area 1: Economic Growth.

Outcome 1.3: Northam Central Business Area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Action: Develop incentives and identify opportunities for businesses to establish in CBD.

### **B.2 Financial / Resource Implications**

Council currently allocates \$50,000 annually in its budget for the program. Historically Council has allocated up to \$80,000 annually however there has been limited uptake of the funding.

The funding has been allocated in the Budget since 2015/16.

### **B.3 Legislative Compliance**

The funding is required to be allocated and acquitted in accordance with our internal financial procedures.

### **B.4 Policy Implications**

There is no current policy with respect to the fund – rather these guidelines have developed to provide direction for the funding.

### **B.5 Stakeholder Engagement / Consultation**

The proposed changes to the funding program were discussed at Council's Strategic Meeting on 28 August 2019. No further consultation has been undertaken at this stage.

If Council supports the proposed changes a press release will be prepared and the funding will be advertised more widely.

### **B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action



Financial	Potential risk if the funding becomes over-subscribed	Low (4)	Funding is allocated until current budget figure is expended
Health & Safety	Funds are not used for compliant works	Low (1)	Assess application- if needed a building permit and/or planning approval will address these issues.
Reputation	The funding is not taken up by business owners.	Low (4)	Advertise program and engage with local Progress and Business groups
Service Interruption	Individual business have interruptions	Low (1)	Individual businesses are required to manage internally
Compliance	Funds to be expended in accordance with guidelines	Low (4)	Checklists developed and followed to ensure compliance with guidelines
Property	Individual risk for each property the subject of the grant	Low (4)	Implement guidelines consistently
Environment	Individual works impact the environment	Low (1)	Assess application- if needed a building permit and/or planning approval will address these issues.

**C. OFFICER'S COMMENT**

The current grant has had success with two businesses undertaking renovations to their premises and a further applicant currently in the process of finalising their application. In addition the budget for the grant has been utilised for other activation strategies in the CBD including the pop up shop,

Following further engagement with property and business owners within the CBD area an area of concern has been with respect to the cost of internal fit outs for attracting new businesses into vacant tenancies. An example includes the provision of universal access and facilities (toilets) associated with a change of use (from shop to food premises etc.). The cost of undertaking these is seen as an inhibitor to undertaking the redevelopment and it is therefore proposed to utilise the funding to assist in those circumstances.



It is also proposed at this stage to remove the funding for individual properties within the MHI until such time as the Heritage List and review of the MHI have been complete. It is also seen a priority that the funding be utilised for commercial properties in the Shire to try and encourage further commercial activity.

**RECOMMENDATION**

**That Council:**

- 1. Endorse the Business Redevelopment Grant funding and Guidelines as included in Attachment 2.**
- 2. Advertise the revised grant to all progress associations within the Shire of Northam and the Northam Chamber of Commerce for disbursement.**

## Attachment 1



### CBD & HERITAGE ASSISTANCE FUND

#### Aim of Fund

The Shire of Northam recognises the need to encourage and assist the maintenance and enhancement of the commercial properties within the CBD and heritage properties.

The CBD & Heritage Assistance Fund aims to provide funding support to individuals, community groups and organisations in their endeavors to maintain properties within the CBD and / or properties of heritage significance in the Shire of Northam.

#### Funding Available

Property owners or grant applicants are expected to contribute financially to the cost of the project for which they are applying on a dollar for dollar basis. Accordingly, each application can seek funding of up to 50 per cent of the total cost of the project, with the maximum grant per application being \$20,000.

#### Properties Eligible for Assistance

All owners or occupiers of heritage properties listed in the Municipal Heritage Inventory and property owners within the designated Central Business District are eligible to apply for funds.

Public owned properties are not eligible for funding.

#### Eligible Projects

Eligible projects may include:

- Re-roofing
- Masonry repairs
- New guttering
- Painting of façade using appropriate colours
- Timber repair in window sills, verandah floors and facades.
- Reinstatement of lost features, such as verandahs, pergolas or wooden sash windows
- A new front fence in an appropriate style.

#### Non-Eligible Projects

The following work is not eligible for funding:

- Works that require planning approval that have not been granted a permit at the time of grant application
- New additions or extensions (unless they are a reconstruction of an original element)
- Internal works
- Works that have already been completed or started prior to application for a grant
- Labour by the owner or applicant of the project.

Please note: a property may only receive one grant per financial year. Council reserves the right to grant a lesser amount than that which was applied for.

#### How to Apply

- Complete and return the Shire of Northam Heritage Assistance Fund Form.
- Include proof of \$10 million public liability insurance (usually part of your home and contents insurance).
- Include copies of at least two quotes for the project to provide an indication of the value of the works proposed.
- Provide plans, diagrams or a written description of the proposed works.
- Include photographs of the part of the building covered by the application

- Submit application to Council's Planning Department (address details listed on the application form).

#### **Assessment of Applications**

Each application for funding will be evaluated, with priority given to projects that:

- In 2017/18 priority will be given to the enhancement of the CBD properties along Fitzgerald Street, notwithstanding that other submissions will be considered.
- In the case of a Heritage Building involve urgent works that prevent loss of significant fabric (e.g. structure stabilisation, prevention of water ingress, roof repairs, gutters).
- Reconstruct original detail (e.g. removing paint from originally unpainted surfaces, reinstating an original verandah).
- Involve works to the main significant building, rather than works to ancillary structures (e.g. fence or shed).
- Enhance the appearance of the property from the street.
- Priority will also be given to properties that have not previously received funding.
- As part of the evaluation, a site inspection of all properties will be undertaken.

#### **Timing and Funding of Projects**

A total of \$80,000 has been allocated to the Shire of Northam CBD and Heritage Enhancement Fund for the 2017/2018 financial year. Applications will be received by Council at any time and will be assessed as required.

Monies granted are paid on the completion of works.

Please note that funding is not provided upfront.

#### **Funding Conditions**

Funding may be revoked at any time due to unsatisfactory work, failure to meet the agreed deadline, misleading or false disclosure of information, non-disclosure, or misuse of funds by the recipient.

It is a condition of funding that the owner agrees:

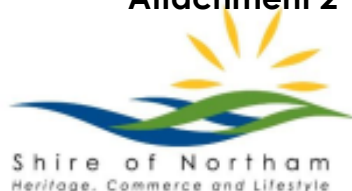
- To use the funding only to carry out the works listed in the approved project.
- To obtain all necessary approvals or permits prior to carrying out the works.
- To allow Council to use video, photographs or details of the works in its heritage promotional material.

For more information, download Shire of Northam CBD & Heritage Assistance Fund Claim Form.

#### **Further Information**

Should you have any queries regarding the fund, please call Mr Chadd Hunt, Executive Manager Development Services on (08) 9622 6100.

## Attachment 2



### CBD & HERITAGE ASSISTANCE BUSINESS REDEVELOPMENT FUND

#### Aim of Fund

~~The Shire of Northam recognises the need to encourage and assist the owners of commercial properties within the Northam CBD area to maintain and enhance commercial properties to ensure that the Northam Town Centre is a vibrant and thriving activity centre. maintenance and enhancement of the commercial properties within the CBD and heritage properties.~~

The CBD & Heritage Assistance Business Redevelopment Fund aims to provide funding support to individuals, community groups and organisations owners in their endeavours to maintain commercial properties so that they are attractive and suitable for modern needs within the Northam CBD and / or properties of heritage significance in the Shire of Northam Town eCentre.

#### Funding Available

Property owners or grant applicants are expected to contribute financially to the cost of the project for which they are applying on a dollar for dollar basis. Accordingly, each application can seek funding of up to 50 per cent of the total cost of the project, with the maximum grant per application being \$20,000.

#### Properties Eligible for Assistance

All ~~owners or occupiers of heritage properties listed in the Municipal Heritage Inventory and property owners with property zoned commercial and mixed use as identified within Local Planning Scheme Scheme No.6 (provided it is being utilised for commercial activity)~~ within the designated Central Business District are eligible to apply for funds.

Public owned properties are not eligible for funding.

#### Eligible Projects

Eligible projects must demonstrate a vision for the sustainable long-term use of the property and may include:

- ~~External works such as Re-roofing, masonry repairs and/or new guttering~~
- ~~•~~
- ~~Masonry repairs~~
- ~~New guttering~~
- Façade improvements such as ~~P~~ainting, reinstatement of verandahs or other decorative features, new **front prominent** fencing or development of alfresco dining areas all in an appropriate style of façade using appropriate colours
- ~~Timber repair in window sills, verandah floors and facadee.~~
- ~~Reinstatement of lost features, such as verandahs, pergolas or wooden sash windows~~
- ~~A new front fence in an appropriate style.~~
- Internal works associated with an approved change of use application such as upgrading of access and facilities.

#### Non-Eligible Projects

The following work is not eligible for funding:

- Works that require planning or building approval that have not been granted a permit at the time of grant application
- New additions or extensions (unless they are a reconstruction of an original element) or they are in conjunction with upgrading access or facilities
- ~~Internal works~~
- Works that have already been completed or started prior to application for a grant
- Labour by the owner or applicant of the project.

Please note: ~~a~~A property may only receive one grant per financial year. Council reserves the right to grant a lesser amount than that which was applied for.

### How to Apply

- Complete and return the Shire of Northam ~~Heritage Assistance Business Redevelopment Fund~~ Heritage Assistance Business Redevelopment Fund Application Form.
- Include proof of \$10 million public liability insurance (usually part of your home and contents insurance).
- Include copies of at least two quotes for the project to provide an indication of the value of the works proposed.
- Provide plans, diagrams or a written description of the proposed works.
- Include photographs of the part of the building covered by the application
- ~~Submit application to Council's Planning Department (address details listed on the application form).~~
- Submit evidence of any required approvals and/or licences.

### Assessment of Applications

Each application for funding will be evaluated, with priority given to projects that:

- ~~In 2017/18 p~~Priority will be given to the enhancement of the CBD properties along Fitzgerald Street, notwithstanding that other submissions will be considered.
- Enhance properties within the Northam Town Centre
- ~~In the case of a~~Facilitate Designated Heritage Buildings involving urgent works on a heritage listed that buildings – that will prevent the loss of significant fabric or other features (e.g. structure stabilisation, prevention of water ingress, roof repairs, gutters).
- Reconstruct original detail (e.g. removing paint from originally unpainted surfaces, reinstating an original verandah).
- Involve works to the main significant building, rather than works to ancillary structures ~~(e.g. fence or shed)~~ except where the works will result in the upgrading of access or facilities
- Enhance the appearance of the property from the street.
- ~~Priority will also be given to p~~Properties that have not previously received funding.
- Coordinated projects by adjoining owners that will result in shared facilities
- As part of the evaluation, a site inspection of all properties will be undertaken.

### Timing and Funding of Projects

A total of ~~\$580,000~~ has been allocated to the ~~Shire of Northam CBD and Heritage Enhancement Business Redevelopment Fund~~ Shire of Northam CBD and Heritage Enhancement Business Redevelopment Fund for the ~~2017/2018-9/2020~~ financial year. Applications will be received by Council at any time ~~and will be assessed as required.~~

Monies granted are paid on the completion of works.

Please note that funding is not provided upfront.

### Funding Conditions

Funding may be revoked at any time due to unsatisfactory work, failure to meet the agreed deadline, misleading or false disclosure of information, non-disclosure, or misuse of funds by the recipient.

It is a condition of funding that the owner agrees:

- To use the funding only to carry out the works listed in the approved project.
- To obtain all necessary approvals or permits prior to carrying out the works.
- To allow Council to use video, photographs or details of the works in its heritage promotional material.

~~For more information, download Shire of Northam CBD & Heritage Assistance Fund Claim Form.~~

### Further Information

Should you have any queries regarding the fund, please call Mr Chadd Hunt, Executive Manager Development Services on (08) 9622 6100.

### 12.3.2 Mid-West Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP) - Local Government Nominations

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	3.1.9.1
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manger Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

Council is required to re-nominate for the Minister's consideration, two elected members to act as representatives, and two elected members to act as proxy representatives for the Shire of Northam on the Mid-west Wheatbelt (Central) Joint Development Assessment Panel (Wheatbelt Joint DAP). This is due to the October local government elections and three existing members' not being re-elected to Council.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

On 20 December 2017, Council resolved the following:

##### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3227**

**Moved: Cr Davidson**  
**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Appoints as local members on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**
  - Cr Julie Williams; and**
  - Cr John Proud.**

**2. Appoints as alternate local members (proxies) on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**

- **Cr Michael Ryan; and**
- **Cr Chris Davidson.**

**CARRIED 10/0**

Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Council is required to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the Wheatbelt Joint DAP.

Cr Williams is a current member, however as two of the four members nominated were not re-elected, Council is now required to re-nominate members to the Wheatbelt Joint DAP for the Minister's consideration.

#### About DAPs

As a key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision-making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two local government councillors.

Under the DAP regulations, each DAP (there are 8 JDAPs in WA) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

#### Administration of DAPs

Under the DAP regulations, DAPs must be administered by an officer(s) of the Department of Planning, and the CEO of the Department must establish a DAP website.

Development Assessment Panels report directly to the Minister for Planning, and do not form part of the Department of Planning or the Western Australian Planning Commission.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

## B.2 Financial / Resource Implications

There are no financial and/or resource implications for the Shire as a result of the recommendations from this report.

## B.3 Legislative Compliance

Pursuant to Regulation 26 (1) of the *Planning and Development (Development Assessment Panels) Regulations 2011* (the DAP regulations), the Minister for Planning must cause to be established and maintained a register of local government members of Joint Development Assessment Panels (JDAPs).

The register must include the names of 2 members of the council of each local government of a district for which a JDAP is established. Following receipt of all local government nominations, the Hon. Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times.

## B.4 Policy Implications

There are no policy implications for the Shire of the recommendations of this report.

## B.5 Stakeholder Engagement / Consultation

Nil.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Failure to appoint Council representatives would result in a breach of legislation	Low (2 x 2) 4	Council adopting recommendation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine



applications. Local government members who have previously undertaken training are not required to attend further training.

When selecting nominees, Council should consider that upcoming local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected.

At the time of writing this report, Cr Williams indicated an interest in continuing as a DAP member. Cr Williams has completed the mandatory training to sit on DAP.

### **RECOMMENDATION**

#### **That Council:**

- 1. Appoints as local members on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**
  - Cr \_\_\_\_\_; and
  - Cr \_\_\_\_\_.
  
- 2. Appoints as alternate local members (proxies) on the Mid-West Wheatbelt (Central) Joint Development Assessment Panel –**
  - Cr \_\_\_\_\_; and
  - Cr \_\_\_\_\_.

### 12.3.3 Proposed Local Planning Policy No. 26 – Container Deposit Infrastructure

<b>Address:</b>	Shire-Wide
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The Western Australian Planning Commission released a Position Statement in May 2019 in response to the State Government's implementation of a Container Deposit Scheme. Appendix 1 of the Position Statement contains a Model Local Planning Policy (LPP).

Council at its Ordinary Meeting held on 21 August 2019 (Minute C.3747) resolved to adopt a draft LPP, which is based on the WAPC's Model, for the purposes of advertising to guide the assessment and approval of container deposit scheme infrastructure.

The draft LPP was advertised to the community with no submissions being received, and is now presented to Council for final adoption in accordance with the process outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions).

#### ATTACHMENTS

- Attachment 1: Draft Local Planning Policy No. 26 (Final Version).
- Attachment 2: WAPC's Position Statement: Container Deposit Scheme Infrastructure.

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#### A. BACKGROUND / DETAILS

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of

containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste.

The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Theme Area: Environment and Heritage.

Outcome 4.3: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

### **B.2 Financial / Resource Implications**

There are no financial / resource implications associated with this proposal. Existing budgetary allocations will be used for the advertising required to adopt the policy.

### **B.3 Legislative Compliance**

The proposed LPP has been drafted, and will be advertised and adopted, in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **B.4 Policy Implications**

The proposed LPP will establish an appropriate and consistent regulatory framework for the assessment of proposed container deposit infrastructure.

### **B.5 Stakeholder Engagement / Consultation**

The draft LPP was advertised in accordance with clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Deemed Provisions) for a minimum period of 21 days in the Avon Advocate and on the Shire's website. No submissions were received in response to the advertising.

### **B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (consequence x likelihood)</b>	<b>Mitigation Action</b>
Financial	Advertising costs associated with development of LPPs is within the existing budget.	Low (1)	Nil

Health & Safety	The LPP will provide an appropriate regulatory framework.	Low (2)	Consistent application of LPP.
Reputation	The LPP will be adopted in accordance with legislative requirements.	Low (2)	Nil
Service Interruption	The LPP will facilitate assessment of development applications.	Low (2)	Consistent application of LPP.
Compliance	The LPP will be adopted in accordance with legislative requirements.	Low (1)	Nil
Property	The LPP will provide an appropriate regulatory framework.	Low (2)	Consistent application of LPP.
Environment	The LPP will provide an appropriate regulatory framework.	Low (2)	Consistent application of LPP.

**C. OFFICER'S COMMENT**

WALGA are encouraging local governments to adopt the Model Local Planning Policy as outlined in the WAPC's Position Statement to provide development standards related to location, visual amenity, operational amenity, size and the scale of container deposit refund points to exempt certain infrastructure and to inform decision making when considering applications for development approval.

The format of the draft LPP has been modified since the initial adoption by Council to provide consistency throughout the Shire's LPP and in accordance with internal document control procedures.

**RECOMMENDATION**

**That Council:**

- 1. Adopts Local Planning Policy No. 26 – Container Deposit Infrastructure as attached to this Report (Attachment 1); and**
- 2. Advertise the adoption of Local Planning Policy No. 26 – Container Deposit Infrastructure in accordance with the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.**

## Attachment 1

*Shire of Northam Local Planning Scheme No. 6*

*Local Planning Policy No. 26 – Container Deposit Infrastructure*

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### LOCAL PLANNING SCHEME NO. 6

## LOCAL PLANNING POLICY NO. 26 – CONTAINER DEPOSIT INFRASTRUCTURE

#### 1. Preliminary

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste. The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

##### 1.1 Authority to prepare and adopt a Local Planning Policy

Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire's Local Planning Scheme No.6 (the Scheme) area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the Regulations.

##### 1.2 Relationship of this Policy to the Scheme

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval.

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Local Planning Policy No. 26 – Container Deposit Infrastructure

However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

## 2. Purpose

Local Planning Policies are guidelines used to assist the local government in making decisions and to provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015* from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key assessment.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

## 3. Application of the Policy

### 3.1 Definitions

the **Heritage Act** means the *Heritage of Western Australia Act 1990*.

the **Regulations** means the *Planning and Development (Local Planning Schemes) Regulations 2015* prepared under the *Planning and Development Act 2005*.

the **Noise Regulations** means *Environmental Protection (Noise) Regulations 1997* (as amended) prepared under the *Environmental Protection Act 1986*.

the **Scheme** means the Shire of Northam Local Planning Scheme No. 6 (LPS6).

**Container deposit scheme infrastructure** means a reverse vending machine or a container collection cage.

**Reverse vending machine** means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.

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Local Planning Policy No. 26 – Container Deposit Infrastructure

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**Container collection cage** means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.

**total lot area** means the total land area of a freehold or survey strata lot.

### 3.2 Application

Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Deemed Provisions) provides for the preparation of local planning policies to apply generally or to a particular class or classes or matters and throughout the scheme area or in one or more parts of the Scheme area.

This policy will apply to the use and installation of Container Deposit Infrastructure and throughout the scheme area that is the whole of the Shire of Northam.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives with the policy is designed to achieve before making its determination.

### 3.3 Exemptions

3.3.1 The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:

- (a) residential, urban development, and special residential zones; and
- (b) rural, rural residential, and rural smallholding zones.

3.3.2 The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:

- (a) civic use; and/or
- (b) community purpose; and/or
- (c) educational establishment.

Shire of Northam Local Planning Scheme No. 6

Local Planning Policy No. 26 – Container Deposit Infrastructure

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#### 4. Policy Objectives

The primary objectives of this Policy are to:

- (a) To establish clear guidelines for the placement of Container Deposit Infrastructure used within the Shire;
- (b) To ensure that any Container Deposit Infrastructure does not detract from an existing (or reasonably desired) streetscape;
- (c) To prevent negative impacts on local amenity from the operation of Container Deposit Infrastructure;
- (d) To enable the timely, cost effective delivery of essential Container Deposit Infrastructure;
- (e) To provide conveniently located infrastructure to ensure the Container Deposit Schemes effective reduction of litter, increased recycling and protection of the environment; and
- (f) To achieve a balance between providing the legitimate need for Container Deposit Infrastructure to reduce/recycle litter and minimising the impacts on the locality.

#### 5. Approval Requirements

Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61 (1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

- (a) entered in the Register of Heritage Places under the *Heritage Act*; or
- (b) the subject of an order under Part 6 of the *Heritage Act*; or
- (c) included on a heritage list prepared in accordance with the Scheme; or
- (d) within an area designated under the Scheme as a heritage area; or
- (e) the subject of a heritage agreement entered into under section 29 of the *Heritage Act*.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61 (1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.



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**6. Development Guidelines**

<b>General</b>	
6.1	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.
<b>Location</b>	
6.2	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.
6.3	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
6.4	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
6.5	Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within 2 metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
6.6	Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.
<b>Visual amenity</b>	
6.7	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
6.8	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective,

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	graffiti-resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.
6.9	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
6.10	Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10m <sup>2</sup> of development footprint.
<b>Operational amenity</b>	
6.11	Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
6.12	Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use: <ul style="list-style-type: none"> <li>(a) between 7.00 am and 7.00 pm Monday to Saturday; and</li> <li>(b) between 9.00 am and 7.00 pm on Sunday and public holidays.</li> </ul>
6.13	Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
6.14	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting-Performance and design requirements (as amended).

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6.15	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.
<b>Development footprint</b>	
6.16	Where the development of a container collection cage is proposed outdoors, the cage must not: <ul style="list-style-type: none"> <li>(a) have a development footprint of more than 8m<sup>2</sup>; or</li> <li>(b) be more than 2 metres in height.</li> </ul>
6.17	Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not: <ul style="list-style-type: none"> <li>(a) have a development footprint of more than 48m<sup>2</sup>, and</li> <li>(b) be more than 3 metres in height, or have dimensions greater than 8 metres by 6 metres.</li> </ul>
6.18	Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas: <ul style="list-style-type: none"> <li>(a) the area comprising 4 car parking spaces; or</li> <li>(b) 45m<sup>2</sup>, where the car park contains 200 car parking spaces or less; or</li> <li>(c) 75m<sup>2</sup>, where the car park contains 200 or more car parking spaces.</li> </ul>
6.19	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than: <ul style="list-style-type: none"> <li>(a) container collections cage – 1 per lot;</li> <li>(b) large reverse vending machine proposed on land not used for car parking – 1 per 15,000m<sup>2</sup> of total lot area; or</li> <li>(c) large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – 1 per 1000 car parking spaces.</li> </ul>

<p>Date Adopted:</p> <p>Date Effective:</p> <p>Date Reviewed:</p> <p>Next Review:</p>
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## Attachment 2



Department of Planning,  
Lands and Heritage



*We're working for  
Western Australia.*

# Position Statement:

## Container Deposit Scheme Infrastructure

May 2019

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### 1. Policy Intent

This position statement outlines how container deposit scheme infrastructure should be considered and assessed in the Western Australian planning system.

### 2. Container deposit schemes in Western Australia

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The CDS is not intended to collect normal household waste.

The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

### 3. Application of this Position Statement

This position statement applies across Western Australia to all CDS infrastructure.

#### 4. Policy objectives

This position statement seeks to achieve the following objectives:

- ensure a coordinated approach to the provision of CDS infrastructure throughout WA
- ensure that appropriate locations are chosen for the installation of CDS infrastructure
- ensure the timely roll out of infrastructure in support of the scheme's establishment and on going operational needs
- establish minimum development requirements to exempt certain CDS infrastructure from requiring planning approval, for adoption by local governments.

#### 5. Policy Measures

##### 5.1 Container Deposit Scheme Infrastructure

There are broadly five types of CDS infrastructure to facilitate the return of containers in WA. These are:

**Container collection cages:**  
This infrastructure comprises a cage which containers are placed in and stored before collection and return for refund. These cages will generally be donation points, rather than refund points. They may be located in association with schools, sporting or other clubs or not-for-profit organisations. Individuals will deposit the containers into the collection cages and the receiving organisation will arrange collection of the containers and receive the refund as a donation to their organisation.

**In shop / over-the-counter / bag drop return points:** This infrastructure incorporates the use of a new or existing retail outlet or shop where participants can deposit individual containers or bags of containers that are collected and returned to a retailer on behalf of the scheme, with a refund given to the participant. This infrastructure will typically be located within existing retail and commercial areas.

**Reverse vending machines:**

These are permanently-located, unattended infrastructure that accept the return of empty beverage containers in exchange for a refund. Reverse vending machines come in various shapes and sizes.

*Small reverse vending machines* are similar in size to 'traditional' food and drink vending machines, and can be located in shopping centres, train stations or other public places where people are likely to return one or two containers at a time. Small reverse vending machines will generally be incidental to the predominant land use, often located internally or adjacent high traffic locations such as foyers and passageways. Accordingly, small reverse vending machines are likely to be exempt from requiring development approvals.

*Large reverse vending machines* (see figures on page 6) are generally mounted onto a storage structure similar to a sea container. The location of large reverse vending machines may vary, but they could be placed within existing commercial or industrial premises. These machines allow for greater volume of returns and it is likely that participants would travel to these sites with a variety of eligible containers.

**Container deposit recycling centres:**

This infrastructure, depicted on page 6, provides solely for the return of eligible containers for refund and associated sorting and storage in bulk. While similar in nature to *in shop / over-the-counter / bag drop* return points, these facilities are likely to service a significantly larger turnover of customers and have greater storage demands.

Container deposit recycling centres will generally only accept, store and sort materials collected in accordance with, and regulated by, the State's CDS management framework and associated contractual agreements (plastic, glass and aluminium drink containers). Accordingly, they differ from resource recovery, waste storage and other industry land uses, as they do not deal with organic, toxic or large-scale waste material, with the associated issues of odour, risk or other off-site impact.

**Large-scale facilities:** These include uses such as resource recovery centres, waste storage facilities and other industrial uses that are defined under the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), as well as other definitions included in existing local planning schemes. Existing facilities may be expanded for uses associated with the CDS, or new large-scale facilities established.

## 5.2 Assessing CDS infrastructure

### 5.2.1 Incidental development

Generally, CDS infrastructure will be incidental to the existing use of a lot. For example, a small reverse vending machine in a supermarket would be incidental to the use of the land as a shop, as would be an over the counter or bag drop return point.

Development approval may be required to install infrastructure outside an existing building.

If approval is required for CDS infrastructure, it should be assessed in accordance with the requirements of Parts 7 and 8 of the deemed provisions in Schedule 2 of the Regulations.

### 5.2.2 Pre-lodgement consultation

Proponents seeking to install CDS infrastructure should engage with the relevant local government(s) as part of the site selection process. This early engagement will allow local government to assess if the site being proposed is appropriate, and how it might relate to the CDS network more broadly as well as servicing considerations. The matters outlined below should be considered when determining if a location is appropriate for CDS infrastructure.

### 5.2.3 Assessment considerations

#### 5.2.3.1 General assessment considerations

CDS infrastructure and return points are likely to come in many varying shapes, sizes and typologies. Importantly, return points should be designed and located in such a manner that they are sympathetic to the character of the local area. A number of key considerations will apply universally when considering applications for CDS infrastructure development.

The key matters for consideration include:

- Local amenity – how does the infrastructure fit in with the surrounding built context? Does it impact upon visual amenity, or result in the vegetation removal which requires offset? What are its hours of operation and timing of service vehicles attending the return point?
- Car parking – is additional parking required to service the return point? Will it impact the existing car parking requirements of the site?
- Accessibility – is it universally accessible? Will its location have an impact on pedestrian or vehicular circulation? Is appropriate manoeuvring space provided to allow service vehicle access?

- Waste and recycling bins – does the infrastructure necessitate the provision of waste bins to dispose of goods that are not accepted by the CDS in a tidy manner?
- Signage – what size and scale is appropriate for signage or screens?
- Safety and security – does its location allow for passive surveillance, and what form of lighting is provided?

#### 5.2.3.2 Container collection cages

Where collection cages are located in association with a school, sporting or other club, and on land which is managed by State or local government, the collection cage will be incidental to the predominant use of the site. As such, the collection cage is likely to fall under the public works exemptions which generally apply to local and State Government developments, under the *Planning and Development Act 2005*, the Metropolitan, Peel and Greater Bunbury Region Schemes and local planning schemes.

The management of these collection cages should be included in any leasing or other operational arrangements that are in place to manage the use of these buildings and land.

Where collection cages are sought to be located on private land they should be subject to the same requirements as reverse vending machines identified by this position statement.

#### 5.2.3.3 In shop / over-the-counter / bag drop return points

The CDS is, in essence, the return of containers that were purchased from a shop. The transaction is the same as any other transaction that occurs in a shop except in reverse, with the customer bringing goods to the shop and leaving without goods.

The operations, including access, parking requirements and the need for service vehicles to access the return points, are identical to that of a shop. On this basis, return points should be assessed as a shop, in accordance with the requirements of the relevant local planning scheme.

For shops, the operations of the return point need to be contained within the building, including any manual sorting, low-scale crushing and storage. Approval would be required to extend outside the approved operational boundaries of an existing building used as a shop. Food shops that are considered a Food Business under the *Food Act 2008* should seek local government advice before considering the operation of an in shop CDS return point.

To clarify the WAPC's position on in shop / over-the-counter / bag drop CDS return points, the definition of shop in the Regulations is to be taken to mean:

...premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide

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services of a personal nature, including hairdressing or beauty therapy services, and can include a container deposit scheme return point.

It is intended that the additional words, as underlined above, will be incorporated into the Regulations as a model provision as part of the State planning reform process.

#### 5.2.3.4 Small reverse vending machines

Due to the small-scale nature of this type of CDS infrastructure, with footprints generally less than three square metres, it is expected that small reverse vending machines will be exempt from requiring any development approvals.

#### 5.2.3.5 Large reverse vending machines

Due to the variety of sizes and potential locations for large reverse vending machines, development applications may be required to consider any impacts on nearby existing sensitive land uses. This position statement seeks to outline where exemptions for large reverse vending machines may apply, for local governments to consider and adopt.

Large reverse vending machines should not to be confused with sea containers or subjected to assessment under local planning policies which seek to control the location and use of sea containers in the urban environment.

#### 5.2.3.6 Container deposit recycling centres

Container deposit recycling centres rely on being convenient, accessible and visible. These return points are likely to provide a customer interface which provides for the quick turnover of users, and are therefore best collocated with land uses where trips can be shared. Accordingly, it is anticipated that these return points might typically be found in 'big box' commercial precincts.

Where the development of a container deposit recycling centre is proposed, the following key matters should be considered:

- Visual appearance – the development should integrate seamlessly with surrounding development, and not propose outdoor sorting or storage which is visible from the public realm
- Onsite operations – generally, only the return, sorting and storage of material associated with the CDS should occur
- Car parking – parking requirements should have regard for the generally quick turnover of users, and the co-location of such return points with uses where trips are likely to be shared

In preparing and assessing development applications, it is reasonable that a variety of different land uses might currently be used to account for container deposit recycling centres, or that an application could be deemed as a use not listed by the local planning scheme. To address this and

clarify the WAPC's position on container deposit recycling centres, the following definition is proposed:

*container deposit recycling centre* means premises used to return, consolidate, temporarily store and sort material associated with a container deposit scheme established under Part 5A of the *Waste Avoidance and Resource Recovery Act 2007* before transfer to a waste storage facility or resource recovery centre, and may also include the return of small consumer goods or products as an incidental use.

It is intended that this definition will be incorporated into the Regulations as a model provision, when the Regulations are next amended.

Container deposit recycling centres are suitable for development in mixed business/service commercial and bulky goods areas, along with some commercial and light/service industrial areas, and should be included as a 'P' (permitted) use within these zones under local planning schemes. In centre/shopping/town centre type zones the use may be included as a 'D' (discretionary) use.

#### 5.2.3.7 Large-scale facilities

For large-scale facilities in industrial areas, where the processing of recyclables and storage of other waste materials occurs, the normal considerations under Schedule 2 Parts 7 and 8 of the Regulations apply. It

is possible that existing large-scale facilities that will accept containers arising from the CDS would be operating consistent with existing approvals. However, a development application would be required for new or upgraded facilities.

### 5.3 Exemptions for collection cages and large reverse vending machines

Local governments are encouraged to adopt a local planning policy to ensure that specified CDS development and works are exempt from the requirement to obtain development approval, pursuant to Schedule 2, Part 7, Clause 6(1)(f) and (2)(e) of the Regulations. Particular consideration should be given to exempting collection cages and large reverse vending machines within supermarket and shopping centre car parks.

Large reverse vending machine or collection cage proposals which vary the provisions outlined in an adopted local planning policy, or where no policy exists, will require development approval.

A model local planning policy is contained in Appendix 1. Local government is encouraged to consider and adopt this model local planning policy.

Where a local government resolves to adopt the model local planning policy provided at Appendix 1 without modification, pursuant to Schedule 2, Part



2, Clause 4(1) of the Regulations the WAPC agrees that advertising of the proposed policy shall not be required.

The local government, prior to making a resolution to adopt the model local planning policy without modification and not advertise the policy, is required to notify the WAPC of its intention to do so, in accordance with Clause 4(1).

Where a local government determines to prepare a new local planning policy to deal with CDS infrastructure, or modify the model local planning policy provided, all requirements of Clause 4, including advertising, shall apply.

Note – the zoning and land use terms used by the model local planning policy are consistent with the terms provided by the model provisions for local planning schemes of the Regulations. Where planning schemes have not been amended to be consistent with the model provisions, the local government may amend these terms to be consistent with its planning scheme.

## 6. Other matters

### 6.1 Applications for development approval

Where an application for development approval is required, applications are to be submitted to the relevant local government in accordance with the requirements of Schedule 2 Part 8 of the Regulations, together with the following information:

- A site plan showing the proposed location of the infrastructure on the property and the location of any existing buildings/structures
- Plans, dimensions and details of the infrastructure
- Photographs/diagrams of any proposed supporting or storage structure(s)
- Details of proposed modifications and other works to be carried out to improve appearance and address amenity concerns

Local governments reserve the right to request any other information deemed necessary to assess applications in accordance with the requirements of a Local Planning Scheme and/or Local Planning Policy.

### 6.2 Building approval

Notwithstanding that development approval may not be required for the development of some forms of CDS infrastructure, particularly those specified in Appendix 1, a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

Accordingly, proponents should liaise with the relevant local government noting that a Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required.

### 6.3 Compliance

If CDS infrastructure is installed, and in the opinion of the local government it is not in accordance with the exemptions outline in an adopted local planning policy, a local government may require development application for the infrastructure to be lodged for assessment.

**Position Statement:**  
Container Deposit Scheme Infrastructure  
May 2019

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Large reverse vending machines



Container deposit recycling centres



**Position Statement:**  
Container Deposit Scheme Infrastructure  
May 2019

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## Appendix 1

### Model Local Planning Policy

#### Container deposit scheme development provisions

##### Purpose

To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015* from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

##### Objectives

- To ensure the location, design and siting of CDS infrastructure is complementary to the character, functionality and amenity of urban localities.
- To prevent negative impacts on local amenity from the operation of CDS infrastructure.
- To enable the timely, cost effective delivery of essential CDS infrastructure.
- To provide conveniently located infrastructure to ensure the CDS' effective reduction of litter, increased recycling and protection of the environment.

#### Definitions / abbreviations

<i>the Heritage Act</i>	means the <i>Heritage of Western Australia Act 1990</i> .
<i>the Regulations</i>	means the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> prepared under the <i>Planning and development Act 2005</i> .
<i>the Noise Regulations</i>	means <i>Environmental Protection (Noise) Regulations 1997</i> (as amended) prepared under the <i>Environmental Protection Act 1986</i> .
<i>the Scheme</i>	means the City/Shire [DELETE AS APPLICABLE] of [INSERT NAME] Local Planning Scheme No. [INSERT NUMBER].
<i>Container deposit scheme infrastructure</i>	means a reverse vending machine or a container collection cage.
<i>Reverse vending machine</i>	means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
<i>Container collection cage</i>	means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.
<i>total lot area</i>	means the total land area of a freehold or survey strata lot.

**Position Statement:**  
Container Deposit Scheme Infrastructure  
May 2019

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**Statutory provisions**

Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 51(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

1. entered in the Register of Heritage Places under the Heritage Act; or
2. the subject of an order under Part 5 of the Heritage Act; or
3. included on a heritage list prepared in accordance with the Scheme; or
4. within an area designated under the Scheme as a heritage area; or
5. the subject of a heritage agreement entered into under section 29 of the Heritage Act.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 51(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

**Policy provisions**

1. Specified exemption	
1.1	The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of: (a) residential, urban development, and special residential zones; and (b) rural, rural residential, and rural smallholding zones.
1.2	The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of: (a) civic use; and/or (b) community purpose; and/or (c) educational establishment.

**Position Statement:**  
Container Deposit Scheme Infrastructure  
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2. Development standards	
<i>General</i>	
2.1	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.
<i>Location</i>	
2.2	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.
2.3	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
2.4	Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
2.5	Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
2.6	Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.
<i>Visual amenity</i>	
2.7	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
2.8	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti-resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.

**Position Statement:**  
**Container Deposit Scheme Infrastructure**  
May 2019

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2.9	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
2.10	Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.
<i>Operational amenity</i>	
2.11	Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
2.12	Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use: (a) between 7.00 am and 7.00 pm Monday to Saturday; and (b) between 9.00 am and 7.00 pm on Sunday and public holidays.
2.13	Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
2.14	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting-Performance and design requirements (as amended).
2.15	Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.

**Position Statement:**  
Container Deposit Scheme Infrastructure  
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<i>Development footprint</i>	
2.16	Where the development of a container collection cage is proposed outdoors, the cage must not: (a) have a development footprint of more than eight (8) square metres; or (b) be more than two (2) metres in height.
2.17	Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not: (a) have a development footprint of more than 45 square metres, and (b) be more than three (3) metres in height, or have dimensions greater than eight (8) metres by six (6) metres.
2.18	Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas: (a) the area comprising four (4) car parking spaces; or (b) 45 square metres, where the car park contains 200 car parking spaces or less; or (c) 75 square metres, where the car park contains 200 or more car parking spaces.
2.19	Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than: (a) container collections cage – one (1) per lot; (b) large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or (c) large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – October 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kathy Scholz, Creditors Officer
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 October 2019 to 31 October 2019.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – October 2019.  
Attachment 2: Declaration.

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.



## B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2019/20 Budget.

## B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

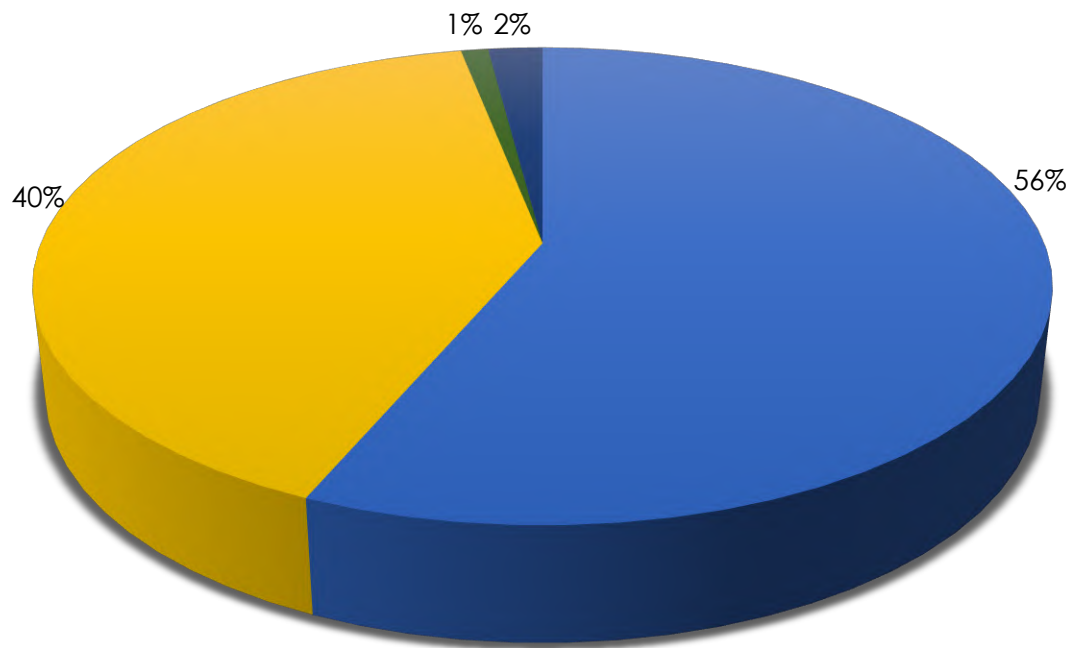
Not applicable.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Low	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Low	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of October 2019:



- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

#### RECOMMENDATION

That Council endorse the payments for the period 1 October 2019 to 31 October 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

### Attachment 1

Date: 04/11/2019  
Time: 8:13:05AM

Shire of Northam

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2062	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S - ATTACHED.	2		8,400.00
INV T31	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI- T31, T316S AND ATTACHED.	2	400.00	
INV T316S	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S - ATTACHED.	2	2,850.00	
INV T414	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T433	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T435	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T632	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T636	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T688	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T691	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T704	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T709	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T710	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T714	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T722	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T724	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T445	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T729	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T731	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T733	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T734	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T781	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T786	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T792	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T796	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T808	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T812	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T448	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T818	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T822	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T865	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T869	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T872	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T874	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T875	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T878	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T879	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T883	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T453	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T890	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T923	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T924	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T927	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T931	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T932	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T933	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T940	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T947	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T953	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T457	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T955	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T972	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1026	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1031	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1037	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1040	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1053	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1056	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1057	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1058	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T509	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1059	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1063	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T553	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T554	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T608	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	100.00	
INV T1068	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1119	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1120	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1121	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1123	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1125	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	

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INV T1126	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1127	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1129	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1131	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1132	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1075	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1133	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1097	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1101	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1112	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1114	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1116	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1117	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1118	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1135	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1175	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1179	10/10/2019	SHIRE OF NORTHAM	V	2	50.00	
INV T1180	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1184	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	

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INV T1186	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1190	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1196	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1201	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1205	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1227	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1136	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1140	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1141	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1147	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1148	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1150	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1158	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
INV T1162	10/10/2019	SHIRE OF NORTHAM	TRANSFER STANDPIPE FEES TO MUNI - T31, T316S AND ATTACHED.	2	50.00	
EFT34345	01/10/2019	COUNTRY COMFORTSTYLE NORTHAM	3 X ENTERPRISE OFFICE CHAIR BLACK FOR PLANNING.	1		1,200.00
INV 7498	04/06/2019	COUNTRY COMFORTSTYLE NORTHAM	3 X ENTERPRISE OFFICE CHAIR BLACK FOR PLANNING.	1	1,200.00	
EFT34346	01/10/2019	MORTLOCK TIMBER GROUP	100 X 100 JARRAH TIMBERS FOR BRIDGE HAND RAILS - 4100 LONG.	1		3,610.26
INV 14122	27/09/2019	MORTLOCK TIMBER GROUP	100 X 100 JARRAH TIMBERS FOR BRIDGE HAND RAILS - 4100 LONG.	1	3,610.26	



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EFT34347	01/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1		16,657.30
INV 3146	23/09/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	16,657.30	
EFT34348	01/10/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST 2019	1		4,721.75
INV 02260	10/08/2019	WA CONTRACT RANGER SERVICES	RANGER RELIEF FOR 31/07/2019 AND 08/08/2019	1	1,058.75	
INV 02261	13/08/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST 2019	1	1,287.00	
INV 02317	07/09/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES FROM 12/08/19 - 23/08/19	1	1,089.00	
INV 02316	09/09/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR SEPTEMBER 2019	1	1,287.00	
EFT34349	02/10/2019	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1		1,905.73
INV SEPTEMB0/09/2019		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1	1,905.73	
EFT34350	02/10/2019	AUSTRALIA POST	POSTAGE FOR AUGUST 2019.	1		665.13
INV 1008875603/09/2019		AUSTRALIA POST	POSTAGE FOR AUGUST 2019.	1	665.13	
EFT34351	02/10/2019	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1		1,500.00
INV SEPTEMB0/09/2019		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1	1,500.00	
EFT34352	02/10/2019	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR	1		1,905.73
INV SEPTEMB0/09/2019		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR	1	1,905.73	
EFT34353	02/10/2019	CHRIS DAVIDSON	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEMB0/09/2019		CHRIS DAVIDSON	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34354	02/10/2019	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		5,016.76
INV SEPTEMB0/09/2019		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	5,016.76	
EFT34355	02/10/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR AUGUST 2019.	1		25,510.95
INV AUGUST31/08/2019		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR AUGUST 2019.	1	25,510.95	

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EFT34356	02/10/2019	JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEMB0/09/2019		JOHN PROUD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34357	02/10/2019	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		2,065.57
INV SEPTEMB0/09/2019		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	2,065.57	
EFT34358	02/10/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1		2,843.23
INV SEPTEMB0/09/2019		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2019	1	2,843.23	
EFT34359	02/10/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2019.	1		3,418.56
INV AUGUST31/08/2019		RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2019.	1	3,418.56	
EFT34360	02/10/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEMB0/09/2019		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34361	02/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1		9,271.05
INV 3153	01/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	9,271.05	
EFT34362	02/10/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		1,905.73
INV SEPTEMB0/09/2019		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	1,905.73	
EFT34363	02/10/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2019	1		2,012.29
INV SEPTEMB0/09/2019		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2019	1	2,012.29	
EFT34364	02/10/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FOR AUGUST 2019.	1		1,779.28
INV AUGUST31/08/2019		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FOR AUGUST 2019.	1	1,779.28	
EFT34365	04/10/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1		6,432.74
INV 59531	12/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1	6,153.89	

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INV 59572	19/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019	1	278.85	
EFT34366	04/10/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2T TIE DOWN STRAPS.	1		109.20
INV 6367404	30/08/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PRESSURE LINE BRASS FITTINGS FOR CLARKE STREET PUMP STATION.	1	22.41	
INV 6370087	05/09/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	2T TIE DOWN STRAPS.	1	86.79	
EFT34367	04/10/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019	1		1,995.14
INV 0806648803/07/2019		AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019	1	997.57	
INV 0806648803/07/2019		AUSTRALIAN COMMUNITY MEDIA	QUARTERLY REPORT FOR JUNE 2019 - AVON VALLEY ADVOCATE 03/07/2019 (REPLACING PO 52891)	1	997.57	
EFT34368	04/10/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT01/10/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT34369	04/10/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 01/10/2019	1		63,862.00
INV PAYG 0101/10/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 01/10/2019	1	63,862.00	
EFT34370	04/10/2019	AVON VALLEY ENVIRONMENTAL SOCIETY	TO PAYMENT OF FEE FOR GUIDED WALK (WOOROLOO P.S 16-19-2019)	1		150.00
INV 7	16/09/2019	AVON VALLEY ENVIRONMENTAL SOCIETY	TO PAYMENT OF FEE FOR GUIDED WALK (WOOROLOO P.S 16-19-2019)	1	150.00	
EFT34371	04/10/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT.	1		95,853.38
INV 34739	05/07/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT.	1	36,951.06	
INV 35526	30/08/2019	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT.	1	37,187.32	
INV 0035575	31/08/2019	AVON WASTE	NEW 240LT GREEN WHEELIE BINS WITH LIDS	1	295.00	
INV 0003557431/08/2019		AVON WASTE	252 YELLOW LIDDED RECYCLING BINS INCLUDING DELIVERY	1	21,420.00	

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EFT34372	04/10/2019	BEAUREPAIRES	PUNTURE REPIAIR TO REAR TYRE ON BUILDING SUPERVISOR UTE PN1407 - N10996.	1		36.01
INV 6410914909/09/2019		BEAUREPAIRES	PUNTURE REPIAIR TO REAR TYRE ON BUILDING SUPERVISOR UTE PN1407 - N10996.	1	36.01	
EFT34373	04/10/2019	BENARA NURSERIES	AZULU FLOWERS.	1		359.04
INV 534321	09/08/2019	BENARA NURSERIES	AZULU FLOWERS.	1	359.04	
EFT34374	04/10/2019	BINDI BINDI DREAMING	2 X CULTURAL SESSIONS ON BUSHFOODS AND TASTE TESTERS FOR GUESTS ATTENDING PROGRAMS AT THE CENTRE HOSTED ON SUNDAY 8TH SEPTEMBER 2019.	1		550.00
INV INV-114709/09/2019		BINDI BINDI DREAMING	2 X CULTURAL SESSIONS ON BUSHFOODS AND TASTE TESTERS FOR GUESTS ATTENDING PROGRAMS AT THE CENTRE HOSTED ON SUNDAY 8TH SEPTEMBER 2019.	1	550.00	
EFT34375	04/10/2019	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR CISTERN IN OUTSIDE TOILET, NOT FILLING PROPERLY.	1		165.45
INV INV-200510/09/2019		BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR CISTERN IN OUTSIDE TOILET, NOT FILLING PROPERLY.	1	115.95	
INV INV-200813/09/2019		BLACKWELL PLUMBING PTY LTD	PEEL TERRACE DUMP POINT. UNBLOCK FROM CUSTOMER ICS.	1	49.50	
EFT34376	04/10/2019	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		346.65
INV R0597	24/09/2019	BOB COOPER OUTBACK SURVIVAL PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	346.65	
EFT34377	04/10/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MOTHLY RATES FOR DUMP POINT ON PEEL TERRACE FOR 1/7/2019 TO 30/06/2020	1		70.30
INV 5927	23/09/2019	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MOTHLY RATES FOR DUMP POINT ON PEEL TERRACE FOR 1/7/2019 TO 30/06/2020	1	70.30	
EFT34378	04/10/2019	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BIN SERVICING FOR JUL, AUG & SEP.	1		424.64
INV 9640729514/06/2019		CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BIN SERVICING FOR JUL, AUG & SEP.	1	424.64	
EFT34379	04/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE MAZDA BT-50 TTOP 98,191KM SERVICE PLUS STOPPNG ISSUE RE DEPO FOR MORE INFO	1		621.72
INV 0000285123/08/2019		CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE MAZDA BT-50 TTOP 98,191KM SERVICE PLUS STOPPNG ISSUE RE DEPO FOR MORE INFO	1	621.72	

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EFT34381	04/10/2019	CIVIC LEGAL	PREPARATION OF CONTRACT FOR SALE OF LAND	1		2,194.50
INV 505576	18/09/2019	CIVIC LEGAL	PREPARATION OF CONTRACT FOR SALE OF LAND	1	2,194.50	
EFT34382	04/10/2019	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1		659.75
INV 1785376	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1	188.50	
INV 1785377	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE TOILETS. MONTHLY SHARP DISPOSAL SERVICE UNTIL DEC 2019.	1	94.25	
INV 1785374	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL DEC 2019.	1	188.50	
INV 1785375	31/08/2019	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. MONTHLY SHARP DISPOSAL SERVICE UNTIL AUGUST 2019.	1	188.50	
EFT34383	04/10/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1		20,434.36
INV INV-094531/07/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	6,263.42	
INV INV-094631/07/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	8,365.14	
INV INV-094731/08/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	5,805.80	
EFT34384	04/10/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK FOR SHARLENE MOORE	1		1,200.00
INV 7442	24/05/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK FOR SHARLENE MOORE	1	400.00	
INV 7514	07/06/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK	1	400.00	
INV 7637	26/06/2019	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR BLACK	1	400.00	

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EFT34385	04/10/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METRE READING AT ADMIN.	1		835.34
INV S7899	17/09/2019	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METRE READING AT ADMIN.	1	835.34	
EFT34386	04/10/2019	COUNTRYWIDE GROUP	15L CHLORINE	1		76.34
INV 28055	18/09/2019	COUNTRYWIDE GROUP	15L CHLORINE	1	76.34	
EFT34388	04/10/2019	CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RSL MEMORIAL HALL FROM 01/09/2019-30/09/2019	1		797.25
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING NORTHAM LIBRARY FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING NORTHAM SWIMMING POOL FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RSL MEMORIAL HALL FROM 01/09/2019-30/09/2019	1	90.56	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING BKB CENTRE FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING OLD GIRLS SCHOOL FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING BERT HAWK OVAL FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING VISITORS CENTRE FROM 01/09/2019-30/09/2019	1	61.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING REC CENTRE FROM 01/09/2019-30/09/2019	1	61.97	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING SES ADMIN FROM 01/09/2019-30/09/2019	1	87.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING SES BUILDING FROM 01/09/2019-30/09/2019	1	87.96	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING MORBY COTTAGE FROM 01/09/2019-30/09/2019	1	53.00	
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	SECURITY MONITORING RAILWAY MUSEUM FROM 01/09/2019-30/09/2019	1	61.96	
EFT34390	04/10/2019	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER APPLICATION FEES FOR THE OLD QUARRY ROAD WORKS APPROVAL FOR REUSE SHOP AND TRANSFER STATION.	1		5,075.00

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INV W6295/2023/09/2019		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER APPLICATION FEES FOR THE OLD QUARRY ROAD WORKS APPROVAL FOR REUSE SHOP AND TRANSFER STATION.	1	5,075.00	
EFT34391	04/10/2019	DREAMTIME COLOR ART	STOCK PURCHASES FOR BKB.	1		235.00
INV 18	13/09/2019	DREAMTIME COLOR ART	STOCK PURCHASES FOR BKB.	1	235.00	
EFT34392	04/10/2019	DUANA NICKELS	UMPIRING FOR NIGHT HOOPS	1		360.00
INV 1	07/09/2019	DUANA NICKELS	UMPIRING FOR NIGHT HOOPS	1	360.00	
EFT34393	04/10/2019	E FIRE & SAFETY	CARRY OUT WORKS TO VARIOUS SITES	1		3,619.00
INV 507159	21/08/2019	E FIRE & SAFETY	KILLARA. SUPPLY LOCKS AND CHAIN FOR FIRE WATER SERVICE AS PER QUOTE 100751.	1	165.00	
INV 505600	25/08/2019	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING 01/07/2019-31/07/2019	1	162.80	
INV 507370	26/08/2019	E FIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING NORTHAM TOWN HALL 01/08/2019-31/08/2019	1	162.80	
INV 507371	26/08/2019	E FIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING REC CENTRE 01/08/2019-31/08/2019	1	236.50	
INV 507369	26/08/2019	E FIRE & SAFETY	FIRE DETECTION SYSTEM MONTHLY SERVICING 01/08/2019-31/08/2019	1	532.40	
INV 508108	05/09/2019	E FIRE & SAFETY	WUNDOWIE HALL. REPLACE EXIT LIGHT AS PER QUOTE 100752.	1	605.00	
INV 508109	06/09/2019	E FIRE & SAFETY	CARRY OUT WORKS TO VARIOUS SITES	1	1,754.50	
EFT34394	04/10/2019	EASIFLEET	Payroll deductions	1		3,036.10
INV DEDUCT01/10/2019		EASIFLEET	Payroll deductions		1,421.55	
INV DEDUCT01/10/2019		EASIFLEET	Payroll deductions		1,614.55	
EFT34395	04/10/2019	EMERG SOLUTIONS PTY LTD	ANNUAL SUBSCRIPTION FOR BART RESPONSE SOFTWARE, 125 LICENCES	1		1,875.00
INV 36335	02/10/2019	EMERG SOLUTIONS PTY LTD	ANNUAL SUBSCRIPTION FOR BART RESPONSE SOFTWARE, 125 LICENCES	1	1,875.00	

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EFT34396	04/10/2019	EXPERIENCE PERTH	DESTINATION WA 2019 SERIES - TV PROMOTION IN PARTNERSHIP WITH DESTINATION PERTH AND GURU PRODUCTIONS	1		2,543.75
INV INV-727310/06/2019		EXPERIENCE PERTH	REMAINING BALANCE AS PER EMAIL DESTINATION WA 2019 SERIES - TV PROMOTION IN PARTNERSHIP WITH DESTINATION PERTH AND GURU PRODUCTIONS REMAINING BALANCE AS PER EMAIL	1	2,543.75	
EFT34397	04/10/2019	FRANK DAVIS	WELCOME TO COUNTRY - INFLUENCERS ACTIVITY	1		600.00
INV 4	25/09/2019	FRANK DAVIS	WELCOME TO COUNTRY - INFLUENCERS ACTIVITY	1	300.00	
INV 5	27/09/2019	FRANK DAVIS	WELCOME TO COUNTRY (HO CHI MIN VISIT TO BKB 12/9/2019)	1	300.00	
EFT34398	04/10/2019	FRESH START RECOVERY PROGRAMME	CATERING AND DELIVERY FOR AVON MIDLAND ZONE MEETING 23/08/2019 - 30 PEOPLE MORNING TEA AND LUNCH	1		1,265.00
INV 0029164018/09/2019		FRESH START RECOVERY PROGRAMME	CATERING FOR OSH MEETING 29/08/2019	1	192.50	
INV 0029164519/09/2019		FRESH START RECOVERY PROGRAMME	CATERING AND DELIVERY FOR AVON MIDLAND ZONE MEETING 23/08/2019 - 30 PEOPLE MORNING TEA AND LUNCH	1	478.50	
INV 0029165420/09/2019		FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 21/08/2019	1	330.00	
INV 0029165020/09/2019		FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM MEETING 11/09/2019	1	264.00	
EFT34399	04/10/2019	FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED	1		33,873.13
INV 1320689112/09/2019		FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED	1	33,873.13	
EFT34400	04/10/2019	GDR CIVIL CONTRACTING PTY LTD	COLLECT ROLLER FROM ROGERS ROAD & DELIVER TO SHIRE DEPOT 29/8/2019	1		1,100.00
INV 001532A 30/07/2019		GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF LOADER @ \$400/DAY	1	440.00	
INV 001551	29/08/2019	GDR CIVIL CONTRACTING PTY LTD	COLLECT ROLLER FROM ROGERS ROAD & DELIVER TO SHIRE DEPOT 29/8/2019	1	660.00	
EFT34401	04/10/2019	GLENDA MAREE SINCLAIR	REIMBURSEMENT OF POLICE CLEARANCE	1		55.10



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INV 6801065615/08/2019		GLEND A MAREE SINCLAIR	REIMBURSEMENT OF POLICE CLEARANCE	1	55.10	
EFT34402	04/10/2019	GLENN STUART BEVERIDGE	SOUND SHELL. PREPARE AND PAINT FLOOR IN NON SLIP PAINT.	1		10,084.00
INV 13	13/09/2019	GLENN STUART BEVERIDGE	AGRICULTURAL SHOW. FENCE REPAIRS READY FOR THE SHOW.	1	297.00	
INV 2	19/09/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. YEARLY OIL OF DECKING.	1	1,000.00	
INV 3	19/09/2019	GLENN STUART BEVERIDGE	MORBY COTTAGE. YEARLY OIL OF DECKING.	1	495.00	
INV 18	26/09/2019	GLENN STUART BEVERIDGE	FLUFFY DUCKLINGS. SECURE GLASS IN DOOR AND ADJUST DOOR CLOSER FOR SOFT CLOSE.	1	220.00	
INV 19	26/09/2019	GLENN STUART BEVERIDGE	APEX PARK TOILETS. RELAY PAVERS TO REMOVE TRIP HAZARDS AND ADD NEW SAND TO GAPS.	1	1,500.00	
INV 12	26/09/2019	GLENN STUART BEVERIDGE	BERNARD PARK PLAY CENTRE. PRESSURE WASH WINDOWS.	1	2,150.00	
INV 16	26/09/2019	GLENN STUART BEVERIDGE	SOUND SHELL. PREPARE AND PAINT FLOOR IN NON SLIP PAINT.	1	2,464.00	
INV 17	26/09/2019	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. INSTALL RAMP TO FRONT DOOR.	1	1,078.00	
INV 15	26/09/2019	GLENN STUART BEVERIDGE	REC CENTRE. SUPPLY AND INSTALL VIEWING GLASS IN DOOR TO OFFICE. SIZE TO BE DISCUSSED ON SITE.	1	451.00	
INV 14	26/09/2019	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA CENTRE. CLEAN OFF GRAFFIT TO ACCESSIBLE RAMP AND TRY TEST AREA ON LANDING.	1	308.00	
INV 11	03/10/2019	GLENN STUART BEVERIDGE	VISITORS CENTRE. EXTEND A/C CONDENSATION PIPES TO GET WATER AWAY FROM POWER CABLES.	1	121.00	
EFT34403	04/10/2019	GRACE WHITEAKER	YOUTH TRAVEL SUPPORT	1		150.00
INV CH0210202/10/2019		GRACE WHITEAKER	YOUTH TRAVEL SUPPORT	1	150.00	
EFT34404	04/10/2019	GRAFTON ELECTRICS	NORTHAM DEPOT. INSTALL NEW PHONE PORT TO EXTRA DESK.	1		3,638.39
INV 6184	02/08/2019	GRAFTON ELECTRICS	2019 AVON RIVER FESTIVAL	1	660.00	
INV 6119	30/08/2019	GRAFTON ELECTRICS	REMOVE RETIC PUMP FROM BERNARD PARK.	1	217.58	
INV 6238	30/08/2019	GRAFTON ELECTRICS	NORTHAM DEPOT. INSTALL NEW PHONE PORT TO EXTRA DESK.	1	764.06	
INV 6281	13/09/2019	GRAFTON ELECTRICS	FIT NEW BATTERY'S TO BEAUREPAIRES CCTV SOLAR POLE	1	101.40	

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INV 6271	13/09/2019	GRAFTON ELECTRICS	REPAIR FAULTS WITH SOLENOIDS AT BERNARD PARK WATER PLAYGROUND	1	749.32	
INV 6289	17/09/2019	GRAFTON ELECTRICS	MAKE THE POWER BOX AT SHOW GROUNDS - JUBILEE OVAL SAFE AS ITS BEEN REVERSED INTO WHILE THE NORTHAM SHOW WAS ON	1	258.50	
INV 6296	19/09/2019	GRAFTON ELECTRICS	FIT NEW BATTERYS TO BEAUREPAIRES CCTV SOLAR POLE	1	401.03	
INV 6309	25/09/2019	GRAFTON ELECTRICS	INSTALL 2 X LIGHTS OUTSIDE RECEPTION DOOR SO THAT TWO WAY WINDOW CAN WORK PROPERLY	1	330.00	
INV 6329	02/10/2019	GRAFTON ELECTRICS	REPAIR TO EXTENTION CORD	1	156.50	
EFT34405	04/10/2019	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR LIBRARY.	1		731.50
INV 5730	16/09/2019	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR LIBRARY.	1	731.50	
EFT34406	04/10/2019	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		262.05
INV INV-299713/09/2019		HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	262.05	
EFT34407	04/10/2019	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION	1		1,779.30
INV 350B	30/08/2019	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION	1	1,779.30	
EFT34408	04/10/2019	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1		168.00
INV 32	26/06/2019	ISOBEL ROBERTS	STOCK PURCHASES FOR VISITORS CENTRE.	1	168.00	
EFT34409	04/10/2019	IW PROJECTS	CONSULTANT TO PREPARE AND SUBMIT LICENCE APPLCIATION TO DWER FOR THE TRANSFER STATION AND RESUE SHOP FOR THE OLD QUARRY ROAD WASTE MANAGMENT FACILTY ON THE BEAHLF OF THE SHIRE OF NORTHAM.	1		5,351.50
INV 1101	13/09/2019	IW PROJECTS	CONSULTANT TO PREPARE AND SUBMIT LICENCE APPLCIATION TO DWER FOR THE TRANSFER STATION AND RESUE SHOP FOR THE OLD QUARRY ROAD WASTE MANAGMENT FACILTY ON THE BEAHLF OF THE SHIRE OF NORTHAM.	1	5,351.50	
EFT34410	04/10/2019	JOANNE PARFITT	PAINTED ROCKS	1		150.00

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INV 55729	21/09/2019	JOANNE PARFITT	PAINTED ROCKS	1	150.00	
EFT34411	04/10/2019	JOHN KELLY	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER 22ND 2019)	1		250.00
INV 2	22/09/2019	JOHN KELLY	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER 22ND 2019)	1	250.00	
EFT34412	04/10/2019	KIRK GARLETT	KIRK GARLETT STOCK SALES AT BKB (10TH AUGUST TIL 30TH JULY 2019)	1		284.35
INV 3	17/09/2019	KIRK GARLETT	KIRK GARLETT STOCK SALES AT BKB (10TH AUGUST TIL 30TH JULY 2019)	1	284.35	
EFT34413	04/10/2019	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1		1,036.75
INV 0004034728/08/2019		KLEENWEST DISTRIBUTORS	CHEMICALS, CONTAINERS & NAPKINS FOR KILLARA	1	99.44	
INV 0004063911/09/2019		KLEENWEST DISTRIBUTORS	GLOVES, TOILET PAPER, HAND TOWELS FOR KILLARA	1	241.95	
INV 0004087120/09/2019		KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1	695.36	
EFT34414	04/10/2019	LANDMARK	XL GLADIATOR HERBICIDE.	1		672.00
INV 9020336701/08/2019		LANDMARK	GAS REFILL.	1	60.08	
INV 9020339601/08/2019		LANDMARK	GAS REFILL.	1	70.41	
INV 9020369601/08/2019		LANDMARK	GAS REFILL.	1	-70.41	
INV 9020877219/08/2019		LANDMARK	GAS REFILL.	1	66.39	
INV 9021315130/08/2019		LANDMARK	XL GLADIATOR HERBICIDE.	1	545.53	
EFT34415	04/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA.	CARMEN SADLEIR ATTENDANCE - FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP 20/09/2019	1		350.00
INV 11,992	16/07/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA.	CARMEN SADLEIR ATTENDANCE - FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP 20/09/2019	1	350.00	
EFT34416	04/10/2019	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - OCT 2019	1		916.66
INV 0000026127/09/2019		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - OCT 2019	1	916.66	

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EFT34417	04/10/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 28/08/2019 -LOCAL GOVERNMENT ELECTIONS CALL FOR NOMINATIONS	1		5,948.76
INV 29321	27/08/2019	MARKETFORCE	PUBLIC NOTICE FOR CLOSING OF ROLL LOCAL GOVERNMENT ELECTIONS - WEST AUSTRALIAN 14/08/2019	1	684.45	
INV 29313	27/08/2019	MARKETFORCE	PUBLIC NOTICE FOR CLOSING OF ROLL LOCAL GOVERNMENT ELECTIONS - ADVOCATE 14/08/2019 AND 21/08/2019	1	383.24	
INV 29319	27/08/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 28/08/2019 -LOCAL GOVERNMENT ELECTIONS CALL FOR NOMINATIONS	1	927.87	
INV 29310	27/08/2019	MARKETFORCE	NOTICE IN AVON VALLEY ADVOCATE FOR 2019 ELECTIONS WEBINAR - 07/08/2019 & 14/08/2019	1	574.51	
INV 29311	27/08/2019	MARKETFORCE	PUBLIC NOTICE - DIFFERENTIAL RATES - ADVOCATE 31/07/2019	1	561.11	
INV 29312	27/08/2019	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE 07/08/2019 & SEEK FOR HEAVY PLANT OPERATOR / GENERAL LABOURER	1	601.52	
INV 29320	27/08/2019	MARKETFORCE	PUBLIC NOTICE - DIFFERENTIAL RATES - ADVOCATE 31/07/2019	1	749.89	
INV 29316	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN AVON VALLEY ADVOCATE ON 14/08/2019 FOR THE LOCAL GOVERNMENT ELECTIONS CLOSE OF ENROLMENTS	1	624.76	
INV 29315	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN AVON VALLEY ADVOCATE ON 14/08/2019 FOR PROPOSAL TO DISPOSE OF PROPERTY SITE 22 AT THE NORTHAM AIRPORT	1	240.94	
INV 29314	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 07/08/2019 FOR THE TEMPORARY CLOSURE OF GORDON PLACE	1	335.81	
INV 29317	27/08/2019	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE ON 21/08/2019 - MINISTERIAL APPROVAL - AMENDMENT NO. 14	1	264.66	
EFT34418	04/10/2019	MATTHEW BENJAMIN FYFE	REIMBURSEMENT OF STEEL CAPPED SAFETY BOOTS	1		150.00
INV #1301	27/07/2019	MATTHEW BENJAMIN FYFE	REIMBURSEMENT OF STEEL CAPPED SAFETY BOOTS	1	150.00	

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EFT34419	04/10/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR HANGAR 14 KEN NILSSON	1		1,634.71
INV 42207	11/07/2019	MAYBERRY HAMMOND & CO	AMENDMENT TO INCLUDE HANGER 14 IN LEASE FOR LAWRENCE HANGAR 13	1	561.00	
INV 42377	24/09/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR CLACKLINE POSTOFFICE AND CLACKLINE PROGRESS ASSOCIATION	1	495.00	
INV 42379	25/09/2019	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR HANGAR 14 KEN NILSSON	1	578.71	
EFT34420	04/10/2019	MM ELECTRICAL MERCHANDISING	TECAC1783 HDMI Cat5e/Cat6 Extender	1		359.81
INV 162830-6	17/09/2019	MM ELECTRICAL MERCHANDISING	TECAC1783 HDMI Cat5e/Cat6 Extender	1	359.81	
EFT34421	04/10/2019	MR NATURALLY CLEAN	BILYA KOORT BOODJA. CLEAN CONCRETE CONCOURSE AS PER QUOTE QU - 0205.	1		935.00
INV INV-167219	09/2019	MR NATURALLY CLEAN	BILYA KOORT BOODJA. CLEAN CONCRETE CONCOURSE AS PER QUOTE QU - 0205.	1	935.00	
EFT34422	04/10/2019	NADEGE VINICOMBE	REIMBURSEMENT FOR P-OLICE CLEARANCE	1		55.10
INV NPC-11621	07/2019	NADEGE VINICOMBE	REIMBURSEMENT FOR P-OLICE CLEARANCE	1	55.10	
EFT34423	04/10/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/08/2019 - 14/09/2019	1		1,264.29
INV 9172248505	08/2019	NAVMAN WIRELESS PTY LTD	CLEANING FOR THE PERIOD 01/07/2019-31/07/2019	1	417.67	
INV 9173323415	08/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/08/2019 - 14/09/2019	1	846.62	
EFT34424	04/10/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE CRACKED WINDOW IN MEETING ROOM 2	1		803.00
INV 4119	24/09/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE CRACKED WINDOW IN MEETING ROOM 2	1	803.00	
EFT34425	04/10/2019	NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANT 2019/2020	1		5,000.00
INV 1034	12/09/2019	NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANT 2019/2020	1	5,000.00	
EFT34426	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		200.00
INV 7195	30/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
EFT34427	04/10/2019	NORTHAM CHURCH OF CHRIST	COMMUNITY GRANTS 2019/2020	1		5,500.00

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INV 0000272912/09/2019		NORTHAM CHURCH OF CHRIST	COMMUNITY GRANTS 2019/2020	1	5,500.00	
EFT34428	04/10/2019	NORTHAM COUNTRY CLUB INC	2019 NORTHGAM GOLF CLUB SPONSORSHIP - LADIES OPEN DAY	1		650.00
INV 2828	18/09/2019	NORTHAM COUNTRY CLUB INC	2019 NORTHGAM GOLF CLUB SPONSORSHIP - LADIES OPEN DAY	1	550.00	
INV 2844	01/10/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34429	04/10/2019	NORTHAM CRAFT CENTRE	NORTHAM HOCKEY CLUB TURF OPENING (21 SEPTEMBER 2019)	1		74.23
INV 2071	19/09/2019	NORTHAM CRAFT CENTRE	NORTHAM HOCKEY CLUB TURF OPENING (21 SEPTEMBER 2019)	1	74.23	
EFT34430	04/10/2019	NORTHAM DISTRICTS MOTOR CYCLE CLUB	COMMUNITY SPONSORSHIP GRANT 2019/2020	1		5,000.00
INV 5000	02/10/2019	NORTHAM DISTRICTS MOTOR CYCLE CLUB	COMMUNITY SPONSORSHIP GRANT 2019/2020	1	5,000.00	
EFT34431	04/10/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS MICHAEL AHEARN	1		1,170.00
INV 114151	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS MICHAEL AHEARN	1	120.00	
INV 114148	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS KURT DE BOULAY	1	120.00	
INV 114149	10/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS COLIN LEWIS	1	120.00	
INV 114233	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS RODNEY HAYES	1	45.00	
INV 114238	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS KELLEE WALTERS	1	120.00	
INV 114239	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS ANTHONY SVANBERG	1	120.00	
INV 114243	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS CARMEN SADLIER	1	120.00	
INV 114234	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS GLENN MCPHERSON	1	120.00	
INV 114237	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS CHRIS TURKICH	1	120.00	
INV 114242	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS IAN DHU	1	45.00	
INV 114251	11/09/2019	NORTHAM FAMILY PRACTICE	VACCINATIONS SHANE MCREDMOND	1	120.00	
EFT34432	04/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1		276.00

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INV 0000233906/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000234009/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000234110/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000235211/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000235312/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000235413/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000023516/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	40.50	
INV 0000236017/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000236118/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	54.00	
INV 0000236220/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000236821/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000236923/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000237025/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
EFT34433	04/10/2019	NORTHAM MAZDA	PN1512 REGO N10734 105,000KM SERVICE PLUS TIGHTEN DOORS THAT HAVE DROPPED AND REPLACE ALL 3 WIPPER BLADES	1		584.47
INV 125593	12/09/2019	NORTHAM MAZDA	PN1512 REGO N10734 105,000KM SERVICE PLUS TIGHTEN DOORS THAT HAVE DROPPED AND REPLACE ALL 3 WIPPER BLADES	1	584.47	
EFT34434	04/10/2019	NORTHAM MITRE 10 SOLUTIONS	X 3 PALLETS RAPIT SET CONCRETE	1		4,314.06
INV 1044344901/08/2019		NORTHAM MITRE 10 SOLUTIONS	MEASURING TAPE, PAINT BRUSHES, PAINT	1	352.99	
INV 1044336401/08/2019		NORTHAM MITRE 10 SOLUTIONS	HAMMER, BOLSTER AND NUT	1	61.44	

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INV 1044464805/08/2019		NORTHAM MITRE 10 SOLUTIONS	BOLT AND NUT	1	5.23	
INV 1044494506/08/2019		NORTHAM MITRE 10 SOLUTIONS	MISC RETIC PARTS FOR YOUTH PRECINCT	1	41.13	
INV 1044557808/08/2019		NORTHAM MITRE 10 SOLUTIONS	PAINT AND PAINT BRUSHES	1	103.94	
INV 1044560308/08/2019		NORTHAM MITRE 10 SOLUTIONS	X3 PALLETS RAPIT SET CONCRETE	1	1,530.00	
INV 1044560708/08/2019		NORTHAM MITRE 10 SOLUTIONS	MAKITA CUT OFF SAW	1	199.00	
INV 1044661808/08/2019		NORTHAM MITRE 10 SOLUTIONS	RAPID SET (2 PALLETS).	1	-57.00	
INV 1044574608/08/2019		NORTHAM MITRE 10 SOLUTIONS	RAPID SET (2 PALLETS).	1	1,077.00	
INV 1044715013/08/2019		NORTHAM MITRE 10 SOLUTIONS	SILICON (ROOF AND GUTTER).	1	45.79	
INV 1044718813/08/2019		NORTHAM MITRE 10 SOLUTIONS	POP UP SHOP. SUPPLY 6 X.FLURO GLOBES.	1	20.90	
INV 1044767714/08/2019		NORTHAM MITRE 10 SOLUTIONS	BLUE LINE FITTINGS	1	83.93	
INV 1044754214/08/2019		NORTHAM MITRE 10 SOLUTIONS	SOIL TEST KIT, HAND SAW, PRUNING SAW, HAND CULTNATOR 3 PRONG	1	66.70	
INV 1044823116/08/2019		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY KEY TAGS.	1	54.63	
INV 1044820216/08/2019		NORTHAM MITRE 10 SOLUTIONS	19MM POLY PIPE	1	106.03	
INV 1044927119/08/2019		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY ASSORTED BOLTS AND NUTS.	1	47.88	
INV 1044979321/08/2019		NORTHAM MITRE 10 SOLUTIONS	NEW GARDENING TOOLS & PLANTS FOR KILLARA.	1	158.62	
INV 1044967221/08/2019		NORTHAM MITRE 10 SOLUTIONS	SILICON TUBE.	1	5.08	
INV 1045067923/08/2019		NORTHAM MITRE 10 SOLUTIONS	BAGS OF CREAM CEMENT MIX FOR HOCKEY PITCH PROJECT.	1	63.60	
INV 1045131426/08/2019		NORTHAM MITRE 10 SOLUTIONS	NYLON ROPE FOR TRUCK TARPS	1	85.47	
INV 1045179527/08/2019		NORTHAM MITRE 10 SOLUTIONS	NORTHAM DEPOT. SUPPLY SHOWER HEAD AND PRIVACY DOOR LOCK.	1	28.78	
INV 1045169727/08/2019		NORTHAM MITRE 10 SOLUTIONS	PVC COUPLING FOR RETICULATION.	1	87.49	
INV 1045167127/08/2019		NORTHAM MITRE 10 SOLUTIONS	BBQ WHEELS.	1	18.24	
INV 1045215728/08/2019		NORTHAM MITRE 10 SOLUTIONS	CAULKING GUN	1	49.82	
INV 1045250129/08/2019		NORTHAM MITRE 10 SOLUTIONS	BOLTS & NUTS FOR NEW PUMP AT BERNARD PARK.	1	3.42	



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INV 1045243329/08/2019		NORTHAM MITRE 10 SOLUTIONS	VARIOUS PARTS FOR PARKS AND GARDENS.	1	46.16	
INV 1045276530/08/2019		NORTHAM MITRE 10 SOLUTIONS	ADMIN BUILDING. SUPPLY GYMPIE HAMMER	1	23.75	
INV 1045457205/09/2019		NORTHAM MITRE 10 SOLUTIONS	POP RIVETS FOR BIN SENSORS INSTALLATION AVON MALL.	1	4.04	
EFT34435	04/10/2019	NORTHAM PISTOL CLUB INC	2019/2020 COMMUNITY GRANT	1		5,000.00
INV 103	23/09/2019	NORTHAM PISTOL CLUB INC	2019/2020 COMMUNITY GRANT	1	5,000.00	
EFT34436	04/10/2019	NORTHAM SENIOR HIGH SCHOOL	SPONSORSHIP OF AWARD YEAR 12 2019	1		500.00
INV 8358	18/09/2019	NORTHAM SENIOR HIGH SCHOOL	SPONSORSHIP OF AWARD YEAR 12 2019	1	500.00	
EFT34437	04/10/2019	OFFICEWORKS SUPERSTORES PTY LTD	RECONNECTED GRANT IPAD 6TH GEN 9.7 GOLD 32 GB	1		808.50
INV 4405402826/07/2019		OFFICEWORKS SUPERSTORES PTY LTD	RECONNECTED GRANT IPAD 6TH GEN 9.7 GOLD 32 GB	1	599.95	
INV 4444467428/08/2019		OFFICEWORKS SUPERSTORES PTY LTD	PPS KRAFT PAPER ROLL 600MM X 50M	1	45.93	
INV 4451971603/09/2019		OFFICEWORKS SUPERSTORES PTY LTD	STAEDTLER LUMOCOLOUR PERMANENT PEN 1.0MM ASSORTED 8 PACK	1	33.78	
INV 4451273104/09/2019		OFFICEWORKS SUPERSTORES PTY LTD	STAEDTLER 301 WHITEBOARD MARKERS ASSORTED 6 PACK	1	47.11	
INV 4451273104/09/2019		OFFICEWORKS SUPERSTORES PTY LTD		1	81.73	
EFT34438	04/10/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SHADE CLOTH TARP FOR TIPPER TRUCK	1		550.00
INV 3425	26/08/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SHADE CLOTH TARP FOR TIPPER TRUCK	1	550.00	
EFT34439	04/10/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS - 19/08/2019 TO 30/08/2019	1		5,153.78
INV 21693	30/08/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS - 19/08/2019 TO 30/08/2019	1	2,296.80	
INV 21721	10/09/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1	286.38	
INV 21747	13/09/2019	OXTER SERVICES	CEMETERY TOILETS. SUPPLY 1 X BOX TOILET ROLL, 1 X BOX OF GLOVES, 1 X WIPES ON A ROLL AND 20L FINEAWAY.	1	138.89	

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INV 21750	13/09/2019	OXTER SERVICES	CLEANING AT VARIOUS BUILDINGS FROM 02/09/2019 TO 13/09/2019.	1	2,296.80	
INV 21761	17/09/2019	OXTER SERVICES	80LT GARBAGE BAGS (TO BE COLLECTED BY NORTHAM DEPOT STAFF).	1	134.91	
EFT34440	04/10/2019	PAT DAVIS	NYOONGAR LANGUAGE PROGRAM AT BKB	1		200.00
INV 55303	15/08/2019	PAT DAVIS	NYOONGAR LANGUAGE PROGRAM AT BKB	1	200.00	
EFT34441	04/10/2019	PATHWEST LABORATORY MEDICINE WA	ALCOHOL TEST FOR RUSSELL DE GRAY	1		35.00
INV 1071749010/04/2019		PATHWEST LABORATORY MEDICINE WA	ALCOHOL TEST FOR RUSSELL DE GRAY	1	35.00	
EFT34442	04/10/2019	PATTON'S PANEL & PAINT	REPAIR FRONT BUMPER.	1		302.50
INV 911	28/08/2019	PATTON'S PANEL & PAINT	REPAIR FRONT BUMPER.	1	302.50	
EFT34443	04/10/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR 185 FITZGERALD ST POP UP SHOP SEP 2019	1		218.06
INV 2173973	16/09/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR 185 FITZGERALD ST POP UP SHOP SEP 2019	1	218.06	
EFT34444	04/10/2019	PERTH SAFETY PRODUCTS PTY LTD	PARTS FOR ROAD MAINTENANCE	1		1,271.60
INV 0000925615/08/2019		PERTH SAFETY PRODUCTS PTY LTD	150MM STREET BLADE TO SHIRE OF NORTHAM SPEC "NO THROUGH ROAD"	1	44.00	
INV 0000929129/08/2019		PERTH SAFETY PRODUCTS PTY LTD	PARTS FOR ROAD MAINTENANCE	1	743.60	
INV 0000932410/09/2019		PERTH SAFETY PRODUCTS PTY LTD	VARIOUS ROAD & TRAFFIC SIGNS.	1	484.00	
EFT34445	04/10/2019	PRIMARIES OF WA PTY LTD	GLEESON HILL - PINE LOG 2.1M	1		1,221.73
INV 4088029202/08/2019		PRIMARIES OF WA PTY LTD	32MM PLASTIC TUBING.	1	10.27	
INV 4088955521/08/2019		PRIMARIES OF WA PTY LTD	GLEESON HILL - PINE LOG 2.1M	1	1,018.96	
INV 4089538502/09/2019		PRIMARIES OF WA PTY LTD	20L LIQUID KELP.	1	192.50	
EFT34446	04/10/2019	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE SKATE PARK. SUPPLY AND INSTALL PUSH BUTTON TIMER TO LIGHTS IN SHELTER.	1		330.00
INV 0000560801/09/2019		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE SKATE PARK. SUPPLY AND INSTALL PUSH BUTTON TIMER TO LIGHTS IN SHELTER.	1	330.00	

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EFT34447	04/10/2019	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE	1		119.72
INV 0004658111	09/2019	QUALITY PUBLISHING AUSTRALIA	STOCK PURCHASES FOR VISITORS CENTRE	1	119.72	
EFT34448	04/10/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	DEVELOPMENT OF GENERIC TRAFFIC MANAGEMENT PLAN #24629 TO INCLUDE NEW SCHEME FOR CONTROLLING A ROUNDABOUT UNDER STOP / SLOW AS PER QUOTE 27019/SG.	1		313.50
INV INV-327209	09/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	DEVELOPMENT OF GENERIC TRAFFIC MANAGEMENT PLAN #24629 TO INCLUDE NEW SCHEME FOR CONTROLLING A ROUNDABOUT UNDER STOP / SLOW AS PER QUOTE 27019/SG.	1	313.50	
EFT34449	04/10/2019	RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1		147.85
INV 4259961818	09/2019	RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1	147.85	
EFT34450	04/10/2019	REGIONAL BRIDGING PTY LTD	ABUTMENT 2 REPAIRS TO BRIDGE 0613 - LEEDER BRIDGE YILGARN AVE NORTHAM.	1		582.00
INV 0000019806	09/2019	REGIONAL BRIDGING PTY LTD	ABUTMENT 2 REPAIRS TO BRIDGE 0613 - LEEDER BRIDGE YILGARN AVE NORTHAM.	1	582.00	
EFT34451	04/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		495.00
INV 0038959	19/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039032	20/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039024	20/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039055	20/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039094	23/09/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT34452	04/10/2019	RUBBER RAMPS WA	NORTHAM LIBRARY. SUPPLY RUBBER RAMPS AS PER QUOTE. TO BE PICKED UP FROM THORN LIE.	1		770.00

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INV 64	27/08/2019	RUBBER RAMPS WA	NORTHAM LIBRARY. SUPPLY RUBBER RAMPS AS PER QUOTE. TO BE PICKED UP FROM THORNLIE.	1	770.00	
EFT34453	04/10/2019	RUSSELL JOHN FITZGERALD	RUSSELL FITZGERALD STOCK SALES - 10TH AUGUST 2018 - 30TH JULY 2019	1		52.60
INV 1	17/09/2019	RUSSELL JOHN FITZGERALD	RUSSELL FITZGERALD STOCK SALES - 10TH AUGUST 2018 - 30TH JULY 2019	1	52.60	
EFT34454	04/10/2019	RYLEE & BRIS FRESH HONEY	STOCK PURCHASES FOR NORTHAM.	1		55.00
INV 1	01/11/2019	RYLEE & BRIS FRESH HONEY	STOCK PURCHASES FOR NORTHAM.	1	55.00	
EFT34455	04/10/2019	SAFEROADS PTY LTD	SNAPLOC GUIDE POSTS INCLUDING DELIVERY TO NORTHAM	1		26,950.00
INV 67089	12/09/2019	SAFEROADS PTY LTD	SNAPLOC GUIDE POSTS INCLUDING DELIVERY TO NORTHAM	1	26,950.00	
EFT34456	04/10/2019	SCOTT PRINT	FIRE INFORMATION BOOKLETS - 7,000 COPIES	1		4,890.60
INV 136839	26/08/2019	SCOTT PRINT	FIRE INFORMATION BOOKLETS - 7,000 COPIES	1	4,890.60	
EFT34457	04/10/2019	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB.	1		370.00
INV 685054	11/09/2019	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB.	1	370.00	
EFT34458	04/10/2019	SLATER-GARTRELL SPORTS	LINE MARKING PAINT.	1		765.60
INV SG35748/09/09/2019		SLATER-GARTRELL SPORTS	LINE MARKING PAINT.	1	765.60	
EFT34459	04/10/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE BRAKE PADS AND BATTERY ENCLUDING LABOUR ON PN1613 REGO N11069	1		1,483.87
INV 336127	09/08/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE CRANKSHAFT SEAL -THAT WAS PICKED UP AT SERVICE PN1514 REGO N11184	1	434.81	
INV 337591	16/09/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	MAJOR SERVICE ON PN1613 REGO N11069 (105,000KM)	1	508.05	
INV 337634	19/09/2019	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	REPLACE BRAKE PADS AND BATTERY ENCLUDING LABOUR ON PN1613 REGO N11069	1	541.01	
EFT34460	04/10/2019	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 12 MONTHS 30/09/2019	1		7,585.68

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INV INV-000002/07/2019		TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 12 MONTHS 30/09/2019	1	7,585.68	
EFT34461	04/10/2019	THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE.	1		96.60
INV 0000099316/05/2019		THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR VISITORS CENTRE.	1	96.60	
EFT34462	04/10/2019	THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1		538.45
INV 0004437026/06/2019		THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1	538.45	
EFT34463	04/10/2019	THE PRINT SHOP BUNBURY	STOCK PURCHASES FOR VISITORS CENTRE.	1		1,698.00
INV 23858	04/07/2019	THE PRINT SHOP BUNBURY	STOCK PURCHASES FOR VISITORS CENTRE.	1	1,698.00	
EFT34464	04/10/2019	THE WORKWEAR GROUP	UNIFORM FOR SHARELENE MOORE.	1		652.15
INV 1167891729/08/2019		THE WORKWEAR GROUP	UNIFORM FOR SHARELENE MOORE.	1	522.15	
INV 1169879609/09/2019		THE WORKWEAR GROUP	UNIFORM FOR ROBERTA O'NEIL.	1	130.00	
EFT34465	04/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES AUGUST 2019	1		304.82
INV 0415-S3015/08/2019		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES AUGUST 2019	1	202.13	
INV 0416-S3019/08/2019		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES 06/08/2019-15/08/2019	1	102.69	
EFT34466	04/10/2019	TOTAL EDEN	RETICULATION PIPE & FITTINGS	1		1,268.35
INV 4089633703/09/2019		TOTAL EDEN	RETICULATION PIPE & FITTINGS	1	1,268.35	
EFT34467	04/10/2019	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	GRAVEL SUPPLIED AN DELIVERED TO SPENCERS BROOK RD.	1		29,271.93
INV INV-029831/08/2019		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	GRAVEL SUPPLIED AN DELIVERED TO SPENCERS BROOK RD.	1	29,271.93	
EFT34468	04/10/2019	TREVOR EASTWELL	FUEL REIMBURSEMENT FOR NIGHT HOOPS.	1		119.19
INV RR.25092025/09/2019		TREVOR EASTWELL	FUEL REIMBURSEMENT FOR NIGHT HOOPS.	1	119.19	
EFT34469	04/10/2019	TYREPOWER	REPLACE 4 TYRES ON WUNDOWIE MOWER TRAILER PN00056 - N5380.	1		420.00

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INV 130011	06/09/2019	TYREPOWER	REPLACE 4 TYRES ON WUNDOWIE MOWER TRAILER PN00056 - N5380.	1	420.00	
EFT34470	04/10/2019	VALLEY FORD	105,000 KM SERVICE ON PN1614 REGO N3333	1		420.00
INV 1404697	02/09/2019	VALLEY FORD	105,000 KM SERVICE ON PN1614 REGO N3333	1	420.00	
EFT34471	04/10/2019	VINCENT RYDER	BKB CULTURAL EXPERIENCE- INFLUENCERS ACTIVITY	1		533.41
INV 4	17/09/2019	VINCENT RYDER	VINCENT RYDER STOCK SALES AT BKB (10TH AUGUST 2018 - 30TH JULY 2019)	1	53.41	
INV 6	25/09/2019	VINCENT RYDER	BKB CULTURAL EXPERIENCE- INFLUENCERS ACTIVITY	1	480.00	
EFT34472	04/10/2019	VINCENT RYDER JUNIOR	MAKING OF CULTURAL ARTEFACTS (TAPPING STICKS) 28/9/2019	1		550.00
INV 2	22/09/2019	VINCENT RYDER JUNIOR	LEARN CULTURAL DANCE PROGRAM - (SEPTEMBER 22ND 2019)	1	250.00	
INV 3	28/09/2019	VINCENT RYDER JUNIOR	MAKING OF CULTURAL ARTEFACTS (TAPPING STICKS) 28/9/2019	1	300.00	
EFT34473	04/10/2019	VODAFONE	HARVEST BAN LINE 01/09/2019-30/09/2019	1		440.00
INV 19111D606	06/09/2019	VODAFONE	HARVEST BAN LINE 01/09/2019-30/09/2019	1	440.00	
EFT34474	04/10/2019	WA CONTRACT RANGER SERVICES	FOUND DUTIES FROM 09/09/2019 TO 22/09/2019.	1		1,100.00
INV 02324	23/09/2019	WA CONTRACT RANGER SERVICES	FOUND DUTIES FROM 09/09/2019 TO 22/09/2019.	1	1,100.00	
EFT34475	04/10/2019	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	NIGHT HOOPS	1		5,302.00
INV SINV187312	08/2019	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	NIGHT HOOPS	1	5,302.00	
EFT34476	04/10/2019	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE	1		241.57
INV 4859	15/08/2019	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE	1	241.57	
EFT34477	04/10/2019	WATER2WATER	CUP DISPENSER PARTNER FOR FRONT ADMIN PART NUMBER CPCUPDP	1		161.70
INV INV1931218	09/2019	WATER2WATER	CUP DISPENSER PARTNER FOR FRONT ADMIN PART NUMBER CPCUPDP	1	161.70	

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EFT34478	04/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR ROB TINETTI	1		11,013.00
INV I3078075	22/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA PEST ANIMAL BIOSECURITY WORKSHOP- 22ND AUGUST 2019	1	99.00	
INV I3078479	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR ROB TINETTI	1	2,033.00	
INV I3078443	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR CHRIS ANTONIO	1	210.00	
INV I3078425	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR JULIE WILLIAMS	1	1,370.00	
INV I3078540	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - JASON WHITEAKER	1	1,475.00	
INV I3078509	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR JOHN PROUD	1	845.00	
INV I3078442	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR CHRIS ANTONIO	1	1,703.00	
INV I3078539	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR MICHAEL RYAN	1	1,978.00	
INV I3078424	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2019 WA LOCAL GOVERNMENT CONVENTION - CR TERRY LITTLE	1	1,300.00	
EFT34479	04/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS ON JOHN DEERE Z-TRAC MOWER PN1705.	1		350.85
INV INV-935911	07/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS ON JOHN DEERE Z-TRAC MOWER PN1705.	1	350.85	
EFT34480	04/10/2019	WINDWARD BALLOONING	INFLUENCERS ACTIVITY (12 BOOKINGS 6 FREE/6 PAID)	1		1,800.00
INV 2208201922	08/2019	WINDWARD BALLOONING	INFLUENCERS ACTIVITY (12 BOOKINGS 6 FREE/6 PAID)	1	1,800.00	
EFT34481	04/10/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		179.96
INV 019218	19/09/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	179.96	
EFT34482	04/10/2019	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1		136.00
INV 207	15/09/2019	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE.	1	136.00	
EFT34483	04/10/2019	WUNDOWIE PRODUCE & HARDWARE	ROSE SPRAY.	1		28.55

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INV INV-003921/09/2019		WUNDOWIE PRODUCE & HARDWARE	ROSE SPRAY.	1	28.55	
EFT34484	04/10/2019	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		330.23
INV 145694	27/06/2019	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	330.23	
EFT34485	04/10/2019	XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARLKS AND GARDENS	1		10,725.00
INV INV-019728/06/2019		XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARLKS AND GARDENS	1	10,725.00	
EFT34486	04/10/2019	YVONNE KICKETT	SALE OF ARTWORK - 17/9/2019	1		200.00
INV 3	17/09/2019	YVONNE KICKETT	SALE OF ARTWORK - 17/9/2019	1	200.00	
EFT34487	04/10/2019	ZENIEN	REPAIRS TO WIRELESS UNIT AT SOUNSHEEL POLE + CABLING PROBLEM / BURNT PLUG AT POLICE TOWER	1		1,105.82
INV I6782	20/09/2019	ZENIEN	REPAIRS TO WIRELESS UNIT AT SOUNSHEEL POLE + CABLING PROBLEM / BURNT PLUG AT POLICE TOWER	1	1,105.82	
EFT34488	07/10/2019	JUICEBOX	EXPERIENTIAL MARKETING- INFLUENCER OUTREACH (GETTIN HECTIC)	1		63,019.00
INV JBC-132518/09/2019		JUICEBOX	EXPERIENTIAL MARKETING- INFLUENCER OUTREACH (GETTIN HECTIC)	1	48,719.00	
INV JBC-132724/09/2019		JUICEBOX	EXPERIENTIAL MARKETING- INFLUENCER OUTREACH (GETTIN HECTIC)	1	14,300.00	
EFT34489	10/10/2019	TOP GUN ROOFING AND RESTORATION	REFUND FOR BUILDING APPLICATION 19088 FOR INFRASTRUCTURE BOND.	1		1,000.00
INV T1191	10/10/2019	TOP GUN ROOFING AND RESTORATION	REFUND FOR BUILDING APPLICATION 19088 FOR INFRASTRUCTURE BOND.	1	1,000.00	
EFT34490	11/10/2019	ABBOTTS FORGE	EXTENTION TO INFORMATION BAY.	1		2,775.00
INV 0000367024/09/2019		ABBOTTS FORGE	EXTENTION TO INFORMATION BAY.	1	1,975.00	
INV 0000374026/09/2019		ABBOTTS FORGE	REMOVAL OF COVER MAT FOR ARTIFICIAL WICKET ON JUBILEE OVAL.	1	800.00	
EFT34491	11/10/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	T313375 STEP FOR JOHN DEERE GRADER.	1		156.60



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INV 1864843	13/09/2019	AFGR1 EQUIPMENT AUSTRALIA PTY LTD	T313375 STEP FOR JOHN DEERE GRADER.	1	156.60	
EFT34492	11/10/2019	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES FOR Z-TRAC Z997R RIDE ON MOWER PN1513.	1		768.79
INV 374610	05/09/2019	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES FOR Z-TRAC Z997R RIDE ON MOWER PN1513.	1	768.79	
EFT34493	11/10/2019	AGED & COMMUNITY SERVICES AUSTRALIA	ACSA MEMBERSHIP SUBSCRIPTION FOR THE PERIOD FROM 1/07/2019 - 30/06/2020	1		922.24
INV AR0016501	08/2019	AGED & COMMUNITY SERVICES AUSTRALIA	ACSA MEMBERSHIP SUBSCRIPTION FOR THE PERIOD FROM 1/07/2019 - 30/06/2020	1	922.24	
EFT34494	11/10/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1		16,490.87
INV 59624	26/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1	3,017.73	
INV 59782	30/09/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2019.	1	13,473.14	
EFT34495	11/10/2019	ANDY'S PLUMBING SERVICE	NORTHAM POUND. HOT WATER SYSTEM INSIDE ONLY IUIKE WARM. PLEASE REPAIR OR QUOTE IF UNSERVICIBLE.	1		420.20
INV A.18519	30/09/2019	ANDY'S PLUMBING SERVICE	NORTHAM POUND. HOT WATER SYSTEM INSIDE ONLY IUIKE WARM. PLEASE REPAIR OR QUOTE IF UNSERVICIBLE.	1	420.20	
EFT34496	11/10/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ROLLPIN FOR TIE DOWN STRAPS	1		1.27
INV 6370142	05/09/2019	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ROLLPIN FOR TIE DOWN STRAPS	1	1.27	
EFT34497	11/10/2019	ASLAB PTY LTD	3 CORE SAMPLES CHARLES STREET.	1		991.82
INV 0002253813	09/2019	ASLAB PTY LTD	3 CORE SAMPLES CHARLES STREET.	1	991.82	
EFT34498	11/10/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - AUGUST 2019	1		1,584.35
INV 5434317	07/08/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - AUGUST 2019	1	997.57	
INV 5555947	14/08/2019	AUSTRALIAN COMMUNITY MEDIA	RECONNECTED GRANT: ADVERTISING MORNING TEAS	1	293.39	
INV 5555947	21/08/2019	AUSTRALIAN COMMUNITY MEDIA	RECONNECTED GRANT: ADVERTISING MORNING TEAS	1	293.39	

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EFT34499	11/10/2019	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	TIME MANAGEMENT COURSE - BEN ROBINS, 25/07/2019	1		592.00
INV 7114439	27/05/2019	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	TIME MANAGEMENT COURSE - BEN ROBINS, 25/07/2019	1	592.00	
EFT34500	11/10/2019	AUSTRALIAN PAPER	250 C4 GOLD ENVELOPE	1		79.75
INV 9618979419/09/2019		AUSTRALIAN PAPER	250 C4 GOLD ENVELOPE	1	79.75	
EFT34501	11/10/2019	AUTOPRO NORTHAM	AGM 100 AH DEEP CYLCE BATTERY	1		1,513.57
INV 802371	11/09/2019	AUTOPRO NORTHAM	AGM 100 AH DEEP CYLCE BATTERY	1	1,490.36	
INV 806231	04/10/2019	AUTOPRO NORTHAM	PACKETS OF 4 LOCK NUTS.	1	23.21	
EFT34502	11/10/2019	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 10/09/2019 TO 22/09/2019.	1		1,568.00
INV 0016	22/09/2019	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 10/09/2019 TO 22/09/2019.	1	1,568.00	
EFT34503	11/10/2019	AVON PAPER SHRED	240 LTR BIN PAPER SHRED RUBBISH & PLASTIC REMOVAL	1		80.00
INV 1471	24/09/2019	AVON PAPER SHRED	240 LTR BIN PAPER SHRED RUBBISH & PLASTIC REMOVAL	1	80.00	
EFT34504	11/10/2019	BEAUREPAIRES	REPLACE PN 1517 REG N11254 WITH 4 NEW TYRES AND WHEEL ALIGNMENT AS PER PHONE QUOTE 02-10-2019 WITH GARETH	1		1,164.59
INV 6410936019/09/2019		BEAUREPAIRES	REMOVE AND REPLACE TYRE - 215/70R15CLT ON PN1605.	1	269.35	
INV U524357302/10/2019		BEAUREPAIRES	REPLACE PN 1517 REG N11254 WITH 4 NEW TYRES AND WHEEL ALIGNMENT AS PER PHONE QUOTE 02-10-2019 WITH GARETH	1	895.24	
EFT34505	11/10/2019	BLACKWELL PLUMBING PTY LTD	BEERING RD STANTEIPE, SUPPLY & INSTALL ANTI THEFT DEVICE OVER DAMAGED VALVE	1		379.50
INV INV-201526/09/2019		BLACKWELL PLUMBING PTY LTD	BEERING RD STANTEIPE, SUPPLY & INSTALL ANTI THEFT DEVICE OVER DAMAGED VALVE	1	379.50	
EFT34506	11/10/2019	CHEM-DRY BETTA FINISH	CARPET CLEANING TO ROOMS 1, 5 & 7 IN COTTAGE	1		190.00

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INV 23861	26/09/2019	CHEM-DRY BETTA FINISH	CARPET CLEANING TO ROOMS 1, 5 & 7 IN COTTAGE	1	190.00	
EFT34507	11/10/2019	CLARK EQUIPMENT	#7164320 HYD FAN MOTOR FOR CLARK BOBCAT PN0916.	1		1,720.97
INV 0819797113	09/2019	CLARK EQUIPMENT	#7164320 HYD FAN MOTOR FOR CLARK BOBCAT PN0916.	1	1,720.97	
EFT34508	11/10/2019	COUNTRYWIDE GROUP	T435 HUSVARNA CHAINSAW TOP HANDLE.	1		678.28
INV 28140	01/10/2019	COUNTRYWIDE GROUP	T435 HUSVARNA CHAINSAW TOP HANDLE.	1	678.28	
EFT34509	11/10/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REPAIR ALARM SENSOR IN RSL ROOM.	1		971.25
INV 115813	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	UPLOAD HISTORY LOG, EXTENDED E/E DELAY, PROVIDE ADDITIONAL TRAINING.	1	325.00	
INV 115815	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REPAIR ALARM SENSOR IN RSL ROOM.	1	461.25	
INV 115814	20/08/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	INVESTIGATE HISTORY LOG.	1	185.00	
EFT34510	11/10/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR SEPTEMBER 2019	1		307.48
INV RI02448204	10/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR SEPTEMBER 2019	1	307.48	
EFT34511	11/10/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES 01/07/2019 TO 31/07/2019.	1		11,655.06
INV SON023	31/07/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES 01/07/2019 TO 31/07/2019.	1	5,096.12	
INV SON024	26/08/2019	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES - 01/08/2019 TO 31/08/2019.	1	5,096.12	
INV CNSON124	09/2019	DMC CLEANING	CREDIT FOR CLEANING OF BERNARD PARK AND APEX PARK - FROM 01/04/2019 TO 30/06/2019.	1	-1,816.65	
INV CNSON2	24/09/2019	DMC CLEANING	CREDIT FOR CLEANING OF APEX PARK & BERNARD PARK.	1	-1,816.65	
INV SON025	24/09/2019	DMC CLEANING	CLEANING OV VARIOUS SHIRE PROPERTIES - 01/09/2019 TO 30/09/2019.	1	5,096.12	
EFT34512	11/10/2019	DRACO AIR PTY LTD	OLD TOWN ADMIN (DSR). AIR CON PANEL NOT WORKING, PLEASE SEE DI FOR DETAILS.	1		132.00

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INV DA-1211519/09/2019		DRACO AIR PTY LTD	OLD TOWN ADMIN (DSR). AIR CON PANEL NOT WORKING, PLEASE SEE DI FOR DETAILS.	1	132.00	
EFT34513	11/10/2019	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN TO NORTHAM DEPOT.	1		1,323.30
INV 55369	22/08/2019	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN (PERTH AIRPORT) TO 116 PEEL TCS NORTHAM.	1	62.15	
INV 0000101831/08/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN TO NORTHAM DEPOT.	1	770.00	
INV 0000101831/08/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	TRANSPORT HOCKEY GOALS TO NORTHAM - BERK HAWK OVAL (HOCKEY CLUB )	1	140.00	
INV 0000105630/09/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICKUP GULLWING TOP OPENING- W1775 ALUMINIUM TOOLBOX FROM BLUE DIAMOND MACHINERY KEWDALE DELIVERY TO DEPO	1	62.15	
INV 0000105630/09/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 1 X SMALL BOX AND 2 X 125MM PVC PIPE X 6M LENGTH - TOTAL EDEN - 13 FERGUSON STREET MIDLAND TO GO TO NORTHAM SHIRE DEPOT	1	120.00	
INV 0000105630/09/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP RUBBER RAMPS FROM - RUBBER RAMPS WA 21 GEOGRAPH WAY THORN LIE ( 4 X SECTIONS)	1	99.00	
INV 0000105630/09/2019		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 3 X 45LT 4-5METRE HIGH FORM GUILDFORD TOWN GARDEN CENTRE 96 JAMES STREET, GUILDFORD - 9279 8645	1	70.00	
EFT34514	11/10/2019	E. & M.J. ROSHER PTY LTD	HITCH ASSY FOR ROAD SWEEPER CHASIS.	1		1,832.84
INV 1404841	12/09/2019	E. & M.J. ROSHER PTY LTD	HITCH ASSY FOR ROAD SWEEPER CHASIS.	1	1,832.84	
EFT34515	11/10/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1		100.00
INV 0000049825/09/2019		EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34516	11/10/2019	EMERG SOLUTIONS PTY LTD	WUNDOWIE BFB - ANNUAL FEE FOR DIRECT SMS NUMBER	1		260.00
INV INV-105819/09/2019		EMERG SOLUTIONS PTY LTD	WUNDOWIE BFB - ANNUAL FEE FOR DIRECT SMS NUMBER	1	260.00	
EFT34517	11/10/2019	EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	FIT2WORK ANNUAL LICENCE FEE - 1/06/19 - 31/05/20	1		83.38
INV 1441473931/08/2019		EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	FIT2WORK ANNUAL LICENCE FEE - 1/06/19 - 31/05/20	1	41.69	

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INV 1444078230/09/2019		EQUIFAX AUSTRALASIA HR SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK (V) SEPTEMBER 2019.	1	41.69	
EFT34518	11/10/2019	EUREKA TRUCK TRAINING	RTO PROVIDED DRIVER TRAINING COURSE - MURRAY MCGREGOR	1		1,250.00
INV 0000106616/09/2019		EUREKA TRUCK TRAINING	RTO PROVIDED DRIVER TRAINING COURSE - MURRAY MCGREGOR	1	1,250.00	
EFT34519	11/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM 9 OCTOBER 2019	1		330.00
INV 0029166404/10/2019		FRESH START RECOVERY PROGRAMME	CATERING - COUNCIL FORUM 9 OCTOBER 2019	1	330.00	
EFT34520	11/10/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL 2.4 - REPLACEMENT DRUM INCLUDING SPROKET, SUIT 50X25 EZY REEL	1		1,441.00
INV 64876	07/08/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL 2.4 - REPLACEMENT DRUM INCLUDING SPROKET, SUIT 50X25 EZY REEL	1	973.50	
INV 65152	10/09/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	GRASS VALLEY 4.4 - MIRROR ASSEMBLY FOR PASSENGER SIDE	1	467.50	
EFT34521	11/10/2019	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER TO VARIOUS LOCATIONS.	1		2,310.00
INV 001562	13/09/2019	GDR CIVIL CONTRACTING PTY LTD	SHIFT ROLLER TO GRATTE ST -	1	660.00	
INV 001563	18/09/2019	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER TO VARIOUS LOCATIONS.	1	1,650.00	
EFT34522	11/10/2019	GRAFTON ELECTRICS	BILYA KOORT BOODJA. LIGHT IN MAIN MEETING ROOM NOT WORKING, PLEASE REPAIR.	1		4,246.33
INV 6121	30/08/2019	GRAFTON ELECTRICS	BILYA KOORT BOODJA. LIGHT IN MAIN MEETING ROOM NOT WORKING, PLEASE REPAIR.	1	1,650.00	
INV 6295	19/09/2019	GRAFTON ELECTRICS	INSTALL ADDITIONAL NETWORK PORTS AT CREATE298	1	1,005.07	
INV 6301	25/09/2019	GRAFTON ELECTRICS	Replace Soft Start to Pump	1	497.64	
INV 6314	25/09/2019	GRAFTON ELECTRICS	INSTALL 1 * DOUBLE GPO IN CONTROL BOX AT RECREATION CENTRE	1	389.51	
INV 6317	26/09/2019	GRAFTON ELECTRICS	LED LIGHT FLICKERING IN ACCOUNTS PAYABLE AREA- GLOBE REPLACE / WIRING ISSUE	1	123.20	
INV 6347	07/10/2019	GRAFTON ELECTRICS	ADDITIONAL POWER POINT PUT IN KIOSK AT NORTHAM RECREATION CENTRE	1	580.91	

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EFT34523	11/10/2019	GROVE WESLEY DESIGN ART	SUPPLY 5 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 2400 X 600 WITH MAINROADS/ STATE GOVERNMENT LOGO & 5 X SHIRE OF NORTHAM/GO HOCKEY LOGO - & 6 X SUPERCIVIL LOGO - SUPPLY 4 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 1200 X 470 MITH MIDALLIA STEEL LOGO & 1 X GDR CIVIL IOGO AND 1 X PERDAMAN LOGO AND 1 X OASIS LOGO	1		4,840.44
INV 5639	04/08/2019	GROVE WESLEY DESIGN ART	NAME BADGES - KELLIE SLATER & NADEGE VINICOMBE	1	27.94	
INV 5746	25/09/2019	GROVE WESLEY DESIGN ART	SUPPLY 5 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 2400 X 600 WITH MAINROADS/ STATE GOVERNMENT LOGO & 5 X SHIRE OF NORTHAM/GO HOCKEY LOGO - & 6 X SUPERCIVIL LOGO - SUPPLY 4 X 3MM ACM SIGNS WITH LAMINATED DIGITAL PRINT 1200 X 470 MITH MIDALLIA STEEL LOGO & 1 X GDR CIVIL IOGO AND 1 X PERDAMAN LOGO AND 1 X OASIS LOGO	1	4,812.50	
EFT34524	11/10/2019	IN PHASE TEST & TAG	NORTHAM REC CENTRE. TEST AND TAG EQUIPMENT IN CLUB ROOMS.	1		174.00
INV 0000416417/07/2019		IN PHASE TEST & TAG	NORTHAM REC CENTRE. TEST AND TAG EQUIPMENT IN CLUB ROOMS.	1	174.00	
EFT34525	11/10/2019	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1		337.26
INV 6160428	30/09/2019	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1	337.26	
EFT34526	11/10/2019	JASON SIGNMAKERS	REMOVAL & REPLACEMENT OF EMERGENCY VEHICLE STICKERS.	1		12,062.33
INV 200904	12/09/2019	JASON SIGNMAKERS	REMOVAL & REPLACEMENT OF EMERGENCY VEHICLE STICKERS.	1	12,062.33	
EFT34527	11/10/2019	JH COMPUTER SERVICES PTY LTD	2X FORTIAP 221E INDOOR WIRELESS AP DEVICES 1X FOR ADMIN 1X FOR REC CENTRE	1		1,584.00
INV 0000191319/08/2019		JH COMPUTER SERVICES PTY LTD	2X FORTIAP 221E INDOOR WIRELESS AP DEVICES 1X FOR ADMIN 1X FOR REC CENTRE	1	1,584.00	

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EFT34528	11/10/2019	KEN DESIGNS	ANGEL WING ART ACTIVATION OF VACANT SHOP WINDOW TO CREATE A LINGER NODE IN THE NORTHAM TOWN CENTRE	1		300.00
INV 1003100009/10/2019		KEN DESIGNS	ANGEL WING ART ACTIVATION OF VACANT SHOP WINDOW TO CREATE A LINGER NODE IN THE NORTHAM TOWN CENTRE	1	300.00	
EFT34529	11/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	EXECUTIVE LEADERSHIP PROGRAM - VICTORIA WILLIAMS 16-18 SEPTEMBER 2019	1		2,770.00
INV 12,218	17/09/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	EXECUTIVE LEADERSHIP PROGRAM - VICTORIA WILLIAMS 16-18 SEPTEMBER 2019	1	2,770.00	
EFT34530	11/10/2019	LUCY'S TEAROOMS	LUNCHES FOR ON-ROAD DRIVING COURSE 25 AUGUST INCLUDING DELIVERY	1		405.00
INV 1954	24/07/2019	LUCY'S TEAROOMS	LUNCH FOR BUS TOUR 18/07/2019	1	138.00	
INV 1966	02/09/2019	LUCY'S TEAROOMS	19 ROUNDS OF SANDWICHES FOR GETABOUT OUTING	1	114.00	
INV 1986	16/09/2019	LUCY'S TEAROOMS	LUNCHES FOR ON-ROAD DRIVING COURSE 25 AUGUST INCLUDING DELIVERY	1	153.00	
EFT34531	11/10/2019	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS ASSOCIATED WITH 4 HOVEA CRESCENT WUNDOWIE	1		884.73
INV 110381	27/09/2019	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS ASSOCIATED WITH 4 HOVEA CRESCENT WUNDOWIE	1	884.73	
EFT34532	11/10/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 16/09/2019 to 22/09/2019.	1		7,524.00
INV N2326	23/09/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 16/09/2019 to 22/09/2019.	1	3,762.00	
INV N2325	23/09/2019	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 09/09/2019 - 15/09/2019	1	3,762.00	
EFT34533	11/10/2019	MR NATURALLY CLEAN	VISITORS CENTRE. AFTER HOURS CSECURITY CALL OUT 03/09/2019.	1		330.00
INV INV-165705/09/2019		MR NATURALLY CLEAN	VISITORS CENTRE. AFTER HOURS CSECURITY CALL OUT 03/09/2019.	1	330.00	

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EFT34534	11/10/2019	NORTHAM BETTA ELECTRICAL	SUNBEAM STAINLESS STEEL KETTLE FOR REC CENTRE.	1		108.00
INV 2001000517/09/2019		NORTHAM BETTA ELECTRICAL	TELSTRA INTERNET USB + WIFI PLUS E8372 DONGLE	1	39.00	
INV 2001000507/10/2019		NORTHAM BETTA ELECTRICAL	SUNBEAM STAINLESS STEEL KETTLE FOR REC CENTRE.	1	69.00	
EFT34535	11/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		500.00
INV 7205	03/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 7206	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 7207	04/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34536	11/10/2019	NORTHAM COUNTRY CLUB INC	SPONSORSHIP NORTHAM LAWN TENNIS CLUB 2019/2020	1		1,250.00
INV 2840	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2837	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2836	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2838	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2839	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2841	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 2835	23/09/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 07	07/10/2019	NORTHAM COUNTRY CLUB INC	SPONSORSHIP NORTHAM LAWN TENNIS CLUB 2019/2020	1	550.00	
EFT34537	11/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1		33.00
INV 0000237426/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
INV 0000237527/09/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - SEPTEMBER	1	16.50	
EFT34538	11/10/2019	NORTHAM FLORIST	WREATH - NORTHAM RSL SB SERVICE AT MOKINE 6TH OCT 2019	1		65.00
INV 21833	26/09/2019	NORTHAM FLORIST	WREATH - NORTHAM RSL SB SERVICE AT MOKINE 6TH OCT 2019	1	65.00	



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EFT34539	11/10/2019	NORTHAM HOLDEN	SERVICE OF HOLDEN COLORADO 25,000KM PN1708 REGO N11075	1		413.26
INV 125752	24/09/2019	NORTHAM HOLDEN	SERVICE OF HOLDEN COLORADO 25,000KM PN1708 REGO N11075	1	413.26	
EFT34540	11/10/2019	OASIS OUTDOOR STRUCTURES	BACKFILL PART OF EXISTING POND NEAR GATE. SHAPE AND INSTALL 200MM PIPE AND BESIDES BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. ROCK PITCH AROUND INLET AND OUTLET OF PIPE AND BESIDE BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. AS PER QUOTE QU-0477	1		2,475.00
INV INV-043321/08/2019		OASIS OUTDOOR STRUCTURES	BACKFILL PART OF EXISTING POND NEAR GATE. SHAPE AND INSTALL 200MM PIPE AND BESIDES BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. ROCK PITCH AROUND INLET AND OUTLET OF PIPE AND BESIDE BASKET BALL COURT TO STOP DIVERTED WATER FLOWING ONTO COURT. AS PER QUOTE QU-0477	1	2,475.00	
EFT34541	11/10/2019	OFFICE OF STATE REVENUE	RATES CREDIT REFUND FOR ASSESSMENT A10723	1		792.84
INV A.10723	09/10/2019	OFFICE OF STATE REVENUE	RATES CREDIT REFUND FOR ASSESSMENT A10723		792.84	
EFT34542	11/10/2019	OFFICEWORKS SUPERSTORES PTY LTD	BE CONNECTED GRANT FOR WUNDOWIE - IPAD 32GB WIFI GOLD	1		885.95
INV 4459839111/09/2019		OFFICEWORKS SUPERSTORES PTY LTD	BE CONNECTED GRANT FOR WUNDOWIE - IPAD 32GB WIFI GOLD	1	885.95	
EFT34543	11/10/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS. 16/09/2019 TO 27/09/2019.	1		4,190.60
INV 21818	25/09/2019	OXTER SERVICES	SOAP DISPENSERS 2 STAINLESS STEEL AND 1 PLASTIC	1	355.96	
INV 21801	25/09/2019	OXTER SERVICES	BURIAL DATE 24-9-2019 NEW GRAVE FOR THE BURIAL OF IAN FRANCIS O'NEILL & JAMES SMITH	1	1,420.00	
INV 21804	26/09/2019	OXTER SERVICES	INTERLEAVE TOILET PAPER ( CARTON ) FOR BENARD PARK TOILETS	1	117.84	
INV 21812	27/09/2019	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS. 16/09/2019 TO 27/09/2019.	1	2,296.80	

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EFT34544	11/10/2019	PARRY & WHYTE ARCHITECTS	CONSULTING AND DESIGN SERVICES FOR THE REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY	1		7,012.50
INV NLR10-9	10/09/2019	PARRY & WHYTE ARCHITECTS	CONSULTING AND DESIGN SERVICES FOR THE REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY	1	7,012.50	
EFT34545	11/10/2019	PERENJORI COMMUNITY RESOURCE CENTRE	STOCK PURCHASES FOR VISITORS CENTRE.	1		45.35
INV 0000225720	09/2019	PERENJORI COMMUNITY RESOURCE CENTRE	STOCK PURCHASES FOR VISITORS CENTRE.	1	45.35	
EFT34546	11/10/2019	PERTH SAFETY PRODUCTS PTY LTD	DIRECTION SIGN TOODYAY RIGHT.	1		1,430.00
INV 0000922905	08/2019	PERTH SAFETY PRODUCTS PTY LTD	DIRECTION SIGN TOODYAY RIGHT.	1	1,023.00	
INV 0000934117	09/2019	PERTH SAFETY PRODUCTS PTY LTD	SIGNS - RECREATION CENTRE	1	319.00	
INV 0000934518	09/2019	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS SIGNS	1	88.00	
EFT34547	11/10/2019	FRITCHARD BOOKBINDERS	BINDING OF COUNCIL & COMMITTEE MINUTES - SEPTEMBER 2018	1		176.00
INV IN V-612	09/2019	FRITCHARD BOOKBINDERS	BINDING OF COUNCIL & COMMITTEE MINUTES - SEPTEMBER 2018	1	176.00	
EFT34548	11/10/2019	PROFESSIONAL LOCKSERVICE	AERODROME. SUPPLY 2 X.D07 PADLOCKS NORMAL SIZE SHANK.	1		1,238.20
INV 0010417013	09/2019	PROFESSIONAL LOCKSERVICE	AERODROME. SUPPLY 2 X.D07 PADLOCKS NORMAL SIZE SHANK.	1	684.20	
INV 0010416823	09/2019	PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY AND INSTALL NEW PIN PAD DOOR LOCK TO OFFICE AREA.	1	554.00	
EFT34549	11/10/2019	RED DOT STORES	BE CONNECTED GRANT - SERVING TRAYS FOR MORNING TEA	1		135.00
INV 4226091021	08/2019	RED DOT STORES	PRIZES FOR RECREATIONAL PROGRAMS.	1	39.00	
INV 4228640723	08/2019	RED DOT STORES	BE CONNECTED GRANT - SERVING TRAYS FOR MORNING TEA	1	96.00	
EFT34550	11/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		198.00
INV 0039509	04/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	

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INV 0039541	07/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT34551	11/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	2019 AVON RIVER FESTIVAL (1X MEDICAL POST & 1X STANDBY AMBULANCE)	1		831.60
INV CYINV0001/10/2019	11/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	2019 AVON RIVER FESTIVAL (1X MEDICAL POST & 1X STANDBY AMBULANCE)	1	831.60	
EFT34552	11/10/2019	TENNANT AUSTRALIA	REPLACEMENT HOSE RBR, E147 1.76ID 07.6 04.3 FOR LARGE FLOOR SCRUBBER PLUS FRIEGHT	1		69.74
INV 9166116603/10/2019	11/10/2019	TENNANT AUSTRALIA	REPLACEMENT HOSE RBR, E147 1.76ID 07.6 04.3 FOR LARGE FLOOR SCRUBBER PLUS FRIEGHT	1	69.74	
EFT34553	11/10/2019	TIGERTURE AUSTRALIA PTY LTD	PROGRESS CLAIM 2 FOR HOCKEY FIELD.	1		34,070.30
INV 112410	07/10/2019	TIGERTURE AUSTRALIA PTY LTD	PROGRESS CLAIM 2 FOR HOCKEY FIELD.	1	34,070.30	
EFT34554	11/10/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF 65" SMART TV INC SOUND BAR	1		1,564.74
INV 2407	24/07/2019	TOTAL INSTALL SOLUTIONS AUST PTY LTD	INSTALLATION OF 65" SMART TV INC SOUND BAR	1	1,564.74	
EFT34555	11/10/2019	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE OLD QUARRY LANDFILL SITE	1		708.52
INV 797103	15/08/2019	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE OLD QUARRY LANDFILL SITE	1	708.52	
EFT34556	11/10/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	AG SHOW. CHECK ALL POWER POINTS AND SUB BOARDS IN PAVILIONS AND GROUNDS TO MAKE SURE SAFE AND OPERATIONAL FOR THE AG SHOW.	1		1,108.97
INV 90248	30/09/2019	VERLINDEN'S ELECTRICAL SERVICE (WA)	AG SHOW. CHECK ALL POWER POINTS AND SUB BOARDS IN PAVILIONS AND GROUNDS TO MAKE SURE SAFE AND OPERATIONAL FOR THE AG SHOW.	1	1,108.97	
EFT34557	11/10/2019	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1		692.15
INV 55505	18/09/2019	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	692.15	
EFT34558	11/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ONSITE AUTOELECTRICAL REPAIRS TO NORTHAM SES TROOPCARRIER, TRAILER PLUG HARNESS & SEACH LIGHT WIRING	1		601.00

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INV INV-937319/07/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ONSITE AUTOELECTRICAL REPAIRS TO NORTHAM SES TROOPCARRIER, TRAILER PLUG HARNESS & SEACH LIGHT WIRING	1	601.00	
EFT34559	11/10/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/08/2019 TO 16/08/2019	1		14,603.82
INV 0030103430/08/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 09/07/2019 TO 19/07/2019.	1	2,014.32	
INV 0030103530/08/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/07/2019.	1	503.58	
INV 0030103630/08/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 05/08/2019 TO 16/08/2019	1	4,028.64	
INV 0030103330/08/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK FOR FINANCIAL YEAR 2018/2019. POSSESSION OF SITE FROM 28/08/2019.	1	503.58	
INV 0030103330/08/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 04/07/2019 TO 05/07/2019. & 02/07/2019.	1	2,014.32	
INV 0030103809/09/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 20/08/2019 TO 30/08/2019.	1	2,517.90	
INV 0030103918/09/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 04/09/2019 TO 13/09/2019.	1	3,021.48	
EFT34560	11/10/2019	WHEATBELT OFFICE & BUSINESS MACHINES	Monthly photocopier reading for Create 298 05/09/2019-08/10/2019	1		106.74
INV 25331	23/09/2019	WHEATBELT OFFICE & BUSINESS MACHINES	MICROSOFT WIRELESS KEYBAORD & MOUSE	1	39.60	
INV 208268	08/10/2019	WHEATBELT OFFICE & BUSINESS MACHINES	Monthly photocopier reading for Create 298 05/09/2019-08/10/2019	1	67.14	

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EFT34561	11/10/2019	WHEATBELT PARTY & EVENT HIRE	TABLECLOTHS AND CENTREPIECES FOR INFLUENCER DINNER	1		62.70
INV 8	01/10/2019	WHEATBELT PARTY & EVENT HIRE	TABLECLOTHS AND CENTREPIECES FOR INFLUENCER DINNER	1	62.70	
EFT34562	11/10/2019	WHEATBELT SAFETYWEAR	SAFETY HELMENT WHITE	1		192.00
INV 9001	30/08/2019	WHEATBELT SAFETYWEAR	SAFETY BUNTING 25M ROLL	1	72.00	
INV 9026	13/09/2019	WHEATBELT SAFETYWEAR	SAFETY HELMENT WHITE	1	120.00	
EFT34563	11/10/2019	WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS,	1		25.05
INV INV-004018/09/2019		WUNDOWIE PRODUCE & HARDWARE	RETICULATION PARTS,	1	25.05	
EFT34564	11/10/2019	ZENIEN	CCTV REPAIRS & URGENT REMEDIATION INCLUDING SOUNDSHELL LINK & CABLING AT WAPOL TOWER	1		3,190.00
INV I6828	27/09/2019	ZENIEN	CCTV REPAIRS & URGENT REMEDIATION INCLUDING SOUNDSHELL LINK & CABLING AT WAPOL TOWER	1	3,190.00	
EFT34565	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB	1		3,355.36
INV 208	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 208 Interest payment - NORTHAM COUNTRY CLUB		3,355.36	
EFT34566	18/10/2019	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1		485.41
INV 44476	09/10/2019	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL	1	485.41	
EFT34567	18/10/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING SEPTEMBER 2019.	1		220.00
INV A18517	30/09/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING SEPTEMBER 2019.	1	220.00	
EFT34568	18/10/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE FOR RUNNING OF BACKGROUND MUSIC 01/10/2019-31/12/2019	1		538.75
INV 0119090501/10/2019		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE FOR RUNNING OF BACKGROUND MUSIC 01/10/2019-31/12/2019	1	538.75	
EFT34569	18/10/2019	AUSTRALIA POST	POSTAGE FOR SEPTEMBER 2019 FOR ADMIN & LIBRARY.	1		671.38
INV 1008961003/10/2019		AUSTRALIA POST	POSTAGE FOR SEPTEMBER 2019 FOR ADMIN & LIBRARY.	1	671.38	

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EFT34570	18/10/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT15/10/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT34571	18/10/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 15/10/2019.	1		61,883.00
INV PAYG 15/15/10/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 15/10/2019.	1	61,883.00	
EFT34572	18/10/2019	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOUR,	1		1,792.00
INV 0017	08/10/2019	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOUR,	1	1,792.00	
EFT34573	18/10/2019	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2019.	1		83,571.07
INV 35601	13/09/2019	AVON WASTE	RUBBISH COLLECTION FOR F/E 13/09/2019.	1	36,836.69	
INV 0003596127/09/2019		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2019.	1	46,734.38	
EFT34574	18/10/2019	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR DRINK FOUNTAIN TAP, WILL NOT TURN OFF.	1		858.32
INV INV-201225/09/2019		BLACKWELL PLUMBING PTY LTD	BACKFLOW TEST FOR STANDPIPE AT 116 PEEL TERRACE NORTHAM PLEASE LODGE REPORT IN <a href="https://backflow.watercorporation.com.au">HTTPS://BACKFLOW.WATERCORPORATION.COM.AU</a>	1	258.82	
INV INV-201704/10/2019		BLACKWELL PLUMBING PTY LTD	PEEL TERRACE DUMP POINT. TAP WONT TURN OFF, PLEASE REPAIR.	1	134.00	
INV INV-201604/10/2019		BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR DRINK FOUNTAIN TAP, WILL NOT TURN OFF.	1	328.00	
INV INV-201907/10/2019		BLACKWELL PLUMBING PTY LTD	PEEL TERRACE DUMP POINT. UNBLOCK DUMP POINT.	1	137.50	
EFT34575	18/10/2019	BOFFINS BOOKS	STOCK PURCHASES FOR LIBRARY,.	1		367.77
INV INV0124219/09/2019		BOFFINS BOOKS	STOCK PURCHASES FOR LIBRARY,.	1	367.77	
EFT34576	18/10/2019	BOQ ASSET FINANCE & LEASING PTY LTD	SEPTEMBER LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		291.12
INV 852296	04/09/2019	BOQ ASSET FINANCE & LEASING PTY LTD	SEPTEMBER LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	

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INV 852895	03/10/2019	BOQ ASSET FINANCE & LEASING PTY LTD	OCTOBER LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT34577	18/10/2019	CIVIC LEGAL	AQUATIC FACILITY - PROFESSIONAL FEES	1		3,300.00
INV 505709	30/09/2019	CIVIC LEGAL	AQUATIC FACILITY - PROFESSIONAL FEES	1	3,300.00	
EFT34578	18/10/2019	CLACKLINE FENCING CONTRACTORS	PATCH REPAIR TO INKPEN TIP FENCE ( ON INKPEND ROAD ABOUT HALF WAY UP HEADING TOWARDS YORK	1		337.00
INV 1250	05/10/2019	CLACKLINE FENCING CONTRACTORS	REPAIRS TO FENCING AND REMOVAL OF TREE USED AS A ACCESS POINT AT VEHICLE IMPOUND YARD	1	137.00	
INV 1251	05/10/2019	CLACKLINE FENCING CONTRACTORS	PATCH REPAIR TO INKPEN TIP FENCE ( ON INKPEND ROAD ABOUT HALF WAY UP HEADING TOWARDS YORK	1	200.00	
EFT34579	18/10/2019	CLARK EQUIPMENT	WIPER ARM PART# 7188371 FOR PN0916 - REGO N006	1		136.40
INV 0819933010/10/2019		CLARK EQUIPMENT	WIPER ARM PART# 7188371 FOR PN0916 - REGO N006	1	136.40	
EFT34580	18/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		162.90
INV 2210508409/10/2019		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	162.90	
EFT34581	18/10/2019	COMBINED TYRES	REPLACE REAR TYRES PN0913 REGO N.3805 215/75R17.5 HIFLY FOR MITSUBISHI FUSCO CANTER 4TONNE TRUCK MONDAY 07-10-2019	1		1,166.00
INV INV-299907/10/2019		COMBINED TYRES	REPLACE REAR TYRES PN0913 REGO N.3805 215/75R17.5 HIFLY FOR MITSUBISHI FUSCO CANTER 4TONNE TRUCK MONDAY 07-10-2019	1	1,166.00	
EFT34582	18/10/2019	COUNTRYWIDE GROUP	SWAP SHARFT AND ENGINE COVER.	1		137.77
INV 28149	02/10/2019	COUNTRYWIDE GROUP	SWAP SHARFT AND ENGINE COVER.	1	75.50	
INV 28159	04/10/2019	COUNTRYWIDE GROUP	20KG CHLORINE FOR TREATED WATER RETICULATION.	1	62.27	
EFT34583	18/10/2019	COUNTRYWIDE MAINTENANCE SERVICES	INKPEN FIRE SHED. INSTALL 8 X RUBBER BUMP STOPS.	1		495.00
INV 772	07/10/2019	COUNTRYWIDE MAINTENANCE SERVICES	INKPEN FIRE SHED. INSTALL 8 X RUBBER BUMP STOPS.	1	495.00	
EFT34584	18/10/2019	COVS PARTS PTY LTD	CT500ML-1 AIRCON CLEANER	1		145.20
INV 1690060929/08/2019		COVS PARTS PTY LTD	CT500ML-1 AIRCON CLEANER	1	145.20	

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EFT34585	18/10/2019	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM START OF 01/10/2019 TO 31/10/2019.	1		850.25
INV CINS30623/08/2019		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY SECURITY MONITORING FROM 01/09/2019 TO 30/09/2019.	1	53.00	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING FROM 01/10/2019 to 31/10/2019.	1	61.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY MONITORING FROM 01/10/2019 to 31/10/2019.	1	61.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY MONITORING FROM 01/10/2019 to 31/10/2019.	1	53.00	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY MONITORING FROM 01/10/2019 TO 31/10/2019.	1	61.97	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY MONITORING FROM START OF JULY 2019 TILL END JUNE 2020.	1	87.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY MONITORING FROM 01/10/2019 TO 31/10/2019.	1	87.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. SECURITY MONITORING FROM START OF 01/10/2019 to 31/10/2019.	1	53.00	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	NORTHAM POOL. SECURITY MONITORING FROM 01/10/2019 TO 31/10/2019.	1	53.00	
INV CINS307113/09/2019		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM START OF 01/10/2019 TO 31/10/2019.	1	90.56	
INV CINS307413/09/2019		CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY MONITORING FROM 01/10/2019 TO 31/10/2019.	1	61.96	
EFT34586	18/10/2019	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES & BOLTS	1		1,156.14
INV 3262217	01/10/2019	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES & BOLTS	1	1,156.14	
EFT34587	18/10/2019	DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	1		65.00
INV P-24F-15708/10/2019		DIANNE MARGARET JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	1	65.00	
EFT34588	18/10/2019	DUKES INN	INFLUENCERS LUNCH	1		150.00



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INV 37586	25/09/2019	DUKES INN	INFLUENCERS LUNCH	1	150.00	
EFT34589	18/10/2019	EASIFLEET	Payroll deductions	1		3,036.10
INV DEDUCT15/10/2019		EASIFLEET	Payroll deductions		1,421.55	
INV DEDUCT15/10/2019		EASIFLEET	Payroll deductions		1,614.55	
EFT34590	18/10/2019	EMMA BRADBURY	YOUTH WORKER FOR NIGHT HOOPS PROGRAM 3 WEEKS.	1		360.00
INV RR14102014/10/2019		EMMA BRADBURY	YOUTH WORKER FOR NIGHT HOOPS PROGRAM 3 WEEKS.	1	360.00	
EFT34591	18/10/2019	ENVIRAPEST PTY LTD	TARGETED SPRAYING PROGRAM - WATSONIA.	1		10,450.00
INV INV-641412/10/2019		ENVIRAPEST PTY LTD	TARGETED SPRAYING PROGRAM - WATSONIA.	1	10,450.00	
EFT34592	18/10/2019	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-033430/09/2019		FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT34593	18/10/2019	FRESH START RECOVERY PROGRAMME	CATERING FOR 17 X PPL ACACIA PRISON ACAT (ACAT 8-10-2019)	1		317.90
INV 0029166704/10/2019		FRESH START RECOVERY PROGRAMME	CATERING FOR 17 X PPL ACACIA PRISON ACAT (ACAT 8-10-2019)	1	317.90	
EFT34594	18/10/2019	SOBEL ROBERTS T/A S CHICKEN LEGS	STOCK PURCHASES FOR VISITORS CENTRE.	1		37.00
INV 37	18/06/2019	SOBEL ROBERTS T/A S CHICKEN LEGS	STOCK PURCHASES FOR VISITORS CENTRE.	1	37.00	
EFT34595	18/10/2019	KOMATSU AUSTRALIA PTY LTD	PARTS FOR FN1003 KOMATSU WA.250PZ 6 WHEEL LOADER.	1		550.64
INV 0016014826/09/2019		KOMATSU AUSTRALIA PTY LTD	PARTS FOR FN1003 KOMATSU WA.250PZ 6 WHEEL LOADER.	1	224.04	
INV 0016017926/09/2019		KOMATSU AUSTRALIA PTY LTD	PARTS FOR FN1003 KOMATSU WA.250PZ 6 WHEEL LOADER.	1	323.56	
INV 0016031327/09/2019		KOMATSU AUSTRALIA PTY LTD	PARTS FOR FN1003 KOMATSU WA.250PZ 6 WHEEL LOADER.	1	3.04	

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EFT34596	18/10/2019	LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	RISK & GOVERNANCE FORUM - 3 X EXECUTIVE MANAGERS & HR MANAGER	1		396.00
INV 156-019501/10/2019		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES	RISK & GOVERNANCE FORUM - 3 X EXECUTIVE MANAGERS & HR MANAGER	1	396.00	
EFT34597	18/10/2019	LGIS WA	LGIS PROPERTY INSURANCE - INSTALMENT 2.	1		296,044.38
INV 100-136100/09/2019		LGIS WA	LGIS PROPERTY INSURANCE - INSTALMENT 2.	1	144,630.99	
INV 100-136000/09/2019		LGIS WA	LGIS WORKCARE 2 INSTALMENT FOR 2019/2020.	1	126,064.82	
INV 100-136000/09/2019		LGIS WA	LGIS LIABILITY INSURANCE INSTALMENT 2.	1	46,807.65	
INV 100-136402/10/2019		LGIS WA	SCHEME CONTRIBUTIONS CREDITS 2019/20 2ND INSTALMENT.	1	-21,459.08	
EFT34598	18/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	JACKY JURMANN TRAINING - IGNITE PROGRAM, 18 - 20 NOVEMBER 2019	1		2,770.00
INV 12,113	22/07/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	JACKY JURMANN TRAINING - IGNITE PROGRAM, 18 - 20 NOVEMBER 2019	1	2,770.00	
EFT34599	18/10/2019	MAYDAY EARTHMOVING	2 DAY HIRE OF ROLLER DELIVERED TO MORTLOCK ROAD.	1		891.00
INV 0007323216/09/2019		MAYDAY EARTHMOVING	HIRE OF PLATE COMPACTOR 16/09/2019 TO 19/09/2019.	1	220.00	
INV 0007317517/09/2019		MAYDAY EARTHMOVING	2 DAY HIRE OF ROLLER DELIVERED TO MORTLOCK ROAD.	1	671.00	
EFT34600	18/10/2019	MELISSA JEAN WESTERSIDE	REFUND OF BOND PAYMENT FOR BOOKING #4077	1		100.00
INV #4077	08/10/2019	MELISSA JEAN WESTERSIDE	REFUND OF BOND PAYMENT FOR BOOKING #4077	1	100.00	
EFT34601	18/10/2019	MODERN TEACHING AIDS PTY LTD	Jolly Kidz 5 in 1 Easel	1		186.95
INV 4375988312/09/2019		MODERN TEACHING AIDS PTY LTD	Jolly Kidz 5 in 1 Easel	1	186.95	
EFT34602	18/10/2019	NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE FEE FOR TWO MONTHS	1		846.62
INV 9176056715/09/2019		NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE FEE FOR TWO MONTHS	1	846.62	
EFT34603	18/10/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - JULY 2019.	1		1,342.00
INV INV-315301/07/2019		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - JULY 2019.	1	671.00	

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INV INV-320101/08/2019		NETSIGHT	MYOSEH MONTHLY SUBSCRIPTION - AUGUST 2019	1	671.00	
EFT34604	18/10/2019	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB	1		415.00
INV 2019-351 22/08/2019		NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB	1	415.00	
EFT34605	18/10/2019	NORTHAM BETTA ELECTRICAL	COMPUTER & PRINTER FOR SES BUILDING.	1		2,418.00
INV 2001000502/10/2019		NORTHAM BETTA ELECTRICAL	HP MONITORS 21.5 INCH FOR PUBLIC COMPUTERS	1	1,074.00	
INV 2001000507/10/2019		NORTHAM BETTA ELECTRICAL	COMPUTER & PRINTER FOR SES BUILDING.	1	1,344.00	
EFT34606	18/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		2,600.00
INV 7194	26/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	400.00	
INV 7193	26/09/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	2,000.00	
INV 7209	09/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	200.00	
EFT34607	18/10/2019	NORTHAM HOLDEN	2019 HOLDEN COLORADO CREW CAB 4X4 LTZ PICKUP AUTO 2.8L T/DSL DARK SHADOW AS ATTACHED QUOTE 27/08/2019	1		19,974.00
INV 125818	01/10/2019	NORTHAM HOLDEN	2019 HOLDEN COLORADO CREW CAB 4X4 LTZ PICKUP AUTO 2.8L T/DSL DARK SHADOW AS ATTACHED QUOTE 27/08/2019	1	19,974.00	
EFT34608	18/10/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	Catering for 17 x Ppl Acacia Prison ACAT (ACAT 8-10-2019)	1		2,600.00
INV 8	19/09/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	Catering for 17 x Ppl Acacia Prison ACAT (ACAT 8-10-2019)	1	2,600.00	
EFT34609	18/10/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1		444.23
INV 21722	10/09/2019	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X BOXES OF TOILET PAPER, 2 X BOXES HAND TOWEL, 1 X LARGE GARBAGE BAGS & 1 X SMALL GARBAGE BAGS.	1	174.45	
INV 21745	13/09/2019	OXTER SERVICES	INSTALLATION OF MEMORIAL PLAQUE FOR STEPHEN LEAHY AT THE NEW NICHE WALL. AS PER ATTACHED	1	110.00	

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INV 21819	25/09/2019	OXTER SERVICES	DELUXE SLIMLINE TOWEL 230 X 230 1 X CARTON	1	159.78	
EFT34610	18/10/2019	PATRICIA REDMAN	REFUND BPA Y PAYMENT MADE IN ERROR - PAYMENT MEANT TO BE MADE TO THE SHIRE OF NORTHAMPTON.	1		1,416.70
INV C Y 1510205/10/2019		PATRICIA REDMAN	REFUND BPA Y PAYMENT MADE IN ERROR - PAYMENT MEANT TO BE MADE TO THE SHIRE OF NORTHAMPTON.	1	1,416.70	
EFT34611	18/10/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZZGERALD STREET NORTHAM - POP UP SHOP - STATEMENT NO:2175828.	1		293.50
INV 2175828	15/10/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZZGERALD STREET NORTHAM - POP UP SHOP - STATEMENT NO:2175828.	1	293.50	
EFT34612	18/10/2019	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - CONFERENCE 06/09/2019 THE CHANGING FACE OF LEADERSHIP IN AN AGE OF DISRUPTION.	1		345.00
INV 105210	22/08/2019	PLANNING INSTITUTE AUSTRALIA	JACKY JURMANN - CONFERENCE 06/09/2019 THE CHANGING FACE OF LEADERSHIP IN AN AGE OF DISRUPTION.	1	345.00	
EFT34613	18/10/2019	RED DOT STORES	BASKETS FOR LIBRARY STORAGE	1		80.00
INV 4276207102/10/2019		RED DOT STORES	BASKETS FOR LIBRARY STORAGE	1	80.00	
EFT34614	18/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		99.00
INV 0039639	09/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
EFT34615	18/10/2019	RETAIL DECISIONS (COLES)	SEPTEMBER 2019 COLES ACCOUNT FOR VARIOUS DEPARTMENTS.	1		3,306.57
INV SEPTEMB00/09/2019		RETAIL DECISIONS (COLES)	SEPTEMBER 2019 COLES ACCOUNT FOR VARIOUS DEPARTMENTS.	1	3,306.57	
EFT34616	18/10/2019	SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD MONITORING FEE COMMUNITY SERVICES X 5	1		924.00
INV INV-183801/10/2019		SAFE T CARD AUSTRALIA PTY LTD	2X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1	264.00	

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INV INV-183801/10/2019		SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD MONITORING FEE COMMUNITY SERVICES X 5	1	660.00	
EFT34617	18/10/2019	SHOP FOR SHOPS	PRICING GUN FOR STOCK AND BLANK LABELS	1		77.90
INV 678949	15/08/2019	SHOP FOR SHOPS	PRICING GUN FOR STOCK AND BLANK LABELS	1	77.90	
EFT34618	18/10/2019	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT ALLOCATION TOWARDS SENIORS DAY OUTING.	1		750.00
INV 1/2019	07/10/2019	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT ALLOCATION TOWARDS SENIORS DAY OUTING.	1	750.00	
EFT34619	18/10/2019	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1		88.00
INV 7092028430/09/2019		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
EFT34620	18/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1		8,423.64
INV 3162	14/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	8,423.64	
EFT34621	18/10/2019	STRATAGREEN	LIGHT WEIGHT IMPACT MULCH FORK FOR WUNDOWIE DEPOT CREWS.	1		207.13
INV 115171	04/10/2019	STRATAGREEN	LIGHT WEIGHT IMPACT MULCH FORK FOR WUNDOWIE DEPOT CREWS.	1	207.13	
EFT34622	18/10/2019	SWIFT HOUND FILMS & PHOTOGRAPHY	SHARED IMAGE GALLERY (NORTHAM/YORK/TOODYAY)- NORTHAM PORTION	1		1,600.00
INV 324	01/10/2019	SWIFT HOUND FILMS & PHOTOGRAPHY	SHARED IMAGE GALLERY (NORTHAM/YORK/TOODYAY)- NORTHAM PORTION	1	1,600.00	
EFT34623	18/10/2019	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 18/09/2019	1		500.00
INV 3057	18/09/2019	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 18/09/2019	1	500.00	
EFT34624	18/10/2019	THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS.	1		321.45
INV 1168146628/08/2019		THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS.	1	153.15	
INV 1171085017/09/2019		THE WORKWEAR GROUP	UNIFORM FOR CLINTON KLEYHANS	1	84.15	

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INV 1174193426	09/2019	THE WORKWEAR GROUP	UNIFORM FOR YVONNE RYDER	1	84.15	
EFT34625	18/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR P/E 15/09/2019.	1		254.10
INV 0412-S3021	07/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR DEPOT & RANGERS P/E 21/07/2019.	1	82.39	
INV 0419-S3015	09/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR P/E 15/09/2019.	1	137.06	
INV 0420-S3022	09/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGE FOR P/E 22/10/2019 - FOR DEPOT & HEALTH.	1	34.65	
EFT34626	18/10/2019	VALLEY FORD	30,000 SERVICE ON FORD EVEREST PN1618 REGO N.4030 WITH REPORT	1		574.47
INV 1404178	06/08/2019	VALLEY FORD	30,000 SERVICE ON FORD EVEREST PN1618 REGO N.4030 WITH REPORT	1	574.47	
EFT34627	18/10/2019	VINCENT RYDER JUNIOR	ACAT TALK WITH ACACIA PRISON (8-10-2019)	1		200.00
INV 5	08/10/2019	VINCENT RYDER JUNIOR	ACAT TALK WITH ACACIA PRISON (8-10-2019)	1	200.00	
EFT34628	18/10/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1		4,741.00
INV 02331	21/09/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1	1,089.00	
INV 02336	01/10/2019	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE SEPTEMBER 2019.	1	715.00	
INV 02357	05/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES FROM 23/09/19 - 4/10/19.	1	1,089.00	
INV 02358	08/10/2019	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) FOR AUGUST & SEPTEMBER 2019	1	1,848.00	
EFT34629	18/10/2019	WA FARM TREES	TREE SUBSIDY - TRAYS OF SEEDLINGS.	1		2,046.00
INV 2201	29/07/2019	WA FARM TREES	TREE SUBSIDY - TRAYS OF SEEDLINGS.	1	2,046.00	
EFT34630	18/10/2019	WARRICKS NEWSAGENCY	NEWSPAPERS FOR LIBRARY SEPTEMBER 2019.	1		147.41
INV SN0001730	09/2019	WARRICKS NEWSAGENCY	NEWSPAPERS FOR LIBRARY SEPTEMBER 2019.	1	147.41	
EFT34631	18/10/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BARTCO CONTROLLER.	1		5,241.85

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INV INV-942511/07/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO TAIL LIGHTS ON BARTCO TRAFFIC LIGHT TRAILER PN1510A.	1	336.50	
INV INV-942411/07/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHTS NOT WORKING ON TOYOTA WORKMATE UTE PN1309.	1	296.50	
INV INV-944909/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR RADIO.	1	550.00	
INV INV-945009/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REWIRE FRONT DAMAMGED SECTION.	1	285.85	
INV INV-945112/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOUNT LEFT BEACON WHITE.	1	1,080.00	
INV INV-945412/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INSTALL UHF AND VHF RADIOS.	1	550.00	
INV INV-945212/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR AND REPLACE UHF RADIO HANDPIECE.	1	336.50	
INV INV-945612/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE MICROSWITCHES IN HAND CONTROLLER AS REQUIRED.	1	506.50	
INV INV-945714/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR BARTCO CONTROLLER.	1	1,300.00	
EFT34632	18/10/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 18/9/2018 TO 26/09/2019.	1		2,203.17
INV 0030104703/10/2019		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 18/9/2018 TO 26/09/2019.	1	2,203.17	
EFT34633	18/10/2019	WILD EYED PRESS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		340.00
INV 0000244123/09/2019		WILD EYED PRESS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	340.00	
EFT34634	18/10/2019	WOLFCOM AUSTRALIA PTY LTD	PPE EQUIPMENT FOR RANGER SERVICES.	1		1,962.50
INV 2671	03/10/2019	WOLFCOM AUSTRALIA PTY LTD	PPE EQUIPMENT FOR RANGER SERVICES.	1	1,962.50	
EFT34635	18/10/2019	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	COPIES OF THE AVON ADVOCATE FOR WUNDOWIE LIBRARY	1		25.60
INV 38	30/09/2019	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	COPIES OF THE AVON ADVOCATE FOR WUNDOWIE LIBRARY	1	25.60	

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EFT34636	18/10/2019	ZIPFORM	PRINTING OF RATES NOTICES FOR 2019/2020	1		14,182.38
INV 192127	16/09/2019	ZIPFORM	DLX WINDOW FACE ENVELOPES (ADDITIONAL ENVELOPES TO COVER RATES MAILING).	1	460.19	
INV 192127	16/09/2019	ZIPFORM	POSTAGE & HANDLING OF THE SHIRE RATES FOR 2019/20 FINANCIAL YEAR.	1	6,327.09	
INV 192127	16/09/2019	ZIPFORM	PRINTING OF RATES NOTICES FOR 2019/2020	1	7,395.10	
EFT34637	25/10/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR SEPTEMBER 2019.	1		20,145.33
INV SEPTEMBER09/2019		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR SEPTEMBER 2019.	1	20,145.33	
EFT34638	25/10/2019	MIXED MEDIA CORPORATION PTY LTD	RETENTION CLAIM - BKB SOFTWARE PROGRAMMING	1		5,011.88
INV INV-311723/09/2019		MIXED MEDIA CORPORATION PTY LTD	RETENTION CLAIM - BKB SOFTWARE PROGRAMMING	1	5,011.88	
EFT34639	25/10/2019	SAWDUST N SAND	SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE_N_PL_10.	1		2,607.44
INV SHIRE_N21/10/2019		SAWDUST N SAND	SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE_N_PL_10.	1	2,607.44	
EFT34640	25/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1		11,193.20
INV 3166	21/10/2019	SPECIALISED TREE SERVICE	PRUNE ALL TREES TO THE SKY THAT OVERHANG OLD RAIL LINE DIVIDING FENCE TO DAY CARE SIDE ONLY AT DOKTA.	1	1,070.00	
INV 3167	21/10/2019	SPECIALISED TREE SERVICE	ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES	1	10,123.20	
EFT34641	25/10/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	SEPTEMBER 2019 FUEL USED AT PUMA.	1		1,176.30
INV 58	30/09/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	SEPTEMBER 2019 FUEL USED AT PUMA.	1	1,176.30	
EFT34642	25/10/2019	ABBOTTS FORGE	FABRICATE SKID PLATES FOR PROFILER ON BOBCAT.	1		500.00
INV 0000375811/10/2019		ABBOTTS FORGE	FABRICATE SKID PLATES FOR PROFILER ON BOBCAT.	1	500.00	



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EFT34643	25/10/2019	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1		2,435.40
INV 1097	14/10/2019	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1	2,435.40	
EFT34644	25/10/2019	ALL-WAYS FOODS	STOCK PURCHASES NORTHAM POOL.	1		63.05
INV 44595	16/10/2019	ALL-WAYS FOODS	STOCK PURCHASES NORTHAM POOL.	1	63.05	
EFT34645	25/10/2019	ANDREW ROLAND VALLANCE	DRIVING & UMPIRING FOR NIGHT HOOPS X 6 WEEKS.	1		1,440.00
INV 0910201909/10/2019		ANDREW ROLAND VALLANCE	DRIVING & UMPIRING FOR NIGHT HOOPS X 6 WEEKS.	1	1,440.00	
EFT34646	25/10/2019	AUSTRALIAN COMMUNITY MEDIA.	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1		872.30
INV 3770224	23/09/2019	AUSTRALIAN COMMUNITY MEDIA.	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1	436.15	
INV 3770221	26/09/2019	AUSTRALIAN COMMUNITY MEDIA.	VISIT NORTHAM INCLUSION IN SENIOR NEWSPAPER (AUGUST/ SEPTEMBER- WILDFLOWERS) size 2h i.e. 18.6cm tall x 6.3cm wide	1	436.15	
EFT34647	25/10/2019	AVON VALLEY ARTS SOCIETY (INC)	2019/2020 ANNUAL FINANCIAL ASSISTANCE SUBSIDY.	1		7,500.00
INV 48820	10/09/2019	AVON VALLEY ARTS SOCIETY (INC)	2019/2020 ANNUAL FINANCIAL ASSISTANCE SUBSIDY.	1	7,500.00	
EFT34648	25/10/2019	AVON VALLEY CONTRACTORS	TONNE CRACKER DUST DELIVERED TO SHINGLE HILL PIT.	1		508.20
INV 3009	11/10/2019	AVON VALLEY CONTRACTORS	TONNE CRACKER DUST DELIVERED TO SHINGLE HILL PIT.	1	508.20	

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EFT34649	25/10/2019	BEYOND CABINETS & RENOVATIONS	CUTDOWN TOP, RELAMINATE (DARK GREEN AS COLOUR ON OUTSIDE WALLS) AND ADD HUTCH AS PER QUOTE #QU-0022	1		2,860.00
INV INV-003921/10/2019		BEYOND CABINETS & RENOVATIONS	CUTDOWN TOP, RELAMINATE (DARK GREEN AS COLOUR ON OUTSIDE WALLS) AND ADD HUTCH AS PER QUOTE #QU-0022	1	2,860.00	
EFT34650	25/10/2019	BRIAN KLOPPER ARCHITECT	NORTHAM INFLUENCERS ACTIVITY- WINE BAR FUNCTION	1		248.00
INV 56072	29/09/2019	BRIAN KLOPPER ARCHITECT	NORTHAM INFLUENCERS ACTIVITY- WINE BAR FUNCTION	1	248.00	
EFT34651	25/10/2019	CARICATURES BY TEL	CARICATRURE DRAWING SERVICES FOR 2019 VOLUNTEER EMERGENCY SERVICES FAMILY DAY.	1		640.00
INV 0991	07/10/2019	CARICATURES BY TEL	CARICATRURE DRAWING SERVICES FOR 2019 VOLUNTEER EMERGENCY SERVICES FAMILY DAY.	1	640.00	
EFT34652	25/10/2019	CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 2250 HOUR PN1706 GRADER	1		12,920.29
INV 0000288618/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 REGO N10759 HINO 500 SERIES TIPPER AUTO 20,000KM SERVICE	1	975.70	
INV 0000289018/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1413 - REGO 1TQM574 - TRAILER NEEDS BACK TAIL GATE MESH NEEDS REPLACING	1	297.00	
INV 0000289318/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - REGO N.4346 KOMATSU EXCAVATOR 1250HOUR SERVICE	1	766.37	
INV 0000289218/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 - REGO N.4013 MITSUBISHI CANTER TRUCK 15,000KM SERVICE	1	777.92	
INV 0000289418/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO SIGHT, INSTALL EXPANSION BOTTLE AND REPAIR AS REQUIRED.	1	509.63	
INV 0000288918/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	HINO 500 SERIES 110,000KM SERVICE ON PN1201	1	906.36	
INV 0000288518/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 REGO N254 ISUZU WATER TRUCK 400HR SERVICE	1	1,237.83	
INV 0000288818/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 5000 HOUR ON PN1314 GRADER	1	1,320.61	
INV 0000289618/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	250 HOUR SERICE ON PN1502 ( 33HRS OVER ) REGO N4174 (LAST SERVICED 4000HRS PLUS TIGHTEN AIR COND BELT	1	1,257.08	
INV 0000288718/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE 2250 HOUR PN1706 GRADER	1	1,798.83	
INV 0000289118/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	RUBBERS.	1	321.20	

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INV 0000288318/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	500HR SERVICE ON CASE SKID STEER PN1619.	1	1,300.86	
INV 0000289518/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO BUCKET LOCKING PIN ARM BROKEN(LHS). ATTEND SITE TO TROUBLE SHOOT STEEL DRUM ROLLER NOT WORKING.	1	299.75	
INV 0000288418/10/2019		CENTRAL MOBILE MECHANICAL REPAIRS	INVESTIGATE & REPAIR OIL LEAK ON CLARKE BOBCAT PN0916 - N.006. REPLACE FAN MOTOR SUPPLIED BY SON.	1	1,151.15	
EFT34653	25/10/2019	CJD EQUIPMENT PTY LTD	EXPANSION TANK - BOTTLE - 17336823	1		385.00
INV 1927582	26/09/2019	CJD EQUIPMENT PTY LTD	EXPANSION TANK - BOTTLE - 17336823	1	385.00	
EFT34654	25/10/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		916.68
INV 2211004016/10/2019		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	916.68	
EFT34655	25/10/2019	COMBINED TYRES	REPLACE LOADER TYRES ON INKPEN LOADER 23.5-25 SOLIDTRAC E3/L3, 23.5-25 20 LT SOLIDTRAC E3/L3	1		6,801.80
INV INV-295504/10/2019		COMBINED TYRES	REPLACE LOADER TYRES ON INKPEN LOADER 23.5-25 SOLIDTRAC E3/L3, 23.5-25 20 LT SOLIDTRAC E3/L3	1	5,885.00	
INV INV-306315/10/2019		COMBINED TYRES	REPAIR PUNCTURED TYRE.	1	50.00	
INV INV-306516/10/2019		COMBINED TYRES	REPLACE FRONT TYRES ON PN1412 REGO N11084 205R16 ON NISSAN NAVARA PLUS TYRE DISPOSAL	1	866.80	
EFT34656	25/10/2019	COUNTRYWIDE GROUP	CHLORINE & CHEMICALS FOR WUNDOWIE POOL	1		2,858.35
INV 28290	21/10/2019	COUNTRYWIDE GROUP	CHLORINE & CHEMICALS FOR WUNDOWIE POOL	1	2,088.35	
INV 28297	21/10/2019	COUNTRYWIDE GROUP	CHEMICALS FOR NORTHAM POOL.	1	770.00	
EFT34657	25/10/2019	DEPARTMENT OF HOUSING	RATES CREDIT REFUND FOR ASSESSMENT A12898	1		1,516.34
INV A.12898	22/10/2019	DEPARTMENT OF HOUSING	RATES CREDIT REFUND FOR ASSESSMENT A12898		1,516.34	
EFT34658	25/10/2019	DIANA JOY WARNER	REFUND FOR FEE FOR RURAL ROAD NUMBER APPLICATION - A.2390 1 MURESK RD.	1		98.00
INV 125645	23/10/2019	DIANA JOY WARNER	REFUND FOR FEE FOR RURAL ROAD NUMBER APPLICATION - A.2390 1 MURESK RD.	1	98.00	
EFT34659	25/10/2019	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1		100.00

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INV 0000050615/10/2019		EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34660	25/10/2019	EUREKA TRUCK TRAINING	DRIVE HEAVY RIGID VEHICLE, 2 HOUR LESSON - MURRAY MCGREGOR	1		250.00
INV 0000112318/09/2019		EUREKA TRUCK TRAINING	DRIVE HEAVY RIGID VEHICLE, 2 HOUR LESSON - MURRAY MCGREGOR	1	250.00	
EFT34661	25/10/2019	FRESH START RECOVERY PROGRAMME	CATERING - CITIZENSHIP CEREMONY APPROX. 40 GUESTS	1		1,078.00
INV 0029170621/10/2019		FRESH START RECOVERY PROGRAMME	CATERING - CITIZENSHIP CEREMONY APPROX. 40 GUESTS	1	693.00	
INV 0029170822/10/2019		FRESH START RECOVERY PROGRAMME	CATERING - ORDINARY COUNCIL MEETING 16 OCTOBER 2019	1	385.00	
EFT34662	25/10/2019	GDR CIVIL CONTRACTING PTY LTD	RELOCATE MULTI TYRE ROLLER FROM MOORE ROAD TO SNOOKE ROAD THURSDAY 11/7/2019.	1		1,155.00
INV 001524	12/07/2019	GDR CIVIL CONTRACTING PTY LTD	RELOCATE MULTI TYRE ROLLER FROM MOORE ROAD TO SNOOKE ROAD THURSDAY 11/7/2019.	1	1,155.00	
EFT34663	25/10/2019	GETTIN HECTIC AUSTRALIA	GLAMPING CHARGE	1		6,397.90
INV INV-094026/09/2019		GETTIN HECTIC AUSTRALIA	GLAMPING CHARGE	1	6,397.90	
EFT34664	25/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1		3,476.00
INV 20	17/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1	1,590.00	
INV 21	17/10/2019	GLENN STUART BEVERIDGE	1X REPLACING SHADE SAILS	1	1,160.00	
INV 25	18/10/2019	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. RE-ATTACH TOILET ROLL HOLDER AND REMOVE GRAFFITI.	1	99.00	
INV 24	18/10/2019	GLENN STUART BEVERIDGE	APEX PARK TOILETS. INSTALL 2 X SHARPS CONTAINERS DUE TO VANDALISM.	1	99.00	
INV 22	21/10/2019	GLENN STUART BEVERIDGE	TOWN HALL. REINSTALL STAGE CURTAIN AND MAKE SAFE.	1	264.00	
INV 26	21/10/2019	GLENN STUART BEVERIDGE	REPLACE TOILET SEAT IN DISABLE TOILET, RE FIX DOOR HINGE TO DISABLE TOILET DOOR AND REPLACE DOOR LOCK TO FIRST CUBICLE IN LADIES TOILET	1	187.00	
INV 27	27/10/2019	GLENN STUART BEVERIDGE	NORTHAM TIP BUILDING. REPAIR ENTRANCE DOOR LOCK.	1	77.00	

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EFT34665	25/10/2019	GROVE WESLEY DESIGN ART	BKB BROCHURES	1		374.00
INV 5743	25/09/2019	GROVE WESLEY DESIGN ART	BKB BROCHURES	1	374.00	
EFT34666	25/10/2019	HANNAGAN'S HEARTH HOUSE	RATES CREDIT REFUND FOR ASSESSMENT A11345	1		2,728.93
INV A11345	24/10/2019	HANNAGAN'S HEARTH HOUSE	RATES CREDIT REFUND FOR ASSESSMENT A11345		2,728.93	
EFT34667	25/10/2019	HILLS CONCRETE PRODUCTS	525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS	1		11,440.00
INV 9534	08/10/2019	HILLS CONCRETE PRODUCTS	525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS	1	11,440.00	
EFT34668	25/10/2019	HILLS DISTRICT CALISTHENICS CLUB	REFUND OF WITHHOLDING TAX AMOUNT PROCESSED IN ERROR 17/18.	1		73.50
INV K501860E14/03/2018		HILLS DISTRICT CALISTHENICS CLUB	REFUND OF WITHHOLDING TAX AMOUNT PROCESSED IN ERROR 17/18.	1	73.50	
EFT34669	25/10/2019	HORSEPOWER RIDING FOR THE DISABLED ASSOC. OF WA BAKERS HILL CARRIAGE DRIVING CENTRE INC. T/A HORSEPOWER	2019/2020 SPONSORSHIP FOR SAFETY FENCE AROUND THE ARENA AND EXTRA WATER TANK.	1		5,000.00
INV 15	16/09/2019	HORSEPOWER RIDING FOR THE DISABLED ASSOC. OF WA BAKERS HILL CARRIAGE DRIVING CENTRE INC. T/A HORSEPOWER	2019/2020 SPONSORSHIP FOR SAFETY FENCE AROUND THE ARENA AND EXTRA WATER TANK.	1	5,000.00	
EFT34670	25/10/2019	INCREDIBLE CREATURES MOBILE FARM	ATTENDANCE AT VOLUNTEER RECOGNITION FUNCTION FROM 10AM-2PM ON 20 OCTOBER.	1		750.00
INV 3131	20/10/2019	INCREDIBLE CREATURES MOBILE FARM	ATTENDANCE AT VOLUNTEER RECOGNITION FUNCTION FROM 10AM-2PM ON 20 OCTOBER.	1	750.00	
EFT34671	25/10/2019	JACK JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	1		49.00
INV 300W41609/10/2019		JACK JUPP	REIMBURSEMENT FOR POLICE CLEARANCE.	1	49.00	
EFT34672	25/10/2019	JANINE HUNTER	BOND REFUND FOR BOOKING #4120.	1		100.00
INV 10181	18/10/2019	JANINE HUNTER	BOND REFUND FOR BOOKING #4120.	1	100.00	
EFT34673	25/10/2019	JH COMPUTER SERVICES PTY LTD	CYBERPOWER ONLINE S 2000VA / 1800W RACKMOUNT UPS	1		1,760.00
INV 0000192004/10/2019		JH COMPUTER SERVICES PTY LTD	CYBERPOWER ONLINE S 2000VA / 1800W RACKMOUNT UPS	1	1,760.00	

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EFT34674	25/10/2019	KAREN CULBONG	REFUND OF BOND PAYMENT AFTER CLEANING FEE AND FIRE EXTINGUISHER REPLACEMENT FEE HAS BEEN DEDUCTED.	1		335.50
INV 10044	16/10/2019	KAREN CULBONG	REFUND OF BOND PAYMENT AFTER CLEANING FEE AND FIRE EXTINGUISHER REPLACEMENT FEE HAS BEEN DEDUCTED.	1	335.50	
EFT34675	25/10/2019	LANDGATE	GROSS RENTAL =VALUATIONS CHARGEABLE SCHEDULE NO:G2019/9 DATED 27/07/2019 TO 23/08/2019.	1		1,200.82
INV 945175	01/08/2019	LANDGATE	OTHER DKI INVOICES FROM LANDGATE	1	340.60	
INV 351409-1024/09/2019		LANDGATE	GROSS RENTAL =VALUATIONS CHARGEABLE SCHEDULE NO:G2019/9 DATED 27/07/2019 TO 23/08/2019.	1	792.37	
INV 351502-1025/09/2019		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2019/8 DATED 17/08/2019 TO 12/09/2019.	1	67.85	
EFT34676	25/10/2019	LANDMARK	20L GLADIATOR HERBICIDE.	1		112.20
INV 9022140126/09/2019		LANDMARK	20L GLADIATOR HERBICIDE.	1	112.20	
EFT34677	25/10/2019	MARKETFORCE	COMBINED EMPLOYMENT ADVERT IN THE AVON VALLEY ADVOCATE 04/09/2019 FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARD/COMMUNITY SERVICES OFFICERS	1		6,482.55
INV 29318	27/08/2019	MARKETFORCE	ADVERT FOR INFORMATION SESSION BY WAEC	1	345.82	
INV 29842	25/09/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 11/09/2019 FOR LOCAL PLANNING POLICY NO. 26 - CONTAINER DEPOSIT INFRASTRUCTURE LOCAL PLANNING SCHEME NO 6	1	335.52	
INV 29843	25/09/2019	MARKETFORCE	NOTICE IN THE AVON VALLEY ADVOCATE ON 11/09/2019 FOR TENDER V1/2019	1	288.13	
INV 29839	25/09/2019	MARKETFORCE	ADVERT ON SEEK FOR GARDENER POSITION	1	225.50	
INV 29844	25/09/2019	MARKETFORCE	PUBLIC NOTICE - PROPOSAL TO DISPOSE OF PROPERTY HANGAR 14 NORTHAM AIRPORT - AVON VALLEY ADVOCATE 18/09/2019	1	240.75	
INV 29846	25/09/2019	MARKETFORCE	BEREAVEMENT NOTICE FOR JAMES SMITH - PREVIOUS TOWN OF NORTHAM COUNCILLOR - AVON VALLEY ADVOCATE 25/09/2019	1	75.82	

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INV 29847	25/09/2019	MARKETFORCE	PROPOSAL TO DISPOSE OF PROPERTY BY LEASE PORTION OF RESERVE 44700 AND LOT 291 BLACKBERRY CLOSE BAKERS HILL - AVON VALLEY ADVOCATE 25/09/2019	1	382.91	
INV 29845	25/09/2019	MARKETFORCE	ADVERTISEMENT IN THE AVON VALLEY ADVOCATE 25/09/2019 & SEEK FOR A CBFCO	1	949.52	
INV 29841	25/09/2019	MARKETFORCE	COMBINED EMPLOYMENT ADVERT IN THE AVON VALLEY ADVOCATE 04/09/2019 FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARD/COMMUNITY SERVICES OFFICERS	1	1,975.82	
INV 29840	25/09/2019	MARKETFORCE	SEEK ADVERTS FOR SAFETY OFFICER, GARDENER/GENERAL MAINTENANCE WORKER AND LIFEGUARD/COMMUNITY SERVICES OFFICERS	1	434.50	
INV 29848	25/09/2019	MARKETFORCE	ADVERTISEMENT IN THE AVON VALLEY ADVOCATE 25/09/2019 & SEEK FOR A CBFCO	1	1,228.26	
EFT34678	25/10/2019	MICHAEL GEOFFREY O'DEA	REFUND OF OVERPAID ACCOUNT PAID INVOICE 22290 TWICE RECEIPT NO'S 125556 & 125782.	1		117.00
INV 22722	23/10/2019	MICHAEL GEOFFREY O'DEA	REFUND OF OVERPAID ACCOUNT PAID INVOICE 22290 TWICE RECEIPT NO'S 125556 & 125782.	1	117.00	
EFT34679	25/10/2019	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1		103.87
INV 0000015125	09/2019	NATURE'S ALTERNATIVE	KOALA FART SPRAY	1	103.87	
EFT34680	25/10/2019	NEIL EDWARD WHITMARSH	REFUND FOR FEE FOR RURAL ROAD NUMBER APPLICATION - FEE NO LONGER APPLICABLE - 80 LUNT STREET.	1		98.00
INV 124713	01/07/2019	NEIL EDWARD WHITMARSH	REFUND FOR FEE FOR RURAL ROAD NUMBER APPLICATION - FEE NO LONGER APPLICABLE - 80 LUNT STREET.	1	98.00	
EFT34681	25/10/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE MIRROR FOR PN1502 - REGO N4174	1		35.00
INV 4301	18/10/2019	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE MIRROR FOR PN1502 - REGO N4174	1	35.00	
EFT34682	25/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING F	1		100.00
INV 7212	21/10/2019	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING F	1	100.00	

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EFT34683	25/10/2019	NORTHAM FAMILY PRACTICE	PRE EMPLOYMENT MEDICAL - BARB SAGE, SAFETY OFFICER	1		236.50
INV 104715	15/04/2019	NORTHAM FAMILY PRACTICE	PRE EMPLOYMENT MEDICAL - BARB SAGE, SAFETY OFFICER	1	236.50	
EFT34684	25/10/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1		222.00
INV 0000238401/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238502/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238602/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	31.50	
INV 0000238803/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000238904/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000239307/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000239408/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000240709/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000240810/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	25.50	
INV 0000240911/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000241014/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
INV 0000241216/10/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER	1	16.50	
EFT34685	25/10/2019	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1		352.90
INV 220525	21/10/2019	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	352.90	
EFT34686	25/10/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING	1		100.00



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INV 8	19/09/2019	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT34687	25/10/2019	PALMER CIVIL CONSTRUCTION	LEAVER ROAD CULVERT DECOMMISSION OLD AND RE INSTALL NEW AS PER QUOTE QT2296 AS ATTACHED	1		49,020.95
INV 0000251927/09/2019		PALMER CIVIL CONSTRUCTION	LEAVER ROAD CULVERT DECOMMISSION OLD AND RE INSTALL NEW AS PER QUOTE QT2296 AS ATTACHED	1	49,020.95	
EFT34688	25/10/2019	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2019.	1		482.51
INV AUGUST02/09/2019		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES AUGUST 2019.	1	227.03	
INV SEPTEMBER01/10/2019		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2019.	1	255.48	
EFT34689	25/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		407.00
INV 0039815	15/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039831	15/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039816	15/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	
INV 0039891	16/10/2019	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	110.00	
EFT34690	25/10/2019	RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM FORTNIGHTLY WAGES.	1		50.00
INV 22721	23/10/2019	RUSSELL JOHN FITZGERALD	REFUND OF OVERPAID ACCOUNT DEDUCTED FROM FORTNIGHTLY WAGES.	1	50.00	
EFT34691	25/10/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	IRISHTOWN BFB PREMISES - ANNUAL FIRST AID KIT SERVICING	1		275.87
INV CYINV0008/10/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	IRISHTOWN BFB PREMISES - ANNUAL FIRST AID KIT SERVICING	1	142.87	
INV FAINV0010/10/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	SUE CONNELL FIRST AID TRAINING 10/10/2019	1	133.00	
EFT34692	25/10/2019	STATE WIDE TURF SERVICES	ANNUAL RENOVATIONS ON HENRY STREET OVAL - VERTI MOW AND SWEEP IN TWO DIRECTIONS, SOLID TYNE WITH 22MM TYNES, TOPDRESS WITH SAND 200M2 AND TOPDRESS WITH COMPOST 60M3	1		25,850.00

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INV 0000460027/09/2019		STATE WIDE TURF SERVICES	ANNUAL RENOVATIONS ON HENRY STREET OVAL - VERTI MOW AND SWEEP IN TWO DIRECTIONS, SOLID TYNE WITH 22MM TYNES, TOPDRESS WITH SAND 200M2 AND TOPDRESS WITH COMPOST 60M3	1	25,850.00	
EFT34693	25/10/2019	STEPHEN CARRICK ARCHITECTS	REVIEW OF DRAFT HERITAGE LIST AND COMMENTS ON SUBMISSIONS	1		1,650.00
INV SCA.1438.20/10/2019		STEPHEN CARRICK ARCHITECTS	REVIEW OF DRAFT HERITAGE LIST AND COMMENTS ON SUBMISSIONS	1	1,650.00	
EFT34694	25/10/2019	THE PRINT SHOP BUNBURY	3000x NORTHAM VISITOR GUIDE AS PER ATTACHED QUOTE	1		1,956.00
INV 24488	25/09/2019	THE PRINT SHOP BUNBURY	3000x NORTHAM VISITOR GUIDE AS PER ATTACHED QUOTE	1	1,956.00	
EFT34695	25/10/2019	THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1		248.20
INV 1174533226/09/2019		THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1	248.20	
EFT34696	25/10/2019	TOTAL EDEN	SPRINKLER GEARDRIVE -	1		2,559.59
INV 4091826210/10/2019		TOTAL EDEN	SPRINKLER GEARDRIVE -	1	2,076.14	
INV 4091937311/10/2019		TOTAL EDEN	SPRINKLERS & PARTS.	1	483.45	
EFT34697	25/10/2019	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - OCTOBER 2019	1		200.00
INV 56	17/10/2019	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - OCTOBER 2019	1	200.00	
EFT34698	25/10/2019	TRUSTEE FOR THE GREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ	CARAVAN AND CAMPING FEASIBILITY STUDY	1		7,337.00
INV INV-020916/09/2019		TRUSTEE FOR THE GREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ	CARAVAN AND CAMPING FEASIBILITY STUDY	1	7,337.00	
EFT34699	25/10/2019	TYREPOWER	TOYO 265/60R18 TYRES PLUS FITTING FOR PN 1609 - REGO N11363	1		1,189.09
INV 8265.130416/10/2019		TYREPOWER	TOYO 265/60R18 TYRES PLUS FITTING FOR PN 1609 - REGO N11363	1	1,189.09	
EFT34700	25/10/2019	UNITED EQUIPMENT PTY LTD	ANNUAL ROUTINE MAINTENANCE INSPECTION & SERVICE TO HAULOTTE HTA 13P EWP PN1604.	1		565.40

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INV SVC068318/10/2019		UNITED EQUIPMENT PTY LTD	ANNUAL ROUTINE MAINTENANCE INSPECTION & SERVICE TO HAULOTTE HTA 13P EWP PN1604.	1	565.40	
EFT34701	25/10/2019	VODAFONE	HARVEST BAN LINE, 01/10/2019 TO 31/10/2019.	1		440.00
INV 1124414106/10/2019		VODAFONE	HARVEST BAN LINE, 01/10/2019 TO 31/10/2019.	1	440.00	
EFT34702	25/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/10/19 - 18/10/19	1		1,089.00
INV 02379	20/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/10/19 - 18/10/19	1	1,089.00	
EFT34703	25/10/2019	WA RANGERS ASSOCIATION INC	VEHICLE DOOR DECALS REFLECTIVE	1		62.00
INV 92	15/10/2019	WA RANGERS ASSOCIATION INC	VEHICLE DOOR DECALS REFLECTIVE	1	62.00	
EFT34704	25/10/2019	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA	1		174.25
INV SN00017302/09/2019		WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES SEPTEMBER 2019.	1	43.80	
INV 55903	03/10/2019	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA	1	130.45	
EFT34705	25/10/2019	WCP CIVIL PTY LTD	SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16	1		126,870.98
INV 20980	28/06/2019	WCP CIVIL PTY LTD	SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16	1	126,870.98	
EFT34706	25/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SUE CONNELL TRAINING 25/10/2019 LOCAL GOVERNMENT ACT 1995 - THE ESSENTIALS	1		578.00
INV B078958	24/09/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SUE CONNELL TRAINING 25/10/2019 LOCAL GOVERNMENT ACT 1995 - THE ESSENTIALS	1	578.00	
EFT34707	25/10/2019	WHEATBELT SAFETYWEAR	SAFETY BOOTS - SHARLENE MOORE	1		193.00
INV 9048	24/09/2019	WHEATBELT SAFETYWEAR	CHEMICAL GLOVES.	1	15.00	
INV 9054	27/09/2019	WHEATBELT SAFETYWEAR	BLACK L NITRILE GLOVES	1	23.00	
INV 9053	27/09/2019	WHEATBELT SAFETYWEAR	CHEMICAL GLOVES.	1	15.00	
INV 9075	08/10/2019	WHEATBELT SAFETYWEAR	SAFETY BOOTS - SHARLENE MOORE	1	140.00	
EFT34708	25/10/2019	WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		59.94

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INV 0268622223/09/2019		WOODSLANE PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE	1	59.94	
EFT34709	25/10/2019	ZENIEN	REMEIDATION OF RIVERSIDE HOTEL TO WAPOL CCTV LINK	1		3,025.68
INV I6865	16/10/2019	ZENIEN	REMEIDATION OF RIVERSIDE HOTEL TO WAPOL CCTV LINK	1	3,025.68	
EFT34710	25/10/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1		1,389,483.32
INV 3487	04/10/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS.	1	1,389,483.32	
EFT34711	31/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1		89,928.83
INV 224	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	15/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
35210	04/10/2019	NORTHAM AND DISTRICTS HISTORICAL SOCIETY INC	COMMUNITY SPONSORSHIP GRANT 2019/2020	1		4,804.00
INV 62	18/09/2019	NORTHAM AND DISTRICTS HISTORICAL SOCIETY INC	COMMUNITY SPONSORSHIP GRANT 2019/2020	1	4,804.00	
35211	04/10/2019	PETTY CASH	P/C VISITORS CENTRE 19/07/2019-06/09/2019	1		187.85
INV P/C VISIT06/09/2019		PETTY CASH	P/C VISITORS CENTRE 19/07/2019-06/09/2019	1	187.85	
35212	04/10/2019	SHIRE OF NORTHAM	RATES FOR 185 FITZGERALD ST NORTHAM (POP UP SHOP)	1		4,145.06
INV A11080	02/09/2019	SHIRE OF NORTHAM	RATES FOR 185 FITZGERALD ST NORTHAM (POP UP SHOP)	1	4,145.06	
35213	04/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUCT17/09/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
INV DEDUCT01/10/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	

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35214	04/10/2019	SYNERGY	GROUPED ELECTRICITY 05/08/2019-05/09/2019	1		11,720.75
INV 7921766205/09/2019		SYNERGY	GROUPED ELECTRICITY 05/08/2019-05/09/2019	1	7,191.51	
INV 2931107311/09/2019		SYNERGY	BKB 14/08/2019-11/09/2019	1	1,538.63	
INV 9414532312/09/2019		SYNERGY	GRASS VALLEY FIRE SHED 16/07/2019-12/09/2019	1	280.68	
INV 0929125212/09/2019		SYNERGY	GRASS VALLEY OVAL 16/07/2019-12/09/2019	1	111.19	
INV 7471705313/09/2019		SYNERGY	SKATE PARK 17/07/2019-13/09/2019	1	141.22	
INV 1819945019/09/2019		SYNERGY	KILLARA NEW BUILDING 15/08/2019-19/09/2019	1	1,362.95	
INV 1365377419/09/2019		SYNERGY	AIRPORT 22/07/2019 TO 19/09/2019.	1	1,094.57	
35215	04/10/2019	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT SEPTEMBER 2019 TO OCTOBER 2019.	1		8,548.72
INV 2726008910/09/2019		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/09/2019-09/10/2019	1	299.98	
INV 3864754812/09/2019		TELSTRA CORPORATION	HENRY ST OVAL 04/09/2019-04/10/2019	1	46.96	
INV 9026075012/09/2019		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT SEPTEMBER 2019 TO OCTOBER 2019.	1	8,161.83	
INV 2000049018/09/2019		TELSTRA CORPORATION	SES ACCOUNT 15/08/2019-14/09/2019	1	39.95	
35216	04/10/2019	WATER CORPORATION	REC CENTRE10/07/2019-12/09/2019	1		13,367.29
INV 9007945103/09/2019		WATER CORPORATION	KATRINE TOILETS 02/07/2019-02/09/2019	1	41.55	
INV 9011154703/09/2019		WATER CORPORATION	VANCANT LAND 03/07/2019-02/09/2019	1	360.88	
INV 9007901606/09/2019		WATER CORPORATION	RAILWAY MUSEUM 03/07/2019 TO 05/09/2019.	1	164.50	
INV 9007901709/09/2019		WATER CORPORATION	FURSLOWE PARK 04/07/2019 TO 06/09/2019.	1	11.65	
INV 9007899909/09/2019		WATER CORPORATION	GIRL GUIDES HALL - 04/07/2019 TO 06/09/2019.	1	68.44	
INV 9007909710/09/2019		WATER CORPORATION	SES BUILDING - 06/07/2019 TO 09/09/2019.	1	2,145.88	
INV 9007903710/09/2019		WATER CORPORATION	TOWN & LESSER HALL 05/07/2019 TO 09/09/2019.	1	447.85	
INV 9007906710/09/2019		WATER CORPORATION	OLD NORTHAM FIRE STATION - 06/07/2019 - 09/09/2019.	1	320.35	
INV 9007908610/09/2019		WATER CORPORATION	KILLARA - 05/07/2019 - 09/09/2019	1	799.04	

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INV 9007909710/09/2019		WATER CORPORATION	JUBILEE OVAL 06/07/2019 TO 09/09/2019.	1	623.35	
INV 9008729710/09/2019		WATER CORPORATION	ADMIN BUILDING 03/07/2019 TO 06/09/2019.	1	174.79	
INV 9007906710/09/2019		WATER CORPORATION	OLD NORTHAM FIRE STATION 05/07/2019-09/09/2019	1	320.35	
INV 9007908011/09/2019		WATER CORPORATION	OLD POST OFFICE 05/07/2019-10/09/2019	1	86.62	
INV 9007903911/09/2019		WATER CORPORATION	ST JOHNS HALL 08/07/2019-10/09/2019	1	142.44	
INV 9007904011/09/2019		WATER CORPORATION	SENIORS MEMORIAL HALL - 09/07/2019 - 10/09/2019.	1	377.42	
INV 9007908011/09/2019		WATER CORPORATION	OLD GIRLS SCHOOL 05/07/2019-10/09/2019	1	68.44	
INV 9007907411/09/2019		WATER CORPORATION	BERNARD PARK PLAY CENTRE 08/07/2019-10/09/2019	1	117.13	
INV 9007906911/09/2019		WATER CORPORATION	OLD INFANT HEALTH CLINIC 05/07/2019-10/09/2019	1	74.30	
INV 9007903911/09/2019		WATER CORPORATION	BKB CENTRE 08/07/2019-10/09/2019	1	215.03	
INV 9007904011/09/2019		WATER CORPORATION	NORTHAM LIBRARY 08/07/2019 10/09/2019	1	333.33	
INV 9007907411/09/2019		WATER CORPORATION	BERNARD PARK 08/07/2019-10/09/2019	1	340.38	
INV 9007908111/09/2019		WATER CORPORATION	TRAFFIC ISLANDS 05/07/2019-10/09/2019	1	7.79	
INV 9007907311/09/2019		WATER CORPORATION	BROOME TCE SIDE 08/07/2019-10/09/2019	1	298.66	
INV 9007907212/09/2019		WATER CORPORATION	185 FITZGERALD ST NORTHAM 08/07/2019-10/09/2019	1	412.78	
INV 9007904012/09/2019		WATER CORPORATION	CREATE 298 08/07/2019-10/09/2019	1	804.62	
INV 9007913112/09/2019		WATER CORPORATION	NORTHAM DEPOT 10/07/2019-11/09/2019	1	168.81	
INV 9008729812/09/2019		WATER CORPORATION	VISITORS CENTRE 08/07/2019-10/09/2019	1	468.22	
INV 9007908712/09/2019		WATER CORPORATION	MAY ST GARDEN 09/07/2019-11/09/2019	1	106.08	
INV 9011070412/09/2019		WATER CORPORATION	SNACK BAR AT RIVERSEDGE 01/09/2019-31/10/2019	1	215.54	
INV 9007909717/09/2019		WATER CORPORATION	REC CENTRE 10/07/2019-12/09/2019	1	2,871.53	
INV 9007923623/09/2019		WATER CORPORATION	POOL HOUSE 19/07/2019-20/09/2019	1	274.93	
INV 9007926024/09/2019		WATER CORPORATION	SPORTS GROUND 22/07/2019-23/09/2019	1	115.06	
INV 9007929402/10/2019		WATER CORPORATION	AVON MALL MTE WORKS 08/07/2019-10/09/2019	1	389.55	

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35217	18/10/2019	EFSTATHIOS ZAHAROPOULOS	CROSSOVER REBATE PAYMENT FOR 45 STIRLING STREET NORTHAM	1		742.50
INV CK1010260/10/2019		EFSTATHIOS ZAHAROPOULOS	CROSSOVER REBATE PAYMENT FOR 45 STIRLING STREET NORTHAM	1	742.50	
35218	18/10/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		65.00
INV DEDUCT15/10/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35219	18/10/2019	SYNERGY	SHIRE ADMIN BUILDING - 15/08/2019 TO 19/09/2019.	1		3,093.67
INV 7968413419/09/2019		SYNERGY	SHIRE ADMIN BUILDING - 15/08/2019 TO 19/09/2019.	1	1,769.66	
INV 1539025126/09/2019		SYNERGY	OLD SHIRE DEPOT - 30/07/2019 TO 26/09/2019.	1	133.33	
INV 1648520327/09/2019		SYNERGY	OLD GIRLS SCHOOL - 31/07/2019 TO 27/09/2019.	1	148.75	
INV 1127695001/10/2019		SYNERGY	OLD FIRE STATION - 01/08/2019 TO 01/10/2019.	1	310.10	
INV 2931107309/10/2019		SYNERGY	BKB - 11/09/2019 TO 09/10/2019.	1	731.83	
35220	18/10/2019	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/08/2019 to 27/09/2019.	1		3,302.09
INV 6305302927/09/2019		TELSTRA CORPORATION	BAKERS HILL BFB 23/08/2019 TO 22/09/2019.	1	30.00	
INV 2726009028/09/2019		TELSTRA CORPORATION	MOBILES FOR DEPOT/KILLARA -A/H 28/09/2019 TO 27/10/2019.	1	86.03	
INV 2726009028/09/2019		TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLERS 28/09/2019 to 27/10/2019.	1	50.00	
INV 2726008928/09/2019		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/08/2019 to 27/09/2019.	1	3,136.06	
35221	18/10/2019	WATER CORPORATION	COMMERCIAL/PRIVATE STANDPIPE - 17/07/2019 TO 18/09/2019.	1		6,212.04
INV 9007909708/07/2019		WATER CORPORATION	SES BUILDING - 08/05/2019 TO 05/07/2019	1	1,248.74	
INV 9007840315/08/2019		WATER CORPORATION	GRASS VALLEY BFB - 11/06/2019 TO 14/08/2019.	1	2.53	
INV 9007913513/09/2019		WATER CORPORATION	DEPOT BUILDING - 11/07/2019 TO 12/09/2019.	1	249.31	
INV 9007916616/09/2019		WATER CORPORATION	MORBY COTTAGE - 13/07/2019 TO 13/09/2019 -	1	44.06	
INV 9007917016/09/2019		WATER CORPORATION	CEMETERY - 13/07/2019 TO - 13/09/2019.	1	270.09	

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INV 9012475717/09/2019		WATER CORPORATION	VACANT LAND - GARDEN - 13/07/2019 TO 13/09/2019.	1	316.83	
INV 9007915518/09/2019		WATER CORPORATION	AIRPORT- 16/07/2019 TO 17/09/2019.	1	1,539.85	
INV 9007923418/09/2019		WATER CORPORATION	APEX PARK TOILETS - 16/07/2019 TO 17/09/2019.	1	104.15	
INV 9007917219/09/2019		WATER CORPORATION	SPORTS GROUND - 17/07/2019 TO 18/09/2019.	1	186.98	
INV 9022053219/09/2019		WATER CORPORATION	COMMERCIAL/PRIVATE STANDPIPE - 17/07/2019 TO 18/09/2019.	1	1,762.11	
INV 9007918420/09/2019		WATER CORPORATION	PLAYGROUND AT PERINA WAY - 18/07/2019 TO 19/09/2019.	1	77.08	
INV 9021499423/09/2019		WATER CORPORATION	NORTHAM POOL - 20/07/2019 TO 20/09/2019.	1	187.46	
INV 9012562923/09/2019		WATER CORPORATION	ROAD VERGE - 20/07/2019 TO 20/09/2019.	1	8.48	
INV 9007927524/09/2019		WATER CORPORATION	OLD QUARRY REFUSE SITE 23/07/2019 TO 23/09/2019.	1	59.73	
INV 9007925924/09/2019		WATER CORPORATION	ANIMAL POUND OLD QUARRY ROAD - 23/07/2019 TO 23/09/2019.	1	153.22	
INV 9010596325/09/2019		WATER CORPORATION	GEORGE NUICH PARK 24/07/2019 TO 24/09/2019.	1	1.42	
35222	23/10/2019	PETTY CASH	FLOAT NORTHAM POOL SEASON 2019/2020	1		500.00
INV P/C FLO#22/10/2019		PETTY CASH	FLOAT NORTHAM POOL SEASON 2019/2020	1	300.00	
INV P/C FLO#22/10/2019		PETTY CASH	FLOAT WUNDOWIE POOL SEASON 2019/2020.	1	200.00	
35223	25/10/2019	DENNIS GRAHAM FALCONBRIDGE	RATES CREDIT REFUND FOR ASSESSMENT A1404	1		404.94
INV A1404	18/10/2019	DENNIS GRAHAM FALCONBRIDGE	RATES CREDIT REFUND FOR ASSESSMENT A1404		404.94	
35224	25/10/2019	PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE.	1		187.55
INV P/C REC #00/08/2019		PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE.	1	141.05	
INV P/C DEP#20/09/2019		PETTY CASH	PETTY CASH REIMBURSEMENT FOR DEPOT 05/08/2019 TO 20/09/2019.	1	46.50	
35225	25/10/2019	SYNERGY	STREET LIGHTS - 02/10/2019 TO 02/10/2019.	1		26,638.90
INV 9356001427/09/2019		SYNERGY	VISITORS CENTRE CONF ROOM - 31/07/2019 TO 27/09/2019.	1	617.57	
INV 3355969227/09/2019		SYNERGY	VISITORS CENTRE - 31/07/2019 TO 27/09/2019.	1	1,639.83	



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INV 2361098002/10/2019		SYNERGY	RAP PARK - AVON YOUTH - 02/08/019 - TO 02/10/2019.	1	108.22	
INV 9152416402/10/2019		SYNERGY	AUXILLARY LIGHTING CHARGE 02/09/2019 TO 02/10/2019.	1	134.32	
INV 1686149902/10/2019		SYNERGY	STREET LIGHTS - 02/10/2019 TO 02/10/2019.	1	23,975.47	
INV 1578225604/10/2019		SYNERGY	BUSHFIRE IRISHTOWN - 26/07/2019 TO 04/10/2019.	1	163.49	
35226	25/10/2019	TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER - NOVEMBER 2019.	1		7,778.33
INV 9026075012/10/2019		TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER - NOVEMBER 2019.	1	7,778.33	
35227	25/10/2019	WATER CORPORATION	HOOPER PARK - 10/08/2019 TO 11/10/2019.	1		72.47
INV 9007925920/09/2019		WATER CORPORATION	RESERVE NEWCASTLE RD - 18/07/2019 TO 19/09/2019.	1	4.95	
INV 9007891714/10/2019		WATER CORPORATION	HOOPER PARK - 10/08/2019 TO 11/10/2019.	1	67.52	
DD14286.1	01/10/2019	WA SUPER	Payroll deductions	1		25,584.14
INV SUPER	01/10/2019	WA SUPER	Superannuation contributions	1	21,847.75	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	2,092.31	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	84.73	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	30.03	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	269.22	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	734.00	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	310.79	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	44.01	
INV DEDUCT01/10/2019		WA SUPER	Payroll deductions	1	146.30	
DD14286.2	01/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	01/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD14286.3	01/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		159.15

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INV SUPER	01/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	159.15	
DD14286.4	01/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1		457.20
INV SUPER	01/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	457.20	
DD14286.5	01/10/2019	PRIME SUPER	Payroll deductions	1		441.83
INV SUPER	01/10/2019	PRIME SUPER	Superannuation contributions	1	318.53	
INV DEDUCT01	01/10/2019	PRIME SUPER	Payroll deductions	1	123.30	
DD14286.6	01/10/2019	ONEPATH	Superannuation contributions	1		195.23
INV SUPER	01/10/2019	ONEPATH	Superannuation contributions	1	195.23	
DD14286.7	01/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	01/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14286.8	01/10/2019	MEDIA SUPER	Superannuation contributions	1		145.33
INV SUPER	01/10/2019	MEDIA SUPER	Superannuation contributions	1	145.33	
DD14286.9	01/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	01/10/2019	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT01	01/10/2019	UNISUPER	Payroll deductions	1	160.61	
DD14332.1	09/10/2019	BANKWEST	MASTERCARD CHAD HUNT 23/08/19 TO 20/09/19	1		6,540.51
INV B RUTTE09	09/10/2019	BANKWEST	MASTERCARD BRENDON RUTTER 23/08/19 TO 20/09/19	1	293.42	
INV C KLEYN09	09/10/2019	BANKWEST	MASTERCARD CLINTON KLEYNHANS 23/08/19 TO 20/09/19	1	336.36	
INV C YOUNG09	09/10/2019	BANKWEST	MASTERCARD COLIN YOUNG 23/08/19 TO 20/09/19	1	681.07	
INV R RAYSON09	09/10/2019	BANKWEST	MASTERCARD ROSS RAYSON 23/08/19 TO 20/09/19	1	4,255.66	
INV C HUNT 09	09/10/2019	BANKWEST	MASTERCARD CHAD HUNT 23/08/19 TO 20/09/19	1	974.00	
DD14348.1	15/10/2019	WA SUPER	Payroll deductions	1		25,456.34

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INV SUPER	15/10/2019	WA SUPER	Superannuation contributions	1	21,737.05	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	2,110.52	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	91.49	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	35.46	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	230.76	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	734.00	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	301.75	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	44.01	
INV DEDUCT	15/10/2019	WA SUPER	Payroll deductions	1	146.30	
DD14348.2	15/10/2019	SUNSUPER	Superannuation contributions	1		702.88
INV SUPER	15/10/2019	SUNSUPER	Superannuation contributions	1	702.88	
DD14348.3	15/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		142.30
INV SUPER	15/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	142.30	
DD14348.4	15/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		150.74
INV SUPER	15/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	150.74	
DD14348.5	15/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1		450.81
INV SUPER	15/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	450.81	
DD14348.6	15/10/2019	PRIME SUPER	Payroll deductions	1		443.29
INV SUPER	15/10/2019	PRIME SUPER	Superannuation contributions	1	319.58	
INV DEDUCT	15/10/2019	PRIME SUPER	Payroll deductions	1	123.71	
DD14348.7	15/10/2019	ONEPATH	Superannuation contributions	1		195.87
INV SUPER	15/10/2019	ONEPATH	Superannuation contributions	1	195.87	

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DD14348.8	15/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	15/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14348.9	15/10/2019	MEDIA SUPER	Superannuation contributions	1		157.19
INV SUPER	15/10/2019	MEDIA SUPER	Superannuation contributions	1	157.19	
DD14361.1	18/10/2019	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE CANON PHOTOCOPIER ADMINISTRATION OFFICE OCTOBER 2018	1		4,471.50
INV OCT 18/18/10/2019	18/10/2019	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE CANON PHOTOCOPIER ADMINISTRATION OFFICE OCTOBER 2018	1	4,471.50	
DD14386.1	29/10/2019	TENNANT AUSTRALIA	LEASE FEE OCTOBER 2019 CLEANING EQUIPMENT RECREATION CENTRE	1		1,046.85
INV OCTOBE29/10/2019	29/10/2019	TENNANT AUSTRALIA	LEASE FEE OCTOBER 2019 CLEANING EQUIPMENT RECREATION CENTRE	1	1,046.85	
DD14392.1	29/10/2019	WA SUPER	Payroll deductions	1		25,575.04
INV SUPER	29/10/2019	WA SUPER	Superannuation contributions	1	21,952.68	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	2,110.43	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	80.29	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	28.85	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	230.76	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	296.43	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	660.44	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	44.82	
INV DEDUCT29/10/2019	29/10/2019	WA SUPER	Payroll deductions	1	145.34	
DD14392.2	29/10/2019	SUN SUPER	Superannuation contributions	1		695.19
INV SUPER	29/10/2019	SUN SUPER	Superannuation contributions	1	695.19	

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DD14392.3	29/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		142.30
INV SUPER	29/10/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	142.30	
DD14392.4	29/10/2019	ESSENTIAL SUPER	Superannuation contributions	1		162.26
INV SUPER	29/10/2019	ESSENTIAL SUPER	Superannuation contributions	1	162.26	
DD14392.5	29/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1		465.29
INV SUPER	29/10/2019	REST INDUSTRY SUPER	Superannuation contributions	1	465.29	
DD14392.6	29/10/2019	PRIME SUPER	Payroll deductions	1		443.44
INV SUPER	29/10/2019	PRIME SUPER	Superannuation contributions	1	319.69	
INV DEDUCT	29/10/2019	PRIME SUPER	Payroll deductions	1	123.75	
DD14392.7	29/10/2019	ONEPATH	Superannuation contributions	1		202.18
INV SUPER	29/10/2019	ONEPATH	Superannuation contributions	1	202.18	
DD14392.8	29/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	29/10/2019	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14392.9	29/10/2019	MEDIA SUPER	Superannuation contributions	1		169.06
INV SUPER	29/10/2019	MEDIA SUPER	Superannuation contributions	1	169.06	
DD14286.10	01/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	01/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
DD14286.11	01/10/2019	HESTA SUPER FUND	Superannuation contributions	1		50.41
INV SUPER	01/10/2019	HESTA SUPER FUND	Superannuation contributions	1	50.41	
DD14286.12	01/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,022.07
INV SUPER	01/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,744.13	
INV DEDUCT	01/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	277.94	

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DD14286.13	01/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		84.98
INV SUPER	01/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	84.98	
DD14286.14	01/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	01/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUCT01/10/2019		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD14286.15	01/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		196.25
INV SUPER	01/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	196.25	
DD14286.16	01/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		532.75
INV SUPER	01/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	532.75	
DD14286.17	01/10/2019	AMP LIFE LIMITED	Superannuation contributions	1		745.36
INV SUPER	01/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	745.36	
DD14286.18	01/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		274.30
INV SUPER	01/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	274.30	
DD14286.19	01/10/2019	HOSTPLUS SUPER	Superannuation contributions	1		595.40
INV SUPER	01/10/2019	HOSTPLUS SUPER	Superannuation contributions	1	595.40	
DD14286.20	01/10/2019	SUNSUPER	Superannuation contributions	1		702.78
INV SUPER	01/10/2019	SUNSUPER	Superannuation contributions	1	702.78	
DD14348.10	15/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	15/10/2019	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT15/10/2019		UNISUPER	Payroll deductions	1	160.61	

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DD14348.11	15/10/2019	CATHOLIC SUPER	Superannuation contributions	1		77.40
INV SUPER	15/10/2019	CATHOLIC SUPER	Superannuation contributions	1	77.40	
DD14348.12	15/10/2019	HESTA SUPER FUND	Superannuation contributions	1		129.94
INV SUPER	15/10/2019	HESTA SUPER FUND	Superannuation contributions	1	129.94	
DD14348.13	15/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	15/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
DD14348.14	15/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	15/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD14348.15	15/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,980.47
INV SUPER	15/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,693.17	
INV DEDUCT	15/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	287.30	
DD14348.16	15/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.75
INV DEDUCT	15/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	15/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
DD14348.17	15/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		220.54
INV SUPER	15/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	220.54	
DD14348.18	15/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		550.16
INV SUPER	15/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	550.16	
DD14348.19	15/10/2019	AMP LIFE LIMITED	Superannuation contributions	1		739.35
INV SUPER	15/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	739.35	

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DD14348.20	15/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		305.59
INV SUPER	15/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	305.59	
DD14348.21	15/10/2019	HOSTPLUS SUPER	Superannuation contributions	1		613.00
INV SUPER	15/10/2019	HOSTPLUS SUPER	Superannuation contributions	1	613.00	
DD14392.10	29/10/2019	UNISUPER	Payroll deductions	1		575.52
INV SUPER	29/10/2019	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	29/10/2019	UNISUPER	Payroll deductions	1	160.61	
DD14392.11	29/10/2019	CATHOLIC SUPER	Superannuation contributions	1		39.05
INV SUPER	29/10/2019	CATHOLIC SUPER	Superannuation contributions	1	39.05	
DD14392.12	29/10/2019	HESTA SUPER FUND	Superannuation contributions	1		84.49
INV SUPER	29/10/2019	HESTA SUPER FUND	Superannuation contributions	1	84.49	
DD14392.13	29/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	29/10/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
DD14392.14	29/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	29/10/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD14392.15	29/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,010.89
INV SUPER	29/10/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,730.57	
INV DEDUCT	29/10/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	280.32	
DD14392.16	29/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.75
INV DEDUCT	29/10/2019	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	29/10/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	



Ordinary Council Meeting Agenda  
**20 November 2019**



Date: 04/11/2019  
 Time: 8:13:05AM

Shire of Northam

USER: Kathy Scholz  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14392.17	29/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		439.92
INV SUPER	29/10/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	439.92	
DD14392.18	29/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		541.45
INV SUPER	29/10/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	541.45	
DD14392.19	29/10/2019	AMP LIFE LIMITED	Superannuation contributions	1		739.17
INV SUPER	29/10/2019	AMP LIFE LIMITED	Superannuation contributions	1	739.17	
DD14392.20	29/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	29/10/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD14392.21	29/10/2019	HOSTPLUS SUPER	Superannuation contributions	1		496.42
INV SUPER	29/10/2019	HOSTPLUS SUPER	Superannuation contributions	1	496.42	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	3,362,063.28
2	TRUST FUND	8,400.00
<b>TOTAL</b>		<b>3,370,463.28</b>

## Attachment 2

### Payment dates 1 October 2019 to 31 October 2019

- Municipal Fund payment cheque numbers 35210 to 35227 Total \$91,901.16.
- Trust Fund payment cheque numbers 2062 total \$8400.00

#### Electronic Funds Transfer

- Municipal Fund EFT34345 to EFT34711 Total \$3,153,464.10.

Direct Debits Total \$116,698.02

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques	EFT Payments	Direct Debits	Payroll	Total Payments
	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020
<b>July</b>	\$ 206,266.12	\$ 3,308,502.03	\$ 76,110.78	\$ 432,960.90	<b>\$ 4,023,839.83</b>
<b>August</b>	\$ 49,915.44	\$ 2,828,610.12	\$ 79,487.55	\$ 455,717.69	<b>\$ 3,413,730.80</b>
<b>September</b>	\$ 55,440.41	\$ 2,948,297.32	\$ 72,450.07	\$ 429,744.94	<b>\$ 3,505,932.74</b>
<b>October</b>	\$ 100,301.16	\$ 3,153,464.10	\$ 116,698.02	\$ 651,629.55	<b>\$ 4,022,092.83</b>
<b>November</b>					<b>\$ -</b>
<b>December</b>					<b>\$ -</b>
<b>January</b>					<b>\$ -</b>
<b>February</b>					<b>\$ -</b>
<b>March</b>					<b>\$ -</b>
<b>April</b>					<b>\$ -</b>
<b>May</b>					<b>\$ -</b>
<b>June</b>					<b>\$ -</b>
<b>Total</b>	<b>\$411,923.13</b>	<b>\$12,238,873.57</b>	<b>\$344,746.42</b>	<b>\$1,970,053.08</b>	<b>\$14,965,596.20</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD14332.1

<b>Summary Credit Card Payments</b>	<b>\$</b>	<b>Total</b>
<b>Executive Manager Engineering Services</b>		
LUME - STAFF LUNCH	219.50	
LIBERTY CERVANTES - DIESEL FUEL	116.86	<b>336.36</b>
<b>CESM</b>		
SUBWAY NORTHAM - REFRESHMENTS FOR BFB TRAINING - 24/08/2019	110.00	
COUNTRY COPIERS NORTHAM - STATIONERY FOR SES	48.90	
DOMINOS NORTHAM - REFRESHMENTS FOR FCO TRAINING - 13/09/2019	98.90	
COLES NORTHAM - REFRESHMENTS FOR TRAINING - 19/09/19	15.00	
COLES NORTHAM - REFRESHMENTS FOR TRAINING EX GTT - 19/09/19	20.62	<b>293.42</b>
<b>Executive Manager Corporate Services</b>		
MICROSOFT MONTHLY FEES OFFICE 365 BUSINESS	47.19	
LITTLE GREEN BUTTON - ANNUAL LICENCE FOR UP TO 50 DEVICES 07/08/19 - 07/08/20	314.00	
ADOBE CREATIVE CLOUD - MONTHLY FEES	189.17	
ADOBE CREATIVE CLOUD - MONTHLY FEES	101.19	
AMAYSIM - MONTHLY FEES - MOBILE SUPPORT LIBRARY	10.00	
FOREIGN TRANSACTION FEE	19.52	<b>681.07</b>
<b>Executive Manager Development Services</b>		
DEPARTMENT OF MINES, INDUSTRY, REGULATION, SAFETY - BUILDING SURVEYOR REGISTRATION RENEWAL FOR GORDON TESTER	974.00	<b>974.00</b>
<b>Executive Manager Community Services</b>		
OCEAN BEACH HOTEL - JACK LITTLE ACCOMMODATION FOR ROYAL LIFESAVING COURSE	499.95	
TOWN TEAM CONFERENCE - TOWN TEAMS CONFERENCE FOR MICHELLE BLACKHURST	506.97	
DUKES INN - LGIS MEETING	88.50	
LUME - DINNER FOR COUNCIL MEETING AT CREATE 298	476.00	
FACEBOOK - AVON RIVER FESTIVAL BOOST	57.32	
CPP STATE LIBRARY - STATE LIBRARY CARPARK	12.12	
QANTAS AIRWAYS LIMITED - FLIGHTS FOR CHADD HUNT	842.60	
QANTAS AIRWAYS LIMITED - FLIGHTS FOR MICHELLE BLACKHURST & ROSS RAYSON	1685.20	
NORTHAM POST OFFICE - WORKING WITH CHILDREN CHECK FOR NADEGE VINICOMBE	87.00	
		<b>4,255.66</b>
<b>Total Credit Card Expenditure</b>		<b>\$6,540.51</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$4,022,092.83 was submitted to the Ordinary Meeting of Council on Wednesday, 20 November 2019.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$4,022,092.83 was submitted to each member of the Council on Wednesday, 20 November 2019, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER



#### 12.4.2 Financial Statement for the period ending 31 October 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 31 October 2019.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 October 2019.

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31 October 2019 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting, **new items this month are in bold.**

## **Notes to the Financial Statements**

### **Operating Income**

1. Transport is over budget by 9.69% predominantly due to the receipt of unbudgeted funds from extractive industries road maintenance contribution of \$42,525.
2. **Economic Services is under budget 11.73%, predominantly relating to the timing of grant funding for the Avon Decent \$27,000.**

### **Operating Expenditure**

3. Governance is under budget by 8.91% due to the items presented below;
  - Advertising is under by \$6,433
  - Computer Consultancy is under by \$8,297
  - Printing and Stationery is under by \$6,230
4. Recreation and culture is under budget \$62,608 due predominantly to timing of Pools and water parks \$60,000 (timing)
5. Transport is over budget by \$76,740 due to depreciation expense of \$78,275.

### **Operating Income by Nature and Type**

6. Operating grants and contributions revenue is over budget by 4% due to the item disclosed at Item 1 above.
7. **Other Revenue is over budget \$84,072 predominantly relating to the items disclosed below;**
  - Rates legal Fees \$46,056
  - DEFES Reimbursements \$18,373.

### **Operating Expenditure by Nature and Type**

8. **Utility charges are under budget \$29,580 (timing).**
9. Depreciation is over budget predominantly relating to item 5 disclosed above.
10. **Other Expenditure is under budget 89% due to the timing of internal allocations, (non-cash)**

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

### **B.2 Financial / Resource Implications**

The Financial Statements have been prepared in accordance with Council's 2019/20 Budget.

**B.3 Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
 Local Government (Financial Management) Regulations 1996.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

N/A.

**B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (consequence x likelihood)</b>	<b>Mitigation Action</b>
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	The Report is to be presented to Council each month in order to comply with relevant legislation	Low	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A


**C. OFFICER'S COMMENT**

Nil.

**RECOMMENDATION**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 October 2019.**

## Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2019**

**TABLE OF CONTENTS**

	Page
Statement of Financial Activity	2 to 4
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14





**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2019**

		NOTE				
		19/20	Ytd	19/20	Variances	
<u>Operating</u>		Budget	Budget	Ytd Actual	Actuals to	
		\$	\$	\$	Budget	
					Actuals to	
					Budget	
					%	
<b>Revenues</b>						
Governance		48,600	3,188	3,161	(27)	(0.86%)
General Purpose Funding Other		2,265,384	647,451	677,671	30,220	4.67%
General Purpose Funding Rates		10,417,484	10,357,961	10,362,692	4,731	0.05%
Law, Order, Public Safety		1,939,333	454,357	483,707	29,350	6.46%
Health		61,000	28,140	29,920	1,780	6.33%
Education and Welfare		1,176,072	608,441	607,586	(855)	(0.14%)
Housing		62,277	20,756	16,955	(3,801)	(18.31%)
Community Amenities		2,704,576	1,857,286	1,876,360	19,074	1.03%
Recreation and Culture		2,694,010	1,329,964	1,324,639	(5,325)	(0.40%)
Transport	1	3,496,860	791,926	868,666	76,740	9.69%
Economic Services	2	598,150	161,113	142,210	(18,903)	(11.73%)
Other Property and Services		160,200	38,778	34,700	(4,078)	(10.52%)
<b>Total Operating Revenue</b>		<b>25,623,946</b>	<b>16,299,361</b>	<b>16,428,266</b>	<b>128,905</b>	<b>0.79%</b>
<b>Expenses</b>						
Governance	3	(1,369,648)	(499,252)	(454,768)	44,484	8.91%
General Purpose Funding		(289,104)	(129,814)	(146,339)	(16,525)	(12.73%)
Law, Order, Public Safety		(1,503,081)	(490,957)	(475,777)	15,180	3.09%
Health		(322,270)	(106,123)	(111,208)	(5,085)	(4.79%)
Education and Welfare		(1,419,060)	(486,943)	(482,340)	4,603	0.95%
Housing		(75,223)	(24,159)	(19,957)	4,202	17.39%
Community Amenities		(3,683,616)	(960,872)	(938,423)	22,449	2.34%
Recreation & Culture		(5,689,382)	(1,472,943)	(1,410,335)	62,608	4.25%
Transport	4	(5,600,097)	(2,003,928)	(2,090,461)	(86,533)	(4.32%)
Economic Services	5	(2,570,843)	(953,298)	(891,499)	61,799	6.48%
Other Property and Services		(47,607)	(85,546)	(103,088)	(17,542)	(20.51%)
<b>Total Operating Expenses</b>		<b>(22,569,931)</b>	<b>(7,213,835)</b>	<b>(7,124,195)</b>	<b>89,640</b>	<b>1.24%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		881,489	5,896	59,606	53,710	
Movement in Employee Benefit Provisions		(22,339)	0	(6,879)	(6,879)	
Depreciation on Assets		4,156,954	1,385,596	1,491,032	105,436	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,507,264)	(172,808)	(39,423)	133,385	
Purchase Plant and Equipment		(1,546,138)	(71,204)	(42,249)	28,955	
Purchase Furniture and Equipment		(61,286)	0	0	0	
Purchase Infrastructure Assets - Roads		(3,769,439)	(1,517,507)	(760,489)	757,018	
Purchase Infrastructure Assets - Footpaths		(259,140)	0	(197)	(197)	
Purchase Infrastructure Assets - Drainage		(1,913,159)	(545,734)	(131,718)	414,016	
Purchase Infrastructure Assets - Parks & Ovals		(7,978,674)	(4,520,088)	(4,500,260)	19,828	
Purchase Infrastructure Assets - Airfields		(193,600)	(64,532)	0	64,532	
Purchase Infrastructure Assets - Streetscape		(175,000)	(55,000)	(12,601)	42,399	
Purchase Infrastructure Assets - Other		(689,265)	(74,128)	(18,288)	55,841	
Proceeds from Disposal of Assets		1,901,700	97,907	97,907	0	
Repayment of Debentures		(345,853)	(109,125)	(109,125)	0	
Proceeds from New Debentures		4,500,000	4,500,000	4,500,000	0	
Self-Supporting Loan Principal Income		22,812	3,236	3,236	0	
Transfers to Restricted Assets (Reserves)		(2,497,936)	(241,216)	(241,216)	0	
Transfers from Restricted Asset (Reserves)		2,978,239	798,527	798,527	0	
ADD Net Current Assets July 1 B/Fwd		4,463,884	4,463,884	4,463,884	0	
LESS Net Current Assets Year to Date		0	12,969,230	15,656,167	2,686,937	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>(863,461)</b>	<b>(863,461)</b>	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

1. OPERATING STATEMENT

	Note	19/20 Budget \$	Ytd Budget	19/20 Ytd Actual \$	Variance Actuals to Budget \$	Variance Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,417,484	10,357,961	10,362,692	4,731	0%
Operating Grants Subsidies and Contributions	6	4,592,711	1,460,876	1,519,552	58,676	4%
Fees and Charges		3,848,003	2,299,420	2,295,397	(4,023)	0%
Interest Earnings		372,500	136,786	124,276	(12,510)	-9%
Other Revenue	7	863,177	267,870	351,323	83,453	31%
<b>TOTAL OPERATING REVENUE</b>		<b>20,093,875</b>	<b>14,522,913</b>	<b>14,653,240</b>	<b>130,327</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,363,699)	(2,992,136)	(2,944,985)	47,151	2%
Materials and Contracts		(7,014,040)	(1,932,765)	(1,842,186)	90,579	5%
Utility Charges	8	(1,000,558)	(234,254)	(204,674)	29,580	13%
Depreciation of Non Current Assets	9	(4,156,954)	(1,385,596)	(1,491,032)	(105,436)	-8%
Interest Expenses		(199,187)	(58,548)	(68,447)	(9,899)	-17%
Insurance Expenses		(516,245)	(509,699)	(502,396)	7,303	1%
Other Expenditure	10	(121,759)	(94,941)	(10,869)	84,072	89%
<b>TOTAL OPERATING EXPENSE</b>		<b>(21,372,442)</b>	<b>(7,207,939)</b>	<b>(7,064,589)</b>	<b>143,350</b>	<b>-2%</b>
Non Operating Grants Subsidies and Contributions		5,214,069	1,776,448	1,774,815	(1,633)	0%
Profit on Asset Disposals		318,000	0	0	0	0%
Loss on Asset Disposals		(1,199,489)	(5,896)	(59,606)	(53,710)	-911%
<b>RESULTING FROM OPERATIONS</b>		<b>3,054,013</b>	<b>9,085,526</b>	<b>9,303,860</b>	<b>218,334</b>	<b>2%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

2. BALANCE SHEET

	1	18/19
	YTD Actual	Actual
	\$	Estimated
	\$	\$
<b>CURRENT ASSETS</b>		
Cash Assets	12,636,090	7,177,762
Receivables	8,859,593	6,036,934
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<u>21,495,683</u>	<u>13,214,696</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	554,831	564,092
Land and Buildings	52,891,780	53,117,800
Property, Plant and Equipment	7,005,871	6,970,777
Infrastructure	164,508,184	158,573,097
<b>TOTAL NON-CURRENT ASSETS</b>	<u>224,960,666</u>	<u>219,225,766</u>
<b>TOTAL ASSETS</b>	<u>246,456,349</u>	<u>232,440,462</u>
<b>CURRENT LIABILITIES</b>		
Payables	683,352	3,384,493
Interest-bearing Liabilities	170,858	279,984
Provisions	1,200,546	1,207,424
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,054,756</u>	<u>4,871,901</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,809
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>6,723,506</u>	<u>2,223,505</u>
<b>TOTAL LIABILITIES</b>	<u>8,778,262</u>	<u>7,095,406</u>
<b>NET ASSETS</b>	<u>237,678,087</u>	<u>225,345,056</u>
<b>EQUITY</b>		
Retained Surplus	119,240,288	106,350,156
Reserves - Cash Backed	4,458,787	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,012
<b>TOTAL EQUITY</b>	<u>237,678,087</u>	<u>225,345,056</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS	19/20 Budget \$	19/20 Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
Admin Building	897,500	4,776
Admin Building Solar	19,010	0
CEO Vehicle	58,000	0
New Telephone System	42,276	0
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	56,220	0
3.4 Urban Fire Appliance	470,491	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	0
Bakers Hill Fire Shed	413,350	0
LED Fire Danger Rating Signs	39,450	0
Automated Weather Station	8,149	0
Water Tank Smith Road	9,800	0
CCTV Wundowie	257,166	0
SES Building Replace Sliding Door	30,320	0
<b>Health</b>		
Manager Health Vehicle	35,000	0
<b>Education &amp; Welfare</b>		
Solar, Killara	11,300	0
Structural Repairs Memorial Hall	20,000	0
<b>Community Amenities</b>		
Design of Recycling Station Inkpen	40,000	9,940
Old Quarry Drainage	100,000	8,348
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	25,000	0
Transfer Station Tip Shop	576,850	0
King Creek Drainage	7,150	0
Area Drainage	128,669	16,075
Planners Vehicle	35,000	0
Minson Avenue Streetscape	165,000	5,589
CBD Streetscape	0	7,011
Duracote Doors Bernard Park	5,100	0
Recoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget \$	19/20 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Wundowie Hall, Solar, Replace Ceiling, Toilet		19,950	0
Southern Brook Hall, New Ceiling, A/C to Kitchen		6,700	0
Northam Hall, New Curtain & Track		10,000	0
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Northam Aquatic Facility		6,961,942	4,018,852
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Rec Centre, Roller Shutters & Remark Floor, CCTV		80,760	24,947
Solar Recreation Centre		38,130	0
Jubilee Oval Upgrade Electric Boards		40,750	0
Community Plan Implementation		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	4,097
POS Playground Improvements		122,920	13,950
Northam Youth Space		210,859	31,804
Northam Youth Space Programed Maintenance		26,500	1,031
Artificial Hockey Turf		414,453	430,726
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		80,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		42,000	0
General Library Upgrades, DAP, Paint interior, Solar, CCTV		121,054	1,800
AVVVA - Drainage Works		22,850	498
AVVVA - Roof Replacement C/fwd		145,000	0
Old Railway Station, Exit Gates & Ceiling Fans		18,500	0
<b>Transport</b>			
Northam Depot Redesign		10,000	0
Install Light and Pole Rear Shed Wundowie		3,500	0
Solar Northam Depot		11,300	0
Fitzgerald Footpath		60,280	0
Hovea Footpath		91,960	0
Balga Footpath		74,950	0
Wattle Crescent		31,950	197
Drainage - Rural Including WANDRRA		1,665,338	115,644
Spencers Brook Road SLK 5400 - 7360		142,000	284,521
Spencers Brook Road SLK 8650 - 10250		555,892	119,894
Spencers Brook Road 12000 - 12800		334,623	2,060
Zamia Terrance (0 - 480)		61,835	0
Chidlow Street West (360 - 670)		27,000	0
Coates Road (0 - 1700)		71,400	0
Vivan Street (0-200)		21,939	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget	19/20 Ytd Actual
<b>Transport</b>		\$	\$
Qualup Place (0 - 140)		15,102	0
Boondine Road (0-640)		70,345	0
Katrine Road		66,000	0
Tamma (1100 - 2400)		58,506	0
Chidlow Street West (20 - 300)		51,915	0
Chidlow Street West (1480 - 1950)		33,675	0
Park Lane (0 - 230)		31,548	0
Carlin Road (2740 - 3550)		50,537	82
Carter Street (200 - 410)		67,980	0
Ord Street (0 - 190)		15,310	0
Irishtown Road (0 - 10000)		159,078	1,212
Maintenance Capitalised		100,000	1,015
Coates Road		135,706	116,362
O'Neill Road		175,092	177,427
Charles Street (510 - 1070)		83,054	3,206
Kennedy Street (320 - 920)		54,563	0
Henty Place (0 - 270)		58,408	0
Martin Street (0 - 300)		70,909	0
Southern Brook Road (0 - 3070)		536,382	2,600
Laneway Land Acquisition		32,000	0
Keane Street		22,000	0
Spencers Brook Road (16430 - 19340)		473,164	0
Gravel Resheeting		87,000	0
Kerb Renewal		109,238	7,547
Culvert Renewal		84,238	44,565
Kubota F3680 NS Front Mower, Canopy & Catcher		47,100	0
Bobcat Attachment		15,000	0
Volvo BL71 Backhoe		87,141	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane		82,701	0
Isuzu MLR 200 Tipper Manual		82,701	0
Dynapac Vibro Ride on Roller		51,372	0
Bobcat Trailer 4500kg		25,000	0
Honda Four Wheel Motor Cycle		23,090	0
Tandem Trailer		15,250	0
Pegasus 200 Verge Mower		15,510	0
Toyota Hilux workmate 2.7l		26,040	0
Mazda BT50T-top		26,041	0
Mitsubishi Outland Diesel 7 Seat		35,000	0
Holden Trail Blazer 7 Seat Diesel		45,000	42,249
Rock Bucket		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget \$	19/20 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway		193,600	0
<b>Economic Services</b>			
Solar Visitor Centre		11,300	0
Signage Tower GEH Mitchell Avenue		10,000	0
Clark Street Water Metre		8,950	0
Water Pump Station Upgrade		169,681	0
Bakers Drainage		25,000	0
BKB Building		75,000	7,401
		19,092,963	5,505,225

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Budget \$	19/20 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,507,264	39,423
Plant and Equipment		1,546,138	42,249
Furniture and Equipment		61,286	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,769,439	760,489
Infrastructure Assets - Footpaths		259,140	197
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,913,157	131,718
Infrastructure Assets - Parks & Ovals		7,978,674	4,500,260
Infrastructure Assets - Airfields		193,600	0
Infrastructure Assets - Streetscape		175,000	12,601
Infrastructure Assets - Other		689,265	18,288
		19,092,963	5,505,225



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$
<b>Governance</b>						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
<b>Law Order &amp; Public Safety</b>						
PN 1514 Rangers Triton Ute	15,162	0	12,000	0	(3,162)	0
<b>Health</b>						
Manager Health Vehicle	19,015	0	15,000	0	(4,015)	0
Killarra Commuter Bus C/fwd					0	0
<b>Community Amenities</b>						
Manager Planning	20,176	0	17,000	0	(3,176)	0
<b>Recreation &amp; Culture</b>						
Victoria Street Oval	2,046,800	0	969,000	0	(1,077,800)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
<b>Transport</b>						
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	0	7,000	0	(5,823)	0
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7i	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outland Diesel 7 Seat	21,221	0	19,000	0	(3,221)	0
Hino Water Truck PN1501	0	132,290	0	73,816	0	(58,474)
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
	2,783,189	157,513	1,901,700	97,907	(881,489)	(59,606)





SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
PN1514 Rangers Triton Ute 4*4	15,162	0	12,000	0	(3,162)	0
Manager Health Vehicle	19,015	0	15,000	0	(4,015)	0
Manager Planning	20,176	0	17,000	0	(3,176)	0
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	0	7,000	0	(5,823)	0
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7i	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outland Diesel 7 Seat	21,221	0	18,000	0	(3,221)	0
Hino Water Truck PN1501	0	132,290	0	73,816	0	(58,474)
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
<b>Land</b>						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Victoria Street Oval	2,046,800	0	969,000	0	(1,077,800)	0
	2,783,189	157,513	1,901,700	97,907	(881,489)	(59,606)
					19/20 Budget \$	Ytd Actual \$
<b>Summary</b>					318,000	0
Profit on Asset Disposals					(1,199,489)	(58,474)
Loss on Asset Disposals					(881,489)	(58,474)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2019

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	3,238	0	3,238	3,236	0	0	153	119
Loan 219A - Northam Bowling Club **	3.18%	163,040	0	19,575	0	143,465	163,040	8,854	0
Loan 223 - Recreation Facilities	6.06%	130,049	0	130,049	64,053	0	65,996	10,136	3,941
Loan 224 - Recreation Facilities	6.48%	81,639	0	46,765	23,010	769,630	793,385	57,285	35,413
Loan 227 - Youth Space		500,000	0	45,097	0	454,903	500,000	12,110	0
New - Swimming Pool		0	4,500,000	62,868	0	4,437,132	4,500,000	58,868	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	667,960	0	38,262	18,826	629,698	649,134	51,781	28,974
		2,280,682	4,500,000	345,854	109,125	6,434,828	6,671,555	199,187	68,447

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be 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 OCTOBER 2019

	19/20 Budget				Total	19/20 Ytd Actual				
	Opening Bal	Interest	Tlr To Reserve	Tlr From Reserve		Opening Bal	Interest	Tlr To Reserve	Tlr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	427,796	10,234		(32,574)	405,456	427,796	1,854		(32,574)	397,076
Aged Accomodation Reserve	227,403	5,440	5,000		237,843	227,403	1,031			228,434
Housing Reserve	265,507	6,352			271,859	265,507	1,204			266,711
Office Equipment Reserve	74,735	1,788		(42,276)	34,247	74,735	616			75,351
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	549	220,000	(230,000)	117,387
Road & Bridgeworks Reserve	89,498	2,141	200,000		291,639	89,498	406			89,904
Refuse Site Reserve	627,552	15,014	120,000	(266,850)	495,716	627,552	2,846			630,398
Regional Development Reserve	73,599	1,761		(50,000)	25,360	73,599	334			73,933
Speedway Reserve	147,600	3,531			151,131	147,600	669			148,269
Community Bus Replacement Reserve	2,414	58	15,000		17,472	2,414	11			2,425
Septage Pond Reserve	267,085	6,390		(58,643)	214,832	267,085	1,211			268,296
Killara Reserve	276,579	6,617	4,000	(59,643)	227,553	276,579	1,254			277,833
Stormwater Drainage Projects Reserve	33,593	804			34,397	33,593	152			33,745
Recreation and Community Facilities Reserve	584,376	13,981	1,193,500	(1,209,953)	581,904	584,376	1,685		(364,453)	221,608
Administration Office Reserve	685,801	16,407	300,000	(697,500)	304,708	685,801	2,833			688,634
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(211,850)	435,673	348,744	1,167		(156,500)	193,411
River Management Reserve	360,240	8,618		(20,000)	348,858	360,240	1,634			361,874
Parking Facilities Construction Reserve	216,138	5,171		(65,000)	156,309	216,138	980			217,118
Art Collection Reserve	23,205	555			23,760	23,205	105			23,310
Reticulation Scheme Reserve	80,662	1,930	10,000	(8,950)	83,642	80,662	366			81,028
Election Reserve	15,165	363		(15,000)	528	15,165	29		(15,000)	194
Revaluation Reserve	61,351	1,468	10,000		72,819	61,351	278			61,629
<b>Total Cash Backed Reserves</b>	<b>5,015,881</b>	<b>120,000</b>	<b>2,377,936</b>	<b>(2,978,239)</b>	<b>4,535,578</b>	<b>5,015,881</b>	<b>21,216</b>	<b>220,000</b>	<b>(798,527)</b>	<b>4,458,570</b>

Total Interest & Transfers 2,497,936

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

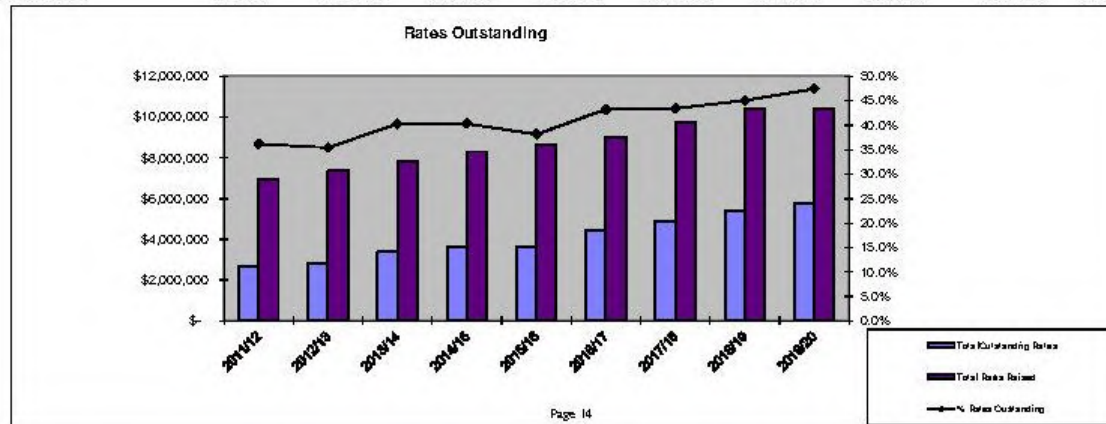
FOR THE PERIOD ENDING 31 OCTOBER 2019

	19/20 Budget	19/20 Ytd Actual	Estimated 18/19 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	842,676	8,177,303	3,025,328
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	4,535,578	4,458,787	5,015,881
Self Supporting Loan	25,095	11,910	7,516
Receivables	2,915,065	251,946	6,041,034
Rates - Current	0	6,788,052	0
Pensioners Rates Rebate	0	34,627	0
Provision for Doubtful Debts	0	(131,842)	0
GST Receivable	0	250,052	0
Accrued Income/Prepayments	0	1,654,848	0
Inventories	1,000	0	1,224
	<b>8,319,414</b>	<b>21,495,683</b>	<b>14,090,982</b>
<b>LESS: CURRENT LIABILITIES</b>			
	<b>(4,825,204)</b>	<b>(2,030,022)</b>	<b>(5,491,301)</b>
<b>NET CURRENT ASSET POSITION</b>	<b>3,494,210</b>	<b>19,465,661</b>	<b>8,599,681</b>
Less: Cash - Reserves - Restricted	(4,535,578)	(4,458,787)	(5,015,881)
Add: Current Loan Liability	385,911	170,858	202,288
Add: Leave Liability Reserve	405,457	228,434	427,796
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>15,656,167</b>	<b>4,463,884</b>

**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 31 October 2019**

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>Key Rating Dates</b>									
RATES ISSUED	06/06/2011	5/06/2012	4/09/2013	14/06/14	14/06/15	15/06/2016	1/06/2017	15/06/2018	4/09/2019
RATES DUE	22/09/2011	24/05/2012	23/11/2013	8/11/2014	25/05/2015	30/09/2016	14/09/2017	19/09/2018	5/10/2019
2nd INSTALLMENT DUE	22/11/2011	16/11/2012	23/11/2013	8/11/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	5/12/2019
3rd INSTALLMENT DUE	23/01/2012	29/01/2013	24/01/2014	9/01/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2019	10/02/2020
4th INSTALLMENT DUE	22/03/2012	29/03/2013	24/04/2014	9/04/2015	26/03/2016	30/03/2017	15/03/2018	21/03/2019	14/04/2020
Outstanding 1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187
Rates Levied	\$5,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585
Interest, Ex gratia, interim and back rates less written off's	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$68,907
<b>Rates Paid by month</b>									
1 July	\$1,948	38,806	47,443	62,554	29,105	43,333	60,002	94,638	87,543
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195
3 September	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221
4 October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037
5 November									
6 December									
7 January									
8 February									
9 March									
10 April									
11 May									
12 June									
Total YTD	4,743,376	5,129,995	5,014,466	5,382,905	5,880,032	5,820,532	6,364,323	6,557,066	6,384,997
% Ytd Rates Outstanding	36.2%	35.4%	40.3%	40.3%	38.2%	43.2%	43.4%	45.1%	47.4%

Ytd Outstanding 2,692,604 2,813,423 3,385,958 3,635,984 3,629,015 4,435,023 4,889,131 5,378,558 5,763,682



### 12.4.3 Repeal of Policy A 8.1 Policy on Harvest, Vehicle Movement and/or Hot Works Bans

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Internal
<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Cheryl Greenough, Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to repeal Policy A 8.1 Harvest Vehicle Movement &/or Hot Works Ban.

#### ATTACHMENTS

Nil.

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#### A. BACKGROUND / DETAILS

At the Bush Fire Advisory Committee Meeting dated 9 July 2019 the Committee decided to request the Council to repeal Policy A8.1 Harvest Vehicle Movement &/or Hot Works Ban as follows:

##### Council Policies

*With the adoption of the Bush Fire Manual there is a number of council policies that have now been superseded by either the manual itself or by the formalisation of any SOP's.*

**A8.1 – Harvest, Vehicle Movement &/or Hot Works Ban** has been superseded by SOP 16. As a result of the policy being superseded, officers will recommend the policy be rescinded by Council.

#### B. CONSIDERATIONS

##### **B.1 Strategic Community / Corporate Business Plan**

Theme Area 5: Environment and Heritage.

Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

Objective: Continued bushfire management planning and mitigation works.

### B.2 Financial / Resource Implications

Nil.

### B.3 Legislative Compliance

Local Government Act 1995 s 2.7 Role of Council (2)(b) determine the local government's policies.

### B.4 Policy Implications

The repeal will remove Policy A 8.1 from Administrations portfolio.

### B.5 Stakeholder Engagement / Consultation

Discussed at the Bush Fire Advisory Committee (BFAC) meeting

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Potential for non-compliance with the Act	Low (1)	Ensure Harvest Bans are complied with
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

It is recommended that Policy A 8.1 be removed from the Administration Policies and to be superseded by the Bushfire Manual.

### RECOMMENDATION

**That Council repeal Policy A 8.1 Harvest, Vehicle Movement &/or Hot Works Ban as per the BFAC meeting 9 July 2019.**

#### 12.4.4 Adoption of Pest Plant Local Law 2019

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Internal
<b>File Reference:</b>	2.3.2.15
<b>Reporting Officer:</b>	Cheryl Greenough, Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to adopt the following local law as presented at this Council meeting or very close to the local law as presented in accordance with s3.12(4)

#### ATTACHMENTS

- Attachment 1: Pest Plant Local Law 2019.  
Attachment 2: Letter of support from Minister MacTiernan.

#### A. BACKGROUND / DETAILS

Every eight years the local laws must be reviewed in accordance with the section 3.16 of the *Local Government Act 1995*. There are two local laws left to be completed. The Pest Plant Local law 2019 will be presented at this meeting for adoption prior to Gazettal and approval by the Joint Standing Committee on Delegated Legislation.

The last local law being the Waste Local Law 2019, is still awaiting approval by the Minister.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment & Heritage.

Outcome 4.3: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.



Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Objective: Maintain a high standard of corporate governance.

### **B.2 Financial / Resource Implications**

The *Government Gazette* pricing per page is \$165.35, there are a total of 8 pages making the cost approximately \$1,322.8 for this local law.

### **B.3 Legislative Compliance**

*Local Government Act 1995 section 3.12*

(4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

(5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

(6) *After the local law has been published in the Gazette the local government is to give local public notice —*  
*(a) stating the title of the local law; and*  
*(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*  
*(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*

(7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

### **B.4 Policy Implications**

N/A.

### **B.5 Stakeholder Engagement / Consultation**

6 weeks consultation was advertised on 24 July 2019 in the West Australian and the local newspaper for a period of six weeks. Consultation has taken place internally with Councillors and staff, and also the Department of Local Government, Sport and Cultural Industries as well as Minister MacTiernan.

### **B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	\$13,338	Minor (2)	Ensure compliance with the Act
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Not completing local laws would create non-compliance issues	Medium (3)	Comply with all legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

The Pest Plant Local Law 2019 will be the only local law presented and considered for adoption at this Council meeting as the Minister has requested some changes to the Waste Local Law. Below is a table explaining at which stage each local law is currently at.

2019 Local Laws	Stage 2	s3.12 (2-4)	Council moved to make changes to the local law and advertise changes for 6 weeks	Ministerial Approval Received	Stage 3	s3.12 (5-7)	Council adopt the new local law, advertise & send for Gazettal	Final Stage	Send to JSC for final approval
Parking Local Law				N/A					Completed
Cats local law				N/A					Completed
Fencing Local Law				N/A					Completed
Pest Plant Local law				Yes					
Waste Local Law				In progress					

The following minor edits were suggested to the Pest Plant Local Law, by the Department of Local Government, Sport and Cultural Industries:

#### Pest Plant Local Law 2019

- Contents Page – Ensure the entry for clause 2.1 reflects the same title in clause 2.1;
- Clause 1.5 – change 'schedule' to 'Schedule';
- Clause 2.1 – Insert a heading for that clause;
- Clause 3.2 – Change 'specified therein' to specified in the notice'; and

- First Schedule – remove Italics from '*Caltrop*' and remove highlighting from the last two lines.

All changes to the above local law have been made in accordance with the Departments suggestions.

The local law was presented to Minister MacTiernan and the Minister has replied with her support for the local law (letter attached)

#### **RECOMMENDATION**

##### **That Council**

- 1. Adopt the Pest Plant Local Law 2019 as presented or not significantly different to the presented local law;**
- 2. Authorise the CEO to proceed with the process outlined in section 3.12(5-7) of the Local Government Act 1995.**

**Attachment 1**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007  
LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**PEST PLANTS LOCAL LAW 2019**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**PEST PLANTS LOCAL LAW 2019**

**CONTENTS**

**PART 1 – PRELIMINARY**

- 1.1 Title
- 1.2 Commencement
- 1.3 Repeal
- 1.4 Application
- 1.5 Interpretation

**PART 2 – PEST PLANTS**

- 2.1 Pest Plants

**PART 3 – NOTICES**

- 3.1 Serving of a notice
- 3.2 Obligation to comply with a notice
- 3.3 Failure to comply with a notice

**FIRST SCHEDULE  
PEST PLANTS**

**SECOND SCHEDULE  
PEST PLANT NOTICE**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**PEST PLANTS LOCAL LAW 2019**

Under the powers conferred by the *Biosecurity and Agriculture Management Act 2007*, *Local Government Act 1995* and by all other powers enabling it, the Council of the Shire of Northam resolved on.....2019 to make the *Shire of Northam Pest Plants Local Law 2019*.

**PART 1 - PRELIMINARY**

**1.1 Title**

This local law may be cited as the *Shire of Northam Pest Plants Local Law 2019*.

**1.2 Commencement**

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

**1.3 Repeal**

The *Shire of Northam Pest Plants Local Law 2011* published in the *Government Gazette* on 22 July 2011 and all amendments thereto are hereby repealed on the day this local law comes into operation.

**1.4 Application**

This local law applies throughout the district or part thereof, as prescribed in the First Schedule.

**1.5 Interpretation**

In this local law, unless the context requires otherwise –

**Act** means the *Biosecurity and Agriculture Management Act 2007*;

**Authorised Person** means a person appointed by the local government under section 9.10 of the *Local Government Act 1995* to perform any of the functions of an Authorised Person under this local law;

**Council** means the Council of the Shire of Northam;

**district** means the district of the local government;

**land** means land in the district and includes houses, buildings, works and structures, in or upon the land;

**local government** means the Shire of Northam;

**notice** means a notice referred to in clause 3.1;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**owner** has the meaning given to it in the *Local Government Act 1995*;

**person** means any person, company, public body, association or body of persons corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

**pest plant** means a plant described in the First Schedule of this local law;

**Schedule** means a schedule to this local law, and

**treat** means to take action to either –

- (a) destroy the pest plant so that the pest plant is fully and continuously suppressed and destroyed;
- (b) eradicate the pest plant from the land so that the land is kept free of the pest plant; or
- (c) control the growth of the pest plant so the pest plant does not spread.

## PART 2 – PEST PLANTS

### 2.1 Pest Plants

Every plant described in the First Schedule of these local laws is a Pest Plant.

## PART 3 – NOTICES

### 3.1 Serving of a notice

The local government may serve on the owner or occupier of private land within the district a duly completed notice in the form of the Second Schedule to this local law requiring the owner or occupier to treat any pest plant on that land

### 3.2 Obligation to comply with a notice

A person served with a notice under clause 3.1 shall comply with the notice within the time and manner specified in the notice.

**3.3 Failure to comply with a notice**

Where an owner or occupier fails to comply with a notice under clause 3.1 of this local law, the local government may:

- (a) without payment of any compensation in respect thereof, take the action that was required by the notice; and
- (b) recover in a court of competent jurisdiction the amount of the expense of the action from that owner or occupier.



*First Schedule*

PEST PLANTS

[clause 2.1]

COMMON NAME	SCIENTIFIC NAME	DISTRICT FOR WHICH DESCRIBED
Watsonia	<i>Watsonia meriana var bulbilifera</i> <i>Watsonia meriana var meriana</i>	The whole of the district
African Love Grass	<i>Eragrostis curvula (Schrud.) Nees</i>	The whole of the district
Caltrop	<i>Tribulus terrestris</i>	The whole of the district

**SECOND SCHEDULE**  
**PEST PLANT NOTICE**

[clause 3.1]

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007**

Shire of Northam Pest Plants Local Law 2019.

No: \_\_\_\_\_

To \_\_\_\_\_  
(full names)

of \_\_\_\_\_  
(address)

You are hereby given notice under the above local law that you are required to:  
(specify whether required to destroy, eradicate, or otherwise control) the following pest plant –

\_\_\_\_\_ (Common Name) \_\_\_\_\_ (Scientific Name)

on \_\_\_\_\_  
(specify the land)

of which you are the \_\_\_\_\_  
(owner or occupier)

This notice may be complied with by \_\_\_\_\_

\_\_\_\_\_  
(specify manner of achieving destruction, eradication or control)

Such measures shall be commenced not later than \_\_\_\_\_  
(date)

and shall be completed by \_\_\_\_\_  
(date)

Upon failure to comply with this notice within the times specified, the local government may destroy, eradicate or control, as the case may be, any specified pest plant at your expense, and if necessary recover the expense in a court of competent jurisdiction.

Date of service of notice ...../...../.....

\_\_\_\_\_  
Signature of Person Authorised by the Shire of Northam



Dated this .....day of .....2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of )  
a resolution of the Council )  
in the presence of )

.....  
CHRISTOPHER ANTONIO  
Shire of Northam President

.....  
JASON WHITEAKER  
Chief Executive Officer

## Attachment 2



**Hon Alannah MacTiernan MLC**  
**Minister for Regional Development; Agriculture and Food; Ports;**  
**Minister Assisting the Minister for State Development, Jobs and Trade**

Our ref: 64-13472

Ms Cheryl Greenough  
Governance/Administration Coordinator  
Shire of Northam  
PO BOX 613  
NORTHAM WA 6401  
governance@northam.wa.gov.au

Dear Ms Greenough

### REVIEW OF PEST PLANTS LOCAL LAW 2019

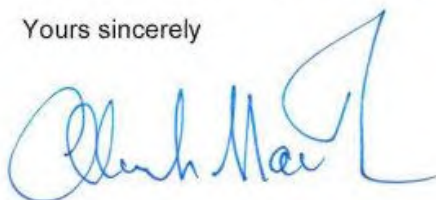
Thank you for your email dated 21 August 2019 regarding a draft Pest Plants Local Law (Local Law) for the Shire of Northam (Shire) pursuant to the *Local Government Act 1995* (LG Act) and the *Biosecurity and Agriculture Management Act 2007* (BAM Act).

I note that the Shire intends to prescribe two plant species, African Love Grass (*Eragrostis curvula* (Schrad.) Nees) and Caltrop (*Tribulus terrestris*) as Pest Plants under the Local Law and Section 193 of the BAM Act. This Section of the BAM Act allows Local Governments, such as your Shire, to manage plants that are considered pests in their area. Both of the plant species listed in your draft schedule are permitted species under the BAM Act for the Shire, and therefore can be prescribed as Pest Plants under Local Law.

The Department of Primary Industries and Regional Development endorses the Shire's action managing widespread and established weeds that are a problem in your area.

Thank you for informing me of this matter.

Yours sincerely



**HON ALANNAH MACTIERNAN MLC**  
**MINISTER FOR REGIONAL DEVELOPMENT; AGRICULTURE AND FOOD; PORTS**  
**MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT,**  
**JOBS AND TRADE**

09 OCT 2019

Level 11, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005  
Telephone: +61 8 6552 6200 Fax: +61 8 6552 6201 Email: Minister.MacTiernan@dpc.wa.gov.au

## 12.5 COMMUNITY SERVICES

### 12.5.1 Redesign of Layout of Northam Library

<b>Address:</b>	298 Fitzgerald St Northam
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.3.12.5
<b>Reporting Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider the plan and costings prepared in relation to the redesign of the layout of the Northam Library.

#### ATTACHMENTS

Attachment 1: Consultants concept plan Option B.  
Attachment 2: Costing summary.

#### A. BACKGROUND / DETAILS

As a result of access issues identified within the internal design of the Northam Library, the Shire of Northam has commissioned a number of reports into the access issues and possible solutions.

These reports include:

1. Disability Access Audit Report and Action Plan- Compiled by Code Access Consulting.
2. Northam Library-Risk Assessment for the Use of Mobility Devices.

Additionally, in June 2019, the Shire commissioned Parry & White Architects to undertake a redesign of the internal layout of the Northam Library.

The purpose of the redesign was to look at ways of reconfiguring the Library to suit all users, and providing innovative solutions to the access and equity issues without any major disruption to Library services.

Parry & White Architects have over 20 years' experience in working in the disability sector.

Parry & White have developed a number of options for consideration. Each of these has considered the current layout, and explored options to provide additional space in the vicinity of the current Library building.

Once the options were considered, the consultants have provided a cost estimate to undertake the works of \$630,000.

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Theme Area: A cohesive community with access to quality services

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Deliver a supportive library service

### B.2 Financial / Resource Implications

The costs for these works is estimated at \$630,000. This project is not currently identified in the Long Term Financial Plan, and no alternative funding sources have been identified.

### B.3 Legislative Compliance

Disability (Access to Premises-Buildings) Standards 2010.

Disability Discrimination Act 1992

Shire of Northam Disability Access and Inclusion Plan 2019-2023

### B.4 Policy Implications

N/A

### B.5 Stakeholder Engagement / Consultation

Stakeholder engagement was undertaken by the Architect and consisted of discussions with staff, and a public workshop.

Library patrons, particularly those with a disability, were encouraged to participate in the stakeholder engagement. However, only 6 people attended the public workshop, and no written responses were received.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	There is significant cost to Council to	Low (4)	Ensure there are sufficient financial

	undertake the works, which could result in other projects being delayed.		resources available before undertaking the works.
Health & Safety	Failure to undertake works may result in the Library becoming non-compliant	Low (3)	Ensure any works undertaken are compliant
Reputation	Council seen as not providing equitable access to all residents	Low (4)	Works undertaken to provide maximum access possible.
Service Interruption	Proposed works result in a reduction of service provision	Low (4)	Works undertaken do not decrease service provision
Compliance	The proposed works are not sufficient to ensure the facility is compliant in future	Low (1)	Ensure all relevant compliance legislation is met
Property	NA		
Environment	NA		

### C. OFFICER'S COMMENT

In addition to the provided design, staff are of the view Council has a number of other options open to it, including;

1. Do nothing

Council could take the position that the costs of proposed remedial work are unachievable at this time. This being the case Council could make a determination that due to financial limitations it is not feasible to undertake the recommended works;

Option – NOT recommended

That Council does not undertake any internal remedial works to the Northam library to make it more accessible, due to the Council's current financial limitations;

2. Reduce the level of service

There is a view that in order to make it at least 'more accessible' Council could adjust the internal elements of the library that are moveable. For example a reduction in the number of bookshelves and/or removal of the 'quiet area' at the front of the library. This could result in at least some level of access inside the building for gopher users. Council would need to be mindful that resolving to undertake

these works, while cost effective, would result in a loss of service provided to the community.

Option – NOT recommended

That Council;

1. Authorises the Chief Executive Officer to reduce the current level of services provided by the Northam Library (including reduction in book stock)
2. Authorises adjustments to the internal layout of the library to allow for limited gopher access, to be undertaken within the existing budget constraints of Council

### 3. Defers Action

The proposed modifications to the Northam Library were designed to provide more equitable access to the Library services for all members of the community, without reducing the levels of service currently provided.

However, to achieve this will result in a significant capital investment from the Shire to ensure the compliance.

In assessing the requirement for the recommended works, Council should also consider the current works being undertaken to provide fully accessible toilet facilities for both staff and patrons, as well as modifications to the main reception desk, and other minor amendments to make the Library more accessible.

Given that the proposed changes are designed to make the Library fully accessible for personal mobility devices (i.e. gophers), Council also needs to be confident that any works undertaken will meet, or exceed, the legislative requirements which have not been finalised at this time.

RECOMMENDATION

That Council:

1. Receives the concept plan and costings for the proposed redesign of the layout of the Northam Library;
2. Does not undertake the internal remedial works identified in the Parry & White Architects design to the Northam library to make it more accessible, due to the Councils current financial limitations;
3. Refers the full scope of the project to the 2020/21 draft budget for consideration,
4. Authorises the Chief Executive Officer to seek grant funding for the project, in the context of point 3 of this decision of Council.

### 4. Undertakes the recommended works



Option – NOT recommended

That Council:

1. endorses the concept plan and costings for the proposed redesign of the layout of the Northam Library;
2. authorises the Chief Executive Officer to advertise the redevelopment of the Northam Library for Tender, in accordance with the Parry & White Architects design
3. requests that as part of the tender award report to be provided to Council, staff present a project funding plan

Absolute Majority of 6 required

Council needs to be mindful that as the project has not been identified within the Councils long term financial plan, any additional capital costs will have an impact on future provisioned projects.

While staff are mindful of Councils commitment to providing safe and accessible services and facilities to the community, in this instance, it is considered that a complete redesign of the library floor plan and the significant costs associated with this works, are unreasonable. As a consequence option 4 has been discounted by staff, however this options remains available to Council.

It final option or approach would be a combination of options 2 and 3. Accessibility of our public library is a critical and while the funds are not available currently there may be an opportunity to identify external funding to assist Council in its endeavours. Additionally, in order to achieve an immediate outcome Council could resolve to not undertake the full extent of the remedial works, request staff look for external funding and in the meantime provide an area within the library where gopher users can enter and station themselves.

## RECOMMENDATION

That Council:

1. **Receives the concept plan and costings for the proposed redesign of the layout of the Northam Library;**
2. **Does not undertake the internal remedial works identified in the Parry & White Architects design to the Northam library to make it more accessible, due to the Councils current financial limitations;**
3. **Refers the full scope of the project to the 2020/21 draft budget for consideration,**
4. **Authorises the Chief Executive Officer to seek grant funding for the project, in the context of point 3 of this decision of Council.**

Attachment 1

**GENERAL NOTES**

1. NEW STAIRS TO BE LOCATED WITH NEW GLAZED ENTRY WITH FIVE JACK & PITCH TO THE GLAZED ROOF NEW STAIRS TO BE WITH NEW STAIRS WITH GLAZED ROOF AND GLAZED ENTRY
2. RECONFIGURED LIBRARY ISLAND LAYOUT TO ALLOW FOR BETTER WHEEL CHAIR ACCESS
3. NEW ACCORDIONABLE SEARCH DECK
4. USE UNDER THE STAIRS TO PROVIDE OFFICE SPACE (BANKING) (BANKING) (BANKING)
5. LIBRARY PANELS
6. NEW LIBRARY RECEPTION DESK WITH ACCESSIBLE FOR WHEELCHAIR
7. NEW LIBRARY RECEPTION DESK WITH ACCESSIBLE FOR WHEELCHAIR
8. RECONFIGURE A NEW BOOK RETURN SLOT NEW BUILT IN LIBRARY FOR NEW CHECK OUT DESK FOR CHILDREN'S ACTIVITY SECTION AND RECONFIGURE THE BOOK RETURN SLOT
9. NEW BUILT IN RECEPTION DESK AND CASH SUPPLIES ALONG WITH NEW CALM AND RECEPTION DESK
10. NEW GLAZED ENTRY TO MINIMIZE THE IMPACT OF THE CONNECTION BETWEEN THE NEW SINGLE LEVEL ADDITION ON THE EXISTING LIBRARY BUILDING
11. NEW CONTACT TRUCKS TO BE BUILT FOR LIBRARY STORAGE (SEEK STORAGE ROOM PROVISION AND ARCHIVING)

**REVISIONS**

NO.	DESCRIPTION	DATE
1	FOLLOW UP WORKSHEET DRAWING	08/10/19
2	REVISION FROM	04/11/19

**SCHEMATIC DESIGN**

**PARRY + WHYTE ARCHITECTS**

**NORTHAM LIBRARY & OFFICE BUILDING**

INTEGRALS STREET NORTHAM

LIBRARY AVIATION INTEGRATION FEASIBILITY STUDY  
 LIBRARY AND OFFICE BUILDING  
 GROUND FLOOR CONCEPT PLANS OPTION B

SCALE	1:100
PROJECT NUMBER	JOB NUMBER 4
PAGE SIZE	A1
DRAWN BY	AW
CHECKED BY	AW 10/10/19
DATE	10/10/19
SYSTEM	STAMP

DESIGNING NO. **FS1.05**      REV NO. **A**

NORTHAM LIBRARY & OFFICE BUILDING GROUND FLOOR PLAN OPTION B

**GENERAL NOTES**

- 12 REMOVE THE EXISTING TIMBER AND GLAZED PARTITION AND BUILD IN EQUIPMENTS. INSTALL NEW COMPACT STUDY DESKS.
- 13 RECONFIGURE LIBRARY SHELVING LAYOUT TO ALLOW FOR BETTER WHEEL CHAIR ACCESS.

NORTHAM LIBRARY & OFFICE BUILDING UPPER FLOOR PLAN OPTION B

A	FOLLOW UP WORKSHOP DRAWING	08/2019
REV	DESCRIPTION	DATE

**SCHEMATIC DESIGN**

**PARRY + WHYTE ARCHITECTS**

**NORTHAM LIBRARY & OFFICE BUILDING**  
 FITZGERALD STREET NORTHAM  
 LIBRARY LAYOUT REDESIGN FEASIBILITY STUDY  
 LIBRARY AND OFFICE BUILDING  
 MEZZANINE AND FIRST FLOOR CONCEPT PLAN OPTION B

SCALE	1:100
JOB NUMBER	JOB NUMBER
PAGE SIZE	A1
DRAWN BY	AJW
CHECKED BY	
DATE	JUNE 2019
SYSTEM	STAMP

DRAWING NO.	REV NO.
<b>FS1.06</b>	<b>A</b>

## Attachment 2



QUANTITY SURVEYORS

19103313.001

3 October 2019

Parry + Whyte Architect  
Suite 14, 100 Hay Street  
Subiaco WA 6008

Attention: Alec Whyte

Dear Alec,

### NORTHAM LIBRARY & OFFICE BUILDING FEASIBILITY COST ESTIMATE – OPTION B

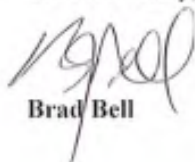
We have reviewed the drawings for the proposed Option B refurbishment and office addition to the existing Northam Library, we have prepared a feasibility cost estimate for the works. Please find attached our estimate backup, summarised below:

New Single Storey Office Building and Link	\$298,000
Refurbishment Works to the Existing Library Building	136,000
External Works	<u>55,000</u>
	489,000
Design Contingency 5%	25,000
Construction Contingency 5%	25,000
Authority Costs	3,000
Client Relocation & Disbursements	10,000
Professional Fees	68,000
Escalation	<u>10,000</u>
<b>Total, excluding GST</b>	<b>\$630,000</b>

Excluded from the estimate is any loose furniture, equipment and computer services.

We trust this meets with your current requirements.

Yours sincerely,



Brad Bell

### 13. MATTERS BEHIND CLOSED DOORS

#### RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a), (c) and (d) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 13.1 - Request for Fee Adjustment Donovan Payne, Aquatic Facility Project as the matter relates to a contract entered into, or which may be entered into, by the local government and legal advice obtained, by the local government.
- 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as it relates to a matter affecting an employee or employees.

#### 13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT

Mr J B Whiteaker declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as both employees are known to him.

Mr C D Kleynhans declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as he is one of the Officers nominated to act in the CEO role. The extent of the interest is the financial reimbursement for this task.

Mr C B Hunt declared an "Impartiality" interest in item 13.2 - Appointment of Acting Chief Executive Officer – December / January 2019 as he has been recommended to be Acting CEO during December 2019. The extent of the interest is financial, potentially increased salary during this period.

#### 13.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – DECEMBER / JANUARY 2019

#### RECOMMENDATION

That Council move out from behind closed doors.

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**